

Terms of competitions for scientific positions  
at the Institute of Oceanology  
of the Polish Academy of Sciences

§ 1

1. These Terms define the manner and procedure of conducting competitions for scientific positions at the Institute of Oceanology of the Polish Academy of Sciences, hereinafter referred to as the "Institute".
2. The Terms define the hiring procedure for the following positions:
  - a) full professor
  - b) associate Professor
  - c) visiting professor
  - d) adjunct
  - e) research assistant- hereinafter referred to as "scientific positions".

§ 2

1. A person holding an academic title can be employed in the position of full professor.
2. A person holding a postdoctoral degree or academic title can be employed in the position of associate professor.
3. In the position of visiting professor a person can be employed who:
  - a) is on unpaid leave from another scientific institution, referred to in art. 2 item 9 in the Act of 30 April 2010 on the Principles of Financing Science and holding a postdoctoral degree or academic title, or
  - b) is domiciled abroad and has at least a doctoral degree.
4. A person holding at least a doctoral degree can be employed in the position of adjunct.
5. A person holding a master's or equivalent degree can be employed in the position of research assistant.

§ 3

In the positions referred to in § 1 a person who does not hold Polish citizenship can be employed without permission of the Voivode (Governor).

§ 4

1. The competition is carried out for newly created research positions and in cases not included in item 2.
2. The competition is not carried out in the event of:
  - a) promotion of the Institute's research staff, relating to obtaining a higher academic degree or title;
  - b) fixed-term employment of the research employee for the duration of the research or development project funded by competitive funds for science or European Union funds or by other grant providers;
  - c) fixed-term employment of the research worker in the same position, if the previous employment contract was concluded for a period of not less than three years;
  - d) fixed-term employment of the researcher directed to work within the framework of an agreement with a foreign research institution.



3. All candidates for employment in the position of adjunct and research assistant must be approved by the Institute's Scientific Council Commission for employment, promotion, scholarships and academic awards for young researchers' issues.
4. All candidates for employment in the position of full and associate professor must be approved by the Scientific Council.

#### § 5

The competition is announced on the Public Information Bulletin website of the relevant Minister responsible for Science and on the European Commission's portal for mobile researchers. Notice of the competition may also be published in a national daily newspaper, on the website of the Institute or at the place usually used at the Institute.

#### § 6

1. The competition proceedings are conducted by the Commission for employment, promotion, scholarships and academic awards for young researchers appointed by the Scientific Council, hereinafter referred to as the "Commission".
2. The Commission carries out the recruitment process guided by the provisions of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.
3. The Commission shall carry out a qualification procedure, which aims to present the Director of the Institute's list of candidates for a position, prioritized according to their usefulness evaluated according to the criteria: knowledge, qualifications and suitability for the particular research position.
4. The Commission shall deliberate at meetings convened by the Chairman.
5. Support for the Commission is provided by the Research Coordination Office.

#### § 7

1. The decision to hold the competition for a research position is announced by the Director of the Institute.
2. Once the Director of the Institute's decision (referred to in point 1) is taken, an employee of the HR Department of the Institute, in consultation with the relevant head of the organizational unit (e.g. the laboratory) and the head of the parent organizational unit (e.g. the head of the scientific department), compiles the job description for the competition, and then forwards it to the Director of the Institute for approval.
3. The description referred to in point 2 shall specify in particular:
  - a. the position of the competition;
  - b. the planned job (organizational unit);
  - c. the planned tasks;
  - d. specific qualifications preferred in connection with the position.
4. Once the job description is approved by the Director of the Institute, an employee of the HR Department of the Institute prepares the final competition announcement and recommends placing the advertisement, referred to in § 5.
5. The notice referred to in § 5 must contain the data referred to in § 2 (corresponding to the position) and point 3, and the information on the documents that the candidate is obliged to submit together with the offer, the date and place of submission of applications, and the indicative term of employment.



§ 8

1. The employee of the Institute's HR Department analyzes the submitted applications to verify compliance with the requirements set out in § 2 and in the job description referred to in § 7 point 3.
2. The HR Department's employee draws up a summary list of applicants for the position and transmits the list to the Chairman of the Commission conducting the competition proceedings.

§ 9

1. The Commission shall conduct an interview with people whose applications comply with the requirements set out in § 2 and in the job description referred to in § 7 point 3. In the course of the interview the Commission judges a candidate's knowledge and evaluates the qualifications and suitability for the position to which the competition refers, having particular regard to knowledge of the specialization of the position, achievements and professional experience confirmed by the submitted, reliable documents, scientific achievements and publications, knowledge of foreign languages and other specific qualifications, referred to in § 7 point 3.
2. The Commission invites for the session the Head of the Department and the Manager of the Laboratory or research project, respectively, in which the candidate is to be employed. Those invited to participate work with the Commission in an advisory capacity.

§ 10

1. The Commission shall draw up a protocol reporting the ranking of candidates. In this list, the Commission shall nominate candidates (no more than 3) who to the greatest extent meet the requirements specified in the job description (ranking the candidates who from the greatest to the least extent meet the candidate profile).
2. The protocol is signed by the Chairman and the Members of the Commission.
3. The Chairman of the Commission shall submit the protocol to the Director of the Institute.

§ 11

1. The Director of the Institute, after reviewing the report from the Commission, decides to employ one of the candidates nominated by the Commission but subject to point 2.
2. In the case of employment for the position of full professor, associate professor and visiting professor, the Director of the Institute, before taking a final decision, shall obtain an opinion from the Scientific Council.
3. If the Commission does not recommend any of the candidates participating in the competition, the Director may decide to announce another competition for the same scientific position.
4. If the candidate indicated by the Director of the Institute resigns from the competition, the Director will choose another candidate from the list presented by the Commission or may request the Commission to identify further candidates meeting the specific conditions of the job description.
5. Each candidate has a right to know the competition documentation regarding his request and obtain information about the strengths and weaknesses of his candidacy.



6. The Terms were adopted at a meeting of the Scientific Council of the Institute of Oceanology on 8<sup>th</sup> November 2016.  
The Terms of competitions for research positions at the Institute of Oceanology, of the Polish Academy of Sciences of 20<sup>th</sup> October 2015 shall no longer be binding.

§ 12

In matters not regulated in these Terms, the provisions of the Law of the Polish Academy of Sciences shall apply.

Annexes

1. Template of the Statement of offers of candidates to work in the position of ..... .. at IO PAN
2. Standard form of Competition Announcement

Annex No 1  
to the Terms of competitions for scientific positions at the IO PAN

STATEMENT OF OFFERS OF CANDIDATES TO WORK IN THE POSITION OF

.....

at the Institute of Oceanology of the Polish Academy of Sciences in Sopot

No.	Name	Qualifications: education, degree or academic title / field and specialization / when obtained	Professional Experience		Additional qualifications		Comments
			Work experience		Last two jobs & positions		
			Total	In the last work place	Knowledge of foreign languages	others	
1.							
2.							
3.							



Annex No 2  
to the Terms of competitions for scientific positions at the IO PAN

Sopot, .....

### COMPETITION

Director of the Institute of Oceanology PAN in Sopot, announces a competition for the position of

.....

in the Department of .....

at the Institute of Oceanology of the Polish Academy of Sciences

The competition may be entered by persons who meet the requirements for the position of .....

..... defined in the Act of 30 April 2010 of the Polish Academy of Sciences, and have:

- The degree / academic title ..... regarding .....
- Additional qualifications, for example:
  - supported by scientific publications or experience in scientific research in the field of .....
  - knowledge of techniques ..... and practical experience in the field of .....
  - experience in the research field
  - very good knowledge of English
  - etc.

Those interested in participating in the competition are invited to submit an application for employment with the following attachments:

1. CV
2. copy of the diploma .....
3. personal questionnaire
4. list of achievements in scientific work
5. documents indicating the additional requirements set out in the announcement
6. other information characterizing the applicant
7. consent to the processing of personal data for the purpose of carrying out the competition

Documents should be submitted to the Secretariat of the Institute of Oceanology  
ul. Powstańców Warszawy 55, 81-712 Sopot.

The deadline expires on .....

Expected date of employment .....