

**PROCEDURE FOR CONDUCTING COMPETITION PROCEEDINGS
WITH REGARD TO RESEARCH POSITIONS AT THE INSTITUTE OF
BIOCHEMISTRY AND BIOPHYSICS OF THE POLISH ACADEMY OF
SCIENCES**

Annex to Resolution of IBB PAS Scientific Council No.4/2025

Employment in research positions requires competition proceedings. In selecting candidates, the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences, hereinafter referred to as the “Institute”, is guided by the principles set out in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, and the OTM-R (open, transparent and merit-based recruitment) rules. Scientific research excellence, scientific independence, scientific track record, mobility, and organisational and educational activities, in particular supervision over young research workers, shall be taken into consideration.

§ 1

1. The procedure for conducting competition proceedings with regard to research positions at IBB PAS (professors, Institute associate professors, assistant professors, and academic assistants) has been developed pursuant to Article 91 (5) of the Act on the Polish Academy of Sciences of 30 April 2010 (Journal of Laws of 2020, Item 1796).
2. Candidates for specified research positions should meet promotion criteria set out in the Rules & Regulations for Promoting Researchers at IBB PAS, adopted under Director's Order No. 38/2024 of 12 August 2024.

§ 2

1. Competitions shall be announced by the Institute Director.
2. The announcement of the competition shall be effected through providing information about its terms and conditions:
 - a. in the Public Information Bulletin of the minister in charge of science;
 - b. on the website of the European Commission, specifically in the European portal for researchers in motion intended for the publication of job offers for researchers (as at the date of entry into force of the Rules & Regulations, the Euraxess portal);
 - c. on the Institute's website.

3. The competition should be announced at least 30 days before the time limit for submitting documents expires. In justified circumstances, the time limit may be reduced at the Director's consent, however it should not be shorter than 14 days.
4. Information about the competition should include:
 - a. a description of the Competition procedure,
 - b. requirements for the candidates,
 - c. expected date of employment,
 - d. a list of required documents,
 - e. time limit for submitting documents,
 - f. the planned date of announcing competition results.

§ 3

1. The Competition procedure is performed by a Committee, appointed each time by the Institute Director. The Committee shall be composed of representatives of the Scientific Council, the head of entity to which a given candidate applies, Director's office and, optionally, other persons with qualifications to conduct a merit-based assessment of candidates.
2. Any person with disabilities may apply for adapting recruitment procedures to the needs arising from their disability, by submitting a written request together with the required documents.
3. The competition procedure must include the following stages:
 - a) preliminary selection of no more than five candidates on the basis of submitted documents, as per the requirements described in competition information, and in line with § 1 (3) of this Annex,
 - b) a job interview conducted by the Committee with selected candidates, also remotely.
4. The Committee shall consult with the head of the entity where a given candidate is to be employed, and may consult experts from outside the Institute, specialising in a given field.
5. The Committee prepares a recommendation and a ranking list of candidates taking part in the competition procedure, taking into account the principles set out in „**The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers**”, and submits it to the Director.

§ 4

1. Based on the recommendation from the Competition Committee, the Institute

Director issues a decision on employing a candidate at a specified research position at the Institute.

2. The candidates are informed about the results of the competition in writing or by electronic means of communication, and the final list of persons employed as part of the competition is published on the Institute's website.
3. In the event of violation of the competition procedure, the candidate may file an appeal with the Institute Director within 7 days of the receipt of notification about competition results. The Director's decision is final and binding.

§ 5

1. If none of the candidates are given the Committee's recommendation or no candidates apply for the positions within a set time limit, the Institute Director may resign from filling the vacancy or announce a new competition.
2. Should circumstances occur making it impossible to employ a candidate in a position announced as part of the competition, the Institute Director may cancel such competition.