

**Rules for conducting competitions for scientific positions in the Institute of
Geophysics, Polish Academy of Sciences**

§ 1.

1. The Rules shall govern the manner and the procedure for conducting competitions for scientific positions in the Institute of Geophysics, Polish Academy of Sciences, hereinafter referred to as the "Institute."
2. The provisions of the Rules shall apply to the following positions:
 - 1) full professor;
 - 2) associate professor;
 - 3) visiting professor;
 - 4) adjunct;
 - 5) assistant;- hereinafter referred to as "scientific positions."

§ 2.

1. A person meeting requirements set out in Article 89 section 2, subject to section 8 and Article 93 of the Act of 30 April 2010 on the Polish Academy of Sciences, hereinafter referred to as the "Act," can be employed in a scientific position referred to in § 1 section 2 point 1.
2. A person meeting requirements set out in Article 89 section 2, subject to section 8 and Article 93 of the Act, can be employed in a scientific position referred to in § 1 section 2 point 2.
3. A person meeting requirements set out in Article 89 section 3, subject to section 8 and Article 93 of the Act, can be employed in a scientific position referred to in § 1 section 2 point 3.
4. A person meeting requirements set out in Article 89 section 5, subject to section 8 and Article 93 of the Act, can be employed in a scientific position referred to in § 1 section 2 point 4.
5. A person meeting requirements set out in Article 89 section 6, subject to section 9 and Article 93 of the Act, can be employed in a scientific position referred to in § 1 section 2 point 5.

§ 3.

Employment of a person in the scientific position shall be preceded by a competition announced on the individual site of the Minister competent for science in the Public Information Bulletin (*Biuletyn Informacji Publicznej*). The competition announcement can also be published in a nationwide daily, on the individual site of the Institute's Public Information Bulletin or in a place customarily used to this end at the Institute's premises.

§ 4.

1. The Committee for competitions for scientific positions in the Institute, hereinafter referred to as the "Committee," shall be established hereby.
2. The composition of the Committee shall be as follows:
 - 1) Chairperson:
 - Deputy Scientific Director;
 - 2) Members:
 - manager of the organisational unit, for which the competition is being held;
 - an employee of the Institute, appointed by the Director of the Institute, employed in the position at least equivalent to the scientific position subject to the competition.
3. The Committee shall carry out the selection procedure aimed at verifying the knowledge, qualification and predisposition of candidates for the particular scientific position.
4. The Committee shall deliberate at meetings convened by the Chairperson.
5. The Committee shall be supported by the Scientific Secretariat of the Institute.

§ 5.

1. The decision on the competition for the scientific position shall be taken by the Director of the Institute.
2. In case of the Director of the Institute taking the decision referred to in section 1, the head of the HR Department of the Institute in cooperation with the manager of the organisational unit for which the competition is held shall draw up the job description for the scientific position subject to the competition, and shall subsequently submit it to the Institute Director for approval.
3. In particular, the description referred to in section 1 shall include:
 - 1) position subject to the competition;
 - 2) planned place of work;
 - 3) planned scope of tasks;
 - 4) additional qualifications preferred in relation to the position subject to the competition.
4. After the job description is approved by the Director of the Institute, the head of the HR Department shall draw up the content of the announcement and request publishing the announcement referred to in § 3.
5. The announcement referred to in § 3 shall include details specified in § 2 (respectively for the scientific position) and section 3, information on documents that the candidate should submit, time limit and place for submission of proposals, and the request to the candidate to grant consent to the processing of their personal data for the purposes of the competition.

§ 6.

1. Written offers of candidates shall be submitted to the HR Department of the Institute.
2. The head of the HR Department shall analyse the offers submitted in order to verify their compliance with requirements set out in § 2 and in the job description referred to in § 5 section 3.
3. The head of the HR Department of the Institute shall draw up a list of proposals based on the template attached as an appendix to the resolution.

§ 7.

The Committee shall perform interview with persons, whose proposals meet the requirements set out in § 2 and in the job description referred to in § 5 section 3, during which the Committee shall verify the knowledge and assess qualifications and predispositions for work in the position subject to the competition, in particular specialised knowledge required in the position, previous achievements and professional experience confirmed by the documents presented, scientific achievements and publications, knowledge of foreign languages, as well as other preferred qualifications referred to in § 5 section 3 point 4.

§ 8.

1. The Committee shall summarise the qualification procedure in the report recommending no more than 3 candidates, who have best demonstrated that they meet the requirements specified in the job description (in the order from the best one to the last one), and shall recommend the candidate who most closely meets the requirements set out in the job description for employment or shall notify that no of the candidates is recommended for employment.
2. The reports shall be signed by the Chairperson and Members of the Committee.
3. The Chairperson of the Committee shall submit the report of the Committee to the Director of the Institute.

§ 9.

1. If the Committee does not recommend any candidate for employment in the scientific position subject to the competition, the competition is considered undecided. The decision on the next competition for the same scientific position shall be taken by the Director of the Institute.

2. Shall the candidate recommended by the Committee for employment in the scientific position resign, the Director of the Institute may request the Committee to present its opinion on recommending the next candidate identified in the Committee's report as meeting the requirements included in the job description for employment in the scientific position.
3. The opinion on the recommendation shall be signed by the Chairperson and Members of the Committee.
4. The Chairperson of the Committee shall submit the opinion on the recommendation to the Director of the Institute.
5. If the next candidate identified in the Committee's report as meeting the requirements included in the job description for employment in the scientific position is not recommended, provisions of section 1 shall apply respectively.

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*[Rectangular seal reading:
Director of the Institute of
Geophysics, Polish Academy of Sciences
Professor Paweł M. Rowiński]*

Resolution no. 15/230/2016

**of the Scientific Board of the Institute of Geophysics, PAS, of 15 June 2015 on amendments to the
“Rules for conducting competitions for scientific positions in the Institute of Geophysics, Polish
Academy of Sciences”**

Acting based on Article 91 of the Act of 30 April 2010 on the Polish Academy of Sciences (as amended)

§ 1

The Scientific Board of the Institute of Geophysics, PAS, resolves to make amendments the “Rules for conducting competitions for scientific positions in the Institute of Geophysics, Polish Academy of Sciences” as specified in the appendix hereto, including one amendment including replacing the text “in a place customarily used to this end at the Institute’s premises” with the text “in a place customarily used to this end.”

§ 2

The resolution shall enter into force on the date of its passing.

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Secretary of the Scientific Board

Assoc. Prof. Mariusz Białeccki, PAS Professor

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Chairman of the Scientific Board

Prof. Marek Lewandowski

Amendments to the “Rules governing competitions for scientific positions in the Institute of Geophysics, Polish Academy of Sciences”

Based on Article 91 section 5 of the Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Laws No. 96, item 619; of 2011 No. 84, item 455; of 2013, item 675; of 2014, item 1198; and of 2015, item 249), it is resolved as follows:

§ 1.

§ 3 of the Rules for conducting competitions for scientific positions in the Institute of Geophysics, Polish Academy of Sciences approved at the 206th meeting of the Scientific Board of the Institute of Geophysics, PAS, on 20 October 2010, shall be amended to read as follows:

“§ 3.

1. Employment of a scientific employee shall be preceded by a competition announced on the individual site of the Minister competent for science in the Public Information Bulletin (*Biuletyn Informacji Publicznej*) and on the European Commission’s website in the European portal for mobile scientist, intended for the publication of job offers for researchers. The competition announcement can also be published in a nationwide daily, on the individual site of the Institute's Public Information Bulletin or in a place customarily used to this end ~~at the Institute’s premises~~.
2. Provisions of section 1 shall not apply in case of employment, for a fixed period, of a scientific employee:
 - 1) delegated to work based on the agreement concluded with a foreign scientific institution;
 - 2) for the period of the performance of a project involving research or development works, financed in a competitive procedure from financial resources for education or funds from the European Union or other entities awarding the grant;
 - 3) on the same position if the previous employment contract was concluded for no less than three years.”

§ 2.

The amendment shall enter into force on the date of its approval.