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Certified Translation from the Polish Language

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REGULATIONS OF THE EVALUATION OF SCIENTIFIC EMPLOYEES-/-

of the Institute of Biochemistry and Biophysics of the Polish Academy of

Sciences-/-

(hereinafter referred to as "IBB PAS")-/-

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I. General Provisions-/-

1. The evaluation shall be carried out by the Scientific Council of IBB PAS at least once every four years. The evaluation covering the scientific employees' performance shall be conducted in the year preceding the evaluation of the scientific activities of IBB PAS.-/-
2. The evaluation shall cover the calendar years following the previous evaluation but preceding the year in which it is carried out.-/-
3. Employees who have been in an employment relationship with IBB PAS, in the positions defined in Article 88 (1) of the Act on the Polish Academy of Sciences, for at least two years during the evaluation period, shall be subject to evaluation. As regards employees who have worked at IBB PAS for at least 2 years but shorter than the evaluation period, the Scientific Council shall take into consideration, while performing the evaluation, the period of work performed proportionate to the duration of their employment in the evaluation period.-/-
4. At the request of the Director of IBB PAS, the Scientific Council of IBB PAS may adopt a resolution to conduct one additional evaluation of scientific employees at an



earlier date, provided that this shall not affect the date of the evaluation referred to in Point 2.-/-

5. While performing the evaluation of scientific employees, the Scientific Council shall take into consideration their FTE, position type and the time they have actually worked. In addition, as regards employees who, during the evaluation period, were staying on:

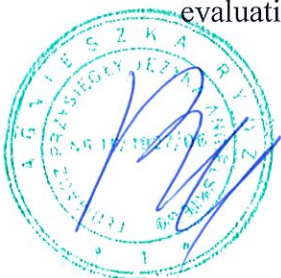
- 1) medical leave or were collecting a rehabilitation allowance, in accordance with the provisions of the Act of 25 June 1999 on monetary benefits paid under social insurance in the case of illness and maternity;-/-
- 2) any type of parental leave as defined in the Act of 26 June 1974 – the Labour Code;-/-
- 3) unpaid leave;-/-
- 4) health leave,-/-

this shall be proportionate to the duration of their employment in the evaluation period.-/-

6. The evaluation of scientific employees of IBB PAS, in accordance with the adopted regulations, shall be carried out by the Scientific Council of IBB PAS based on the work of the Commission for the Evaluation of Scientific Employees, appointed by the Scientific Council of IBB PAS (hereinafter: “**the Commission**”). The Scientific Council of IBB PAS shall then provide the Director with the list of employees for each of the evaluated groups (Professors, Institute Professors, Assistant Professors, Assistants) together with information about the number of points awarded, and the positive or negative evaluation of these employees. The evaluation shall be considered negative if an employee has obtained a number of points lower than:-/-



- 1) 35% of the median value for the group which he/she represents – for employees who have held managerial positions for at least 12 months in the evaluation period,-/-
 - 2) 25% of the median value for the group which he/she represents – for other employees, and-/-
 - 3) has not provided members of the Commission with a justification of the result obtained, which the Commission could find acceptable.-/-
7. The Commission shall be composed of at least 8 members appointed by the Scientific Council, including at least 2 persons with the title of Professor.-/-
8. No persons whose impartiality may be questioned can participate in conducting the evaluation. This concerns in particular:-/-
- 1) self-evaluation;-/-
 - 2) relatives of the evaluated employee up to the second degree of affinity or consanguinity, his/her spouse or co-habiting person;-/-
 - 3) a person related to the evaluated employee by adoption, guardianship or custody;-/-
 - 4) a person on account of whom accountability, disciplinary or criminal proceedings have been initiated against the evaluated employee;-/-
 - 5) a person who is a party to accountability, disciplinary or criminal proceedings concerning the evaluated employee;-/-
 - 6) a superior's evaluation, with the exception of the Director of IBB PAS and the Deputy Director for Scientific Affairs.-/-
9. The persons listed in Paragraph 8, unless they exclude themselves from the evaluation procedure, shall be excluded by the Chairperson of the Commission.-/-

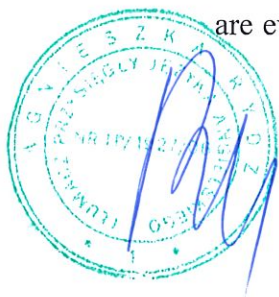


10. Meetings of the Commission may be held if at least 75% of the Commission members are present, including the Chairperson or the Deputy Chairperson. It is permissible for meetings of the Commission to be held using information technologies provided that they ensure the monitoring and recording of the meeting as well as the keeping of votes secret.-/-
11. The employee shall receive, by hand of the Commission, written information on the number of points awarded, together with information on his/her position in the quartiles of the distribution of points in the evaluated employee group. In the case of a negative evaluation outcome, the Commission shall also provide a written justification.-/-
12. The employee shall have the right to appeal against the evaluation of his/her professional activities, in particular against the evaluation of his/her scientific activities, to the Deputy President of PAS supervising the work of the Department of Biological and Agricultural Sciences of the Polish Academy of Sciences.-/-
13. The Scientific Council of IBB PAS, by hand of the Chairperson of the Commission, shall provide its evaluation to the Manager of the Laboratory or Facility in charge of the evaluated employee, and to the Director of IBB PAS.-/-
14. The evaluation sheets of the scientific employees of IBB PAS constitute Appendices Nos. 1 and 2 hereto.-/-

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II. The evaluation covers:-/-

1. Scientific articles published in journals from the Philadelphia list in the evaluation period, in which the author has used his/her IBB PAS affiliation. Scientific articles are evaluated on the basis of the five-year Impact Factor (IF) for the year of article



publication; for journals without a five-year IF, the IF for the year of publication shall apply, while for articles published in the last year of the evaluation period, the most recent IF published in the Web of Science database shall be used. The IF value is multiplied by itself, and for the first author and the corresponding author – additionally by 2 (i.e., $IF \times IF \times 2$). A scientific article is included among the employee's scientific achievements provided that the evaluated employee has authorised IBB PAS to include that article as his/her scientific achievement in the evaluation of the quality of his/her scientific activities.-/-

2. Patents: (i) 60 points shall be awarded for national patents, and (ii) 100 points for international ones.-/-
3. The research projects that have been awarded in an open competition by a third party, in the period covering the last two evaluations, in which an employee has acted as a manager or a coordinator, or as a leader of a research task in international or consortium projects carried out at IBB PAS, shall be evaluated based on the project funding agreement. The projects shall be evaluated depending on the level of co-funding awarded, in line with the cost estimate. The year of the co-funding award and the project budget for IBB PAS shall be taken into consideration.-/-

Each research project shall be evaluated depending on the level of co-funding awarded to IBB PAS, in PLN:-/-

| | |
|------------------------|---------------|
| up to 1,000,000 | 30 points-/- |
| >1,000,000 – 1,500,000 | 50 points-/- |
| >1,500,000 – 2,500,000 | 100 points-/- |
| >2,500,000 – 5,000,000 | 150 points-/- |
| >5,000,000 | 200 points-/- |



In addition, for acting as the manager of a consortium project with the level of co-funding:-/-

>2,500,000 additionally 100 points-/-

4. Qualification for the second stage of evaluation – for projects with a value over PLN 1,000,000 (30 points), and for ERC grants (100 points).-/-
5. Participation in organisation committees of national conferences (25 points) or international conferences (50 points), the latter being defined as having the majority of participants affiliated with scientific centres other than Polish – a maximum of 50 points.-/-
6. Popularisation activities (e.g., popular science lectures and workshops, science picnics, science festivals, etc.) and participation in educational activities undertaken by the unit (30 points) – a maximum of 30 points.-/-

III. These Regulations were adopted by the Scientific Council of the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences on 4 September 2023, pursuant to Article 96 (1) of the Act of 30 April 2010 on the Polish Academy of Sciences.-/-

IV. These Regulations shall take effect on the day they are approved by the Deputy President of the Polish Academy of Sciences supervising the work of the Department of Biological and Agricultural Sciences of the Polish Academy of Sciences.-/-

V. The Regulations of the Evaluation of Scientific Employees of the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences which were approved by Prof Romuald Zabielski, PhD hab., Deputy President of the Polish Academy of Sciences, on 12 August 2019 are hereby repealed.-/-



CHAIRPERSON-/-

OF THE SCIENTIFIC COUNCIL-/-

of the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences-/-

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Appendix No. 1-/-

EVALUATION SHEET OF A SCIENTIFIC EMPLOYEE OF IBB PAS-/-

(the period from 1 January [no entry] to 31 December [no entry])-/-

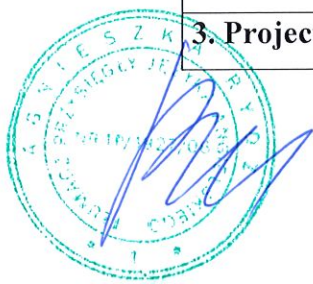
| |
|---|
| First (middle) name(s): [no entry] Surname: [no entry] |
| Laboratory/Facility: [no entry] |
| Position: [no entry] |
| Period of justified absence from work during the evaluation period, including parental, maternity or health leave: [no entry] |

-/-

Detailed characteristics of the scientific achievements of a scientific employee of IBB PAS for the period covered by the evaluation-/-

-/-

| -/- | Points | |
|--|--------------------|------------|
| | Evaluated employee | Commission |
| 1. Publications released | | |
| Publications in journals from the Philadelphia list (the number of points equal to the IF value multiplied by itself, and for first author and the corresponding author – additionally multiplied by 2). | [no entry] | [no entry] |
| 2. Patents | | |
| National patent (60 points) | [no entry] | [no entry] |
| International patent (100 points) | [no entry] | [no entry] |
| 3. Projects and agreements | | |



| | | |
|---|------------|------------|
| The sum of points for the research projects awarded (<i>according to the scoring in Point II. 4. of the Regulations of the Evaluation of Scientific Employees of IBB PAS</i>) | [no entry] | [no entry] |
| The sum of points for qualifying to the second stage of evaluation – for projects with a value over PLN 1,000,000 (30 points), and for ERC grants (100 points) | [no entry] | [no entry] |
| 4. Being a member of conference organisation committees | | |
| Total points awarded for participation in organisation committees of national (25 points) or international (50 points) scientific conferences | [no entry] | [no entry] |
| 5. Popularisation activities and participation in educational activities undertaken by IBB PAS (30 points). | [no entry] | [no entry] |
| Total number of points | [no entry] | [no entry] |

-/-

| |
|--|
| SUPPLEMENTARY INFORMATION ON THE EVALUATED PERSON concerning items 2-5 (e.g., projects with the indication of source, title, period of execution, level of co-funding granted, participation; patents – number, patent owner; conferences – a link to web page containing information about the conference; other data justifying the allocation of points). |
| [no entry] |

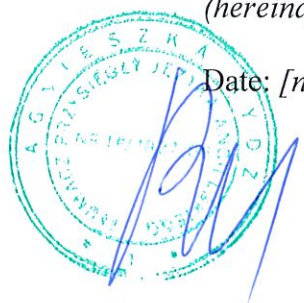
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I attach [no entry] appendices to this sheet.-/-

I give my consent to the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences, with its registered office in Warsaw, to process my personal data and information about my scientific achievements, made available in the documents submitted by me for the purpose of evaluation, in accordance with Article 6(1)(a) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (hereinafter: "GDPR"), and I declare that I have been instructed of my rights.-/-

Date: [no entry]

Signature of the evaluated person: [no entry]



-/-

Appendix No. 2-/-

Scientific articles published during the evaluation period-/-

Full name: [no entry]

-/-

NOTE!-/-

Please indicate the evaluated author in bold letters; in the case of the first author or the corresponding author, additionally use the underline.-/-

Scientific articles published in journals from the Philadelphia list, according to the criteria outlined in Point II:-/-

-/-

| Journal title, year, No., pp. | Author/s | Title of the publication | IF | Points |
|--|-----------------|---------------------------------|------------|---------------|
| [no entry] | [no entry] | [no entry] | [no entry] | [no entry] |
| Total | | | [no entry] | [no entry] |

-/-

*I, Agnieszka Rydz, sworn translator of the English language
(Ministry of Justice Register: TP/1927/06), hereby certify
that the above is a faithful translation of the electronic document
in the Polish language submitted to me.*

Register: 2747 / 2023; Date: 25 October 2023, Lublin.

Characters: 13095



