

## **RULES AND REGULATIONS OF THE COMPETITION FOR THE POSITION OF THE HEAD OF THE SCIENTIFIC UNIT AT MMRI**

1. These rules and regulations apply to the following organisational units of MMRI:
  - a. departments,
  - b. laboratories,
  - c. clinical departments.
2. The heads of these units are appointed and dismissed by the Director. The appointment for the head of the unit requires a competition, with the exception of the situation specified in item 3 herein.
3. The competition for the head of the unit shall not be announced when a new organisational unit is established for the implementation of a research project funded from the external sources. The research project manager shall become the head of the unit and the Director appoints him/her for the duration of external sources financing. The candidate must apply for the position before the Scientific Council and obtain their consent prior to such an appointment.
4. The Director shall announce the competition when:
  - a. a vacancy occurs,
  - b. the term of the position has been terminated,
  - c. a new organisational unit has been established.
5. The candidates for the position of organisational units shall hold at least a PhD degree and shall make a statement that if they are successful in the competition, MMRI shall be their primary place of employment and they shall work full time as the head of the unit.
6. The Director shall formally announce the competition: (i) on the website of the Ministry of Science and Higher Education in the Public Information Bulletin; (ii) on the website of the European Committee Researcher's Mobility Portal for announcements of job opportunities for researchers; (iii) the websites of MMRI and (iv) others if required.
7. The announcement of the competition shall include:
  - a. the name of the organisational unit and the position which the competition concerns
  - b. the qualification requirements for the candidates,
  - c. the place and deadline for the submission of the documents,
  - d. the expected date on which the competition shall be adjudicated.
8. The competition shall be held by the competition committee, hereinafter referred to as the committee, appointed by the Director, which shall be composed of:
  - a. the Director or the deputy appointed by the Director, as the chairperson,
  - b. the chairperson of the Scientific Staff Committee (polish: Komisja ds. Kadry Naukowej (KdsKN),
  - c. two independent researchers of MMRI appointed by the Director.
9. Any person who is a spouse, a relative or an in-law of the candidate or who is in such a legal or factual relationship with the candidate that it may raise legitimate doubts as to the impartiality of the competition procedure, shall not be appointed as a member of the committee.
10. In the event when the circumstances referred to in item 9 are revealed after the committee has been appointed, the Directors shall make the relevant amendments; the committee with its new composition may acknowledge the proceedings carried out by the previous committee as valid.

11. The candidates shall submit:
  - a. an application for the position which the competition concerns,
  - b. certificates of the professional qualifications required for the position,
  - c. the candidate's history of employment,
  - d. proof of the candidate's scientific achievements as specified in the Employment Rules and Regulations for the Positions of the Researcher, relevant for the position which the competition concern,
  - e. plan of the strategy of team management, funding, operation and development for the unit the candidate is applying to manage.
12. The competition proceedings are conducted even when only one candidate applies for the position.
13. The committee shall evaluate the candidates on the basis of the documents they have submitted and the interviews with the candidates and be guided by their previous scientific and organisational and their plans of the unit development strategy.
14. The committee shall prepare and present their decision on the successful candidate or the decision not to recommend any candidates to the Director; the decision shall be made by the full committee by secret ballot, by an absolute majority of votes; the committee shall draw up a protocol of the competition process which shall be signed by all the committee members. The chairperson of the committee shall inform all the candidates of their results.
15. After learning the decision referred to in item 14, the Director makes the decision to appoint or not to appoint the successful candidate as the head of the unit and notifies the candidate and the Scientific Council of the fact. The chairperson of the committee shall inform the Scientific Council of the competition process and results. The chairperson of the Scientific Council shall invite the newly appointed head to officially present before the Council his/her plans for the research and organisational activities of the unit he/she shall manage.
16. Subject to item 3, the Director entrusts the newly appointed head with the authority for 33 months. Next, after 30 months of the new head in office but prior to the expiry of the above-mentioned term, after consulting the Scientific Staff Committee (KdsKN) with regard to the research and organisation activities of the new head, the Director:
  - a. entrusts the authority of the head to the current head for an indefinite period or
  - b. in the event of a negative evaluation by KdsKN or his/her own, announces another competition for the position of the head which the current head cannot participate in, or
  - c. in the event of a negative evaluation by KdsKN or his/her own, disbands the organisational unit managed by the current head.
17. Candidates have the right to apply to the chairperson of the committee for the information on their strengths and weaknesses as candidates as well as for the access to the resolutions and protocols of the committee.
18. Within 7 days of sending the information referred to in item 14, each participant of the competition can apply to the Director of the Institute for the annulment of the competition procedure.
19. The Director can annul the competition in the event:
  - a. when, after the competition completion, it is revealed that the persons referred to in item 9 were appointed to the committee,
  - b. of breach of secrecy of voting,
  - c. other justified cases.

20. The successful candidate should be entrusted with the authority of the head within 14 days of the decision referred to in item 15. In justified cases the change of this term can be made after prior consultation of such a decision with the candidate and the Director. In the event of the submission of the application referred to in item 18, the employment contract shall not be entered into until the application has been considered.
21. In the event of the annulment of the competition, the Directors shall announce a new competition within no later than 2 months of the competition annulment.
22. If no candidates apply to participate in the first competition or no candidate is selected in the competition process or if a contract of employment is not signed with the successful candidate for the position, the Director shall announce a new competition which can be participated by the candidates who took part in the first competition.
23. 22. If no candidates apply to participate in two subsequent competitions or no candidate is selected in the competition processes or if a contract of employment is not signed with the successful candidate for the position, the Director, after consulting the Scientific Council, may entrust a person holding at least a PhD degree with the authority of the head of the unit for 12 months.
24. These Rules and Regulations shall enter into force on the day of their adoption by the Scientific Council of MMRI.
25. *Resolution on the method and procedure of competitions for positions of researchers in MMRI* adopted by the Scientific Council of MMRI on 24 March 2011 shall no longer be valid.

*Chairperson of the Scientific Council  
of Mossakowski Medical Research  
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These Rules and Regulations were adopted at the meeting of the Scientific Council of Mossakowski medical Research Institute PAS in Warsaw on 28 November, 2019.