

OTM-R POLICY

OPEN TRANSPARENT MERIT BASED RECRUITMENT

December 2017

OTM-R is one of the pillars of the **European Charter for Researchers** and in particular of the **Code of Conduct for the Recruitment of Researchers**, launched in 2005.

OTM-R ensures that the **best person for the job is recruited**, brings benefits to researchers, institutions and the wider research system. More specifically, OTM-R makes research careers more attractive, ensures equal opportunities for all candidates and facilitates mobility. Overall, it will contribute to an increase in the cost-effectiveness of investments in research.

In December 2017, the Institute of Human Genetics, Polish Academy of Sciences (IHG PAS) applied for the HR Excellence in Research Award in recognition of the Institute's on-going commitment to adopting the principles of The European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers.

The Action Plan consists of xxx actions that, when complete, will go a very long way towards the Institute's ambition to adopt in full the Principles of the EC Charter and Code for the benefit of its research staff. Special attention is paid to the OTM-R procedures.

The award of the HR Excellence in Research will support our researchers in their proposals to attract international funding. It will also attract new researchers to the IHG PAS, promote the Institute as providing a favorable working environment for researchers, and increase the international profile of the Institute.

This policy sets out, in chronological order, various steps of the Recruitment of Researcher process adopted by the IHG PAS, from the job advertising/application phase through to the appointment phase.

Our OTM-R policy aims to build on the principles of the Code of Conduct for the Recruitment of Researchers, providing more detailed information on the recruitment process in the *New rules of appointing researchers* (to be approved by the Scientific Council of the Institute in February/ March 2018)

When recruiting for Research Posts, the Institute recognizes the need to recruit research staff in as expeditious a manner as possible, while adhering to the best practice methods of recruitment and selection, and in compliance with Polish employment legislation.

RECRUITMENT

Definitions

PhD student - a candidate for R1 who does not have an employment contract, but holds a fellowship.

Research staff - R1-R4 candidate for a research position (research assistant, post doctoral researcher, assistant professor, professor) who has an employment contract.

The process of the research staff recruitment in the Institute follows three phases:

1. Advertising and application phase
2. Evaluation and selection phase
3. Appointment phase

In case of PhD students, the recruitment process is complemented by one more obligatory step – an admission to the doctoral programme (oral exam).

In order to meet the requirements of the enhanced OTM recruitment, after the OTM-R checklist was completed, the HR Working Group prepared guidelines for new regulations for competitions for research positions. Based on that, the new regulations have been prepared; after being approved by the Scientific Council of the Institute, they will come into force in February/ March 2018.

The abovementioned document is in line with the Charter & Code and at the same time comply with Polish regulations concerning employment and scientific development.

LOW ADMINISTRATIVE BURDEN FOR APPLICANTS

In all instances and in the best interests of applicants for the researcher position in the Institute, IHG PAS aims, whenever possible, to strictly limit requests for supporting documents; moreover, when documents are legally required, applicants may make a declaration that they will provide proof after the selection process is concluded.

ACKNOWLEDGING RECEIPT FOR APPLICATIONS AND ADDITIONAL INFORMATION

In all instances applicants will receive an e-mail acknowledging that their application has been received.