

**Order no 7/2018**  
of the Director of the Institute of Human Genetics, PAS  
of 27<sup>th</sup> March 2018  
**on Regulations for conducting competitions for scientific positions at the Institute of Human  
Genetics, Polish Academy of Sciences in Poznan**

Based on Article. 91 par. 5 of the Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Laws of 2016, item 572, as amended), in connection with Resolution No. 2/2018 of the Scientific Council of the Institute of Human Genetics, Polish Academy of Sciences of 23<sup>rd</sup> March 2018, I order the following:

§1.

Hereby, I introduce the Regulations for conducting competitions for scientific positions at the Institute of Human Genetics, Polish Academy of Sciences in Poznań.

§2.

These Regulations constitute Appendix no 1 to this order.

§3.

The order comes into force on the day of signature.

§4.

The Regulations for conducting competitions for scientific positions currently in force are repealed.

The order is sent to all employees via e-mail.  
The order is placed in the intranet.

**Regulations**  
**for conducting competitions for scientific positions at the Institute of Human Genetics,**  
**Polish Academy of Sciences in Poznan**

**Preamble**

When selecting candidates, the Institute is guided by the principles contained in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. The Institute is of the opinion that excellence in conducting scientific research, academic independence and mobility are the main indicators to be followed when selecting candidates. The Institute appreciates the experience gained by candidates in other scientific disciplines and in other sectors of the economy. The Institute assesses the scientific achievements resulting from the effective number of years in science, taking into account any breaks in the work of the researcher. When evaluating and selecting a candidate, the Institute shall value more the candidate's scientific achievements than the reputation of their superiors and scientific institutions in which he has worked.

**§1.**

In order to fill the scientific positions at the Institute of Human Genetics, Polish Academy of Sciences (hereinafter: IHG PAS) a competitive procedure announced by the Director will be carried out.

**§2.**

1. The competition announcement should contain in particular:
  - 1) information about the position, discipline, number of vacancies, planned remuneration;
  - 2) deadline for documents submission;
  - 3) link to the website (including BIP of the Ministry of Science and Higher Education), where the announcement is placed;
  - 4) key words;
  - 5) a concise description of the scientific research in which the candidate would participate;
  - 6) any requirements for completed university studies, a degree or a scientific title, and specification of the scientific discipline and scientific specialty of the candidate;
  - 7) the list of documents that the candidate should submit for competition entry:
    - a) an application for employment with an address and contact details (e-mail, telephone),
    - b) a scan or a photocopy of the university diploma,,
    - c) a scan or a photocopy of a degree (if applicable),
    - d) a scan or a photocopy of a scientific title diploma (if applicable),
    - e) CV,
    - f) a list of publications, in particular from the last 5 years of the candidate's scientific work (after accounting for deduction of breaks in scientific work), list of patents/ patent applications, implementations or implementation projects (if applicable),
    - g) information on number of citations (without self-citations), Hirsch index and the number of years effectively worked in science (after deduction of breaks) (if applicable),
    - h) number of research projects (also application ones) managed by the candidate or in which the candidate was the PI/ main contractor together with 1-3 main publications as project results or other measurable results of the project (if applicable),

- i) at least one opinion of an independent researcher, who is a specialist in a given field described in the announcement,
  - j) a self-presentation containing information about scientific interests, current achievements, participation in research projects and description of own research projects, not exceeding 3 500 printing characters (max. 1 A4 page),
  - k) consent to the processing of personal data of the Candidate for the purposes of the competition, and
  - l) the Candidate's statement concerning familiarity with the Regulations for conducting competitions for scientific positions at the Institute of Human Genetics, Polish Academy of Sciences in Poznań.
- 8) information on the candidate evaluation criteria;
  - 9) information on the date of announcement the competition results;
  - 10) information on the planned period of employment at the IHG PAS;
  - 11) information on the possibility of appeal against the results of the evaluation for candidates who have been negatively evaluated by the Competition Commission;
  - 12) Announcement about the competition may include:
    - a) a list of additional documents, other than those indicated in § 2 para. 1 point 7) of the Regulations, which the Candidate attaches to the competition entry, necessary for proper evaluation of the Candidate for the needs of a given Competition;
    - b) information on the possibility of inviting the Candidate to publicly present the results of his scientific work during the seminar;
    - c) a list of additional information that should be provided by the Candidate, other than specified in § 2 para. 1 of the Regulations, if the external institution financing the research or project, providing the funds for the employment of the employee - approved a different scope of the Competition Announcement, or another scope of the Competition Announcement results from documents related to such a project;
    - d) indication of additional Criteria for assessing the Candidate, other than those specified in the Regulations;
    - e) information on the source of financing for the employee's remuneration;
    - f) other information needed.

- 2. A template for the Competition Announcement is attached as **Appendix 1** to the Regulations.
- 3. The announcement of the Competition will be made public on the Ministry of Science website in the Public Information Bulletin, on the European Commission's website in the European portal intended for the publication of job offers for researchers (Euraxess) and on the Institute's website.

### §3.

- 1. The competition procedure is conducted by the Competition Commission appointed by the Director. Gender balance should be ensured in the Competition Commission.
- 2. The three-member permanent Competition Committee shall consists of:
  - 1) Deputy Director for Scientific Affairs – the Head of the Commission;
  - 2) two academic employees with the title of professor or the postdoctoral degree (habilitation) - members of the Institute's Scientific Council.
- 3. The Head of the Department in which the candidate is to be employed is also included in the Competition Commission.
- 4. Other academic employees may be appointed to the Commission by the Director of the Institute, for the duration of a given competition procedure.
- 5. The Commission may request a written opinion on the candidate from:
  - 1) reviewers who are specialists in the field in which the candidate conducts scientific activity;
  - 2) representatives of Institute's academic staff with a doctoral or a postdoctoral degree if the competition refers to the position of assistant or adjunct.

6. If the number of permanent members of the Competition Commission is reduced below three, the Directors shall appoint a new member (or members), thus complementing the composition of the Commission.
7. The Competition Commission conducts works and makes all decisions in the composition of at least 2 people.
8. In justified cases, the Director of the Institute may dismiss members of the Competition Commission.
9. A member of the Competition Committee who will be appointed as the Director, ceases to be a member of the Competition Commission as of the date of his appointment.

#### **§ 4.**

1. If the candidate submits a competition entry containing incomplete documentation, the Competition Committee calls on the candidate to complete the competition entry within the a specified period, however not shorter than 7 days, otherwise the competition entry will be rejected.
2. The Competition Commission may request the Candidate to submit additional written explanations within a specified period, however not shorter than 7 days.
3. The Competition Commission may invite all or selected Candidates to publicly present the results of their scientific work during the seminar.
4. Any calls and notifications of candidates, the Competition Commission shall make using the following options:
  - 1) to the e-mail address indicated in the competition application;
  - 2) personally upon confirmation of receipt of a call / notification by the candidate;
  - 3) via the postal operator to the correspondence address indicated in the competition entry;
  - 4) in urgent matters also by phone.
5. The Competition Commission evaluates the Candidates on the basis of submitted documents, additional explanations given by the Candidate (if needed) and the presentation given during the seminar (if requested).
6. The Competition Commission evaluates candidates according to the following criteria:
  - 1) creativity measured by the quality and number of scientific publications in which the candidate is the first author, corresponding author, or significant author together with patent applications / patents and / or implementations (if applicable);
  - 2) mobility in their scientific career (including completed scientific internships, change of scientific profile, internships and work in industry);
  - 3) the number of citations of the candidate's publications, especially those in which the candidate is the first author, corresponding or significant author (if applicable);
  - 4) creativity measured by the quality and number of managed research projects (if applicable);
  - 5) opinion presented by persons indicated in § 3 para. 5 of the Regulations;
  - 6) additional criteria indicated in the Competition Announcement, in accordance with § 2 para. 1 point 12) of the Regulations.
7. In evaluating the Candidate's achievements, the Competition Commission will take into account any breaks in their scientific work and the candidate's acquired work will be converted into effective years of academic work.
8. Based on the application criteria indicated in § 4 para. 5 and 6 of the Regulations, the Candidate receives a positive or negative opinion from the Competition Commission.
9. The opinion of the Competition Commission on the Candidate shall contain a written justification.
10. The Competition Commission prepares a ranking of positively evaluated Candidates participating in the competition procedure and presents it to the Director of the Institute.
11. The ranking of positively evaluated Candidates is only a recommendation and is not binding for the

Director of the Institute.

12. The tasks of the Competition Commission also include all other activities necessary for the proper conduct of the competition procedure.
13. The Commission informs Candidates with negative opinions about the reasons for giving a negative opinion.
14. The Commission informs the Scientific Council about the competitions carried out.
15. Candidates with negative opinions from the Competition Commission have the right to appeal against the results of the assessment. The appeal is submitted to the Director of the Institute within 7 days from the date of receipt of the information referred to in § 4 para. 13. The decision of the Director of the Institute on this appeal is final.

#### **§5.**

1. The Director of the Institute decides to employ a Candidate, chosen from Candidates positively evaluated by the Competition Commission or Candidates approved by the Director of the Institute - as a result of a positive appeal referred to in § 4 para. 15.
2. The Director of the Institute informs other Candidates, positively evaluated by the Competition Commission or the Director of the Institute - as a result of a positive appeal, about the reasons for their unemployment at the Institute.
3. The Director of the Institute informs all Candidates about their strengths and weaknesses.

#### **§6.**

If none of the Candidates receives a positive evaluation of the Competition Commission or the Director of the Institute - as a result of a positive appeal referred to in § 4 para. 15, or if there are no applications before the deadline, the Director of the Institute considers the Competition to be undecided and may announce a new Competition.

#### **§7.**

1. The competition procedure is not conducted in the case of a temporary employment of a scientific employee:
  - 1) directed to work on the basis of an agreement concluded with a foreign scientific institution,
  - 2) for the period of the implementation of the project involving scientific research or development works, financed in a competition mode from financial resources for education or funds from the European Union or other entities granting the project,
  - 3) in the same position, if the previous employment contract was concluded for a period of not shorter than three years.
2. Employment of a researcher financed by external funds may be carried out according to different rules than those set out in these Regulations, if the financing institution requires a different procedure or a different procedure stems from other documents related to the project.
3. Conducting recruitment procedure for Doctoral School at the IHG PAS is considered to be a competition within the meaning of the Regulations, which means that the doctoral candidate may be employed as an assistant at least for the duration of Doctoral School, extended by 3 additional months to search for a job or postdoctoral internship. The detailed procedure for conducting this competition is regulated by a separate Order of the Director of IHG PAS.

These regulations were adopted at the meeting of the Scientific Council of the Institute of Human Genetics, PAS on March 23, 2018.

to Regulations for conducting competitions for scientific positions at the Institute of Human Genetics, PAS in Poznań

## **ANNOUNCEMENT OF THE COMPETITION FOR A SCIENTIFIC POSITION**

Director of the Institute of Human Genetics, Polish Academy of Sciences in (IHG PAS) announces an open competition for the position of ..... at the Department of ..... IHG PAS.

The competition is open to persons who meet the conditions set out in the Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Laws of 2016, item 572, as amended) and the Regulations for conducting competitions for scientific positions at the Institute of Human Genetics, Polish Academy of Sciences in Poznań.

### **I. General information**

1. Institution announcing the competition: Institute of Human Genetics PAS
2. City: Poznań
3. Position: .....
4. Discipline: .....
5. Number of vacancies: :.....
6. Planned remuneration: .....
7. Deadline for documents submission: .....
8. Address to which documents should be submitted: .....
9. Link: <http://igcz.poznan.pl/>
10. Key words: .....
11. Department / Team in which the candidate would work: .....
12. A concise description of the scientific research in which the candidate would participate:  
.....

### **II. Requirements for candidates (for completed university studies, degree or academic title):.....**

### **III. A list of documents that the candidate should attach to the competition application.**

1. An application for employment, along with the address for correspondence and contact details (e-mail address and telephone number),
2. A scan or a photocopy of the university diploma,
3. A scan or a photocopy of a degree (if applicable),
4. A scan or a photocopy of a scientific title diploma (if applicable),
5. CV,
6. A list of publications with the indication of a maximum of five most important works performed during the last 5 years of the candidate's scientific work (after accounting for deduction of breaks in scientific work), patent applications, patents, implementations, research projects (if applicable),
7. Information on number of citations of publications without self-citations, Hirsch index and the number of years effectively worked in science (after deduction of breaks), (if applicable),
8. A list of research projects (including application and implementation projects) in which the Candidate was the PI or the main contractor together with 1-3 most important publications resulting from the implementation of this project, or other measurable results of the project (if applicable),
9. At least one opinion of an independent researcher (R3), who is a specialist in a given field described in the announcement,
10. A self-presentation containing information about interests, current achievements, participation in research projects and description of own research projects, not exceeding 3,500 printing characters (1 A4 page),
11. Consent to the processing of personal data of the Candidate for the purposes of the Competition,
12. The Candidate's statement concerning familiarity with the Regulations for conducting competitions for scientific positions at the Institute of Human Genetics, Polish Academy of Sciences in Poznań.
13. The Candidate's statement that in case of winning the competition, the Institute of Human Genetics, Polish Academy of Sciences will be his main place of work.

### **IV. Criteria for the evaluation of candidates**

1. Creativity measured by the quality and number of scientific publications in which the candidate is the first author, corresponding author, or significant author, together with patent applications/patents and/or implementations.

2. Mobility in their scientific career (including completed academic internships, change of scientific profile, internships and work in industry).
3. The number of citations of the candidate's publications, especially those in which the candidate is the first author, corresponding author or significant author.
4. Creativity measured by the quality and number of managed research projects.
5. An opinion of an independent researcher (R3-R4).
6. Additional criteria indicated in the Competition Announcement.
7. Any breaks in the scientific work and indicated achievements of the candidate converted into effective years of scientific work.

**V. Announcement of results**

Up to 30 days after the deadline of documents submission

VI. **Planned period of employment:** .....

**VII. Information on the possibility of appeal of a candidate who has been negatively evaluated by the competition committee**

Candidates who have been negatively evaluated by the Competition Commission have the right to appeal against the results of the assessment. The appeal is submitted to the Director of the Institute within 7 days from the date of receipt of negative feedback from the selection board. The decision of the Director of the Institute is final.

Director

.....

signature



to Regulations for conducting competitions for scientific positions at the Institute of Human Genetics, PAS in Poznań

### **CANDIDATE'S EVALUATION FORM FOR A SCIENTIFIC POSITION**

1. Creativity measured by the quality and number of scientific publications in which the candidate is the first author, corresponding author, or significant author, together with patent applications/patents and/or implementations; number of points from 0 to 10.
2. Mobility in scientific career (including completed academic internships, change of scientific profile, internships and work in industry); number of points from 0 to 10.
3. The number of citations of the candidate's publications, especially those in which the candidate is the first author, corresponding author or significant author; number of points from 0 to 10.
4. Creativity measured by the quality and number of managed research projects; number of points from 0 to 10
5. An opinion of an independent researcher (R3-4); number of points from 0 to 10.
6. Additional criteria indicated in the Competition Announcement; number of points from 0 to 10.
7. Any breaks in the scientific work and indicated achievements of the candidate converted into effective years of scientific work; number of points from 0 to 10.