

STATUTE  
OF THE INSTITUTE OF BIOCHEMISTRY AND BIOPHYSICS  
OF THE POLISH ACADEMY OF SCIENCES

**GENERAL PROVISIONS**

§ 1

1. The Institute of Biochemistry and Biophysics, hereinafter referred to as the “Institute”, is a scientific institute of the Polish Academy of Sciences.
2. The Institute has legal personality.

§ 2

The Institute operates in particular on the basis of:

- 1) the Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Laws of 2020, item 1796);
- 2) the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, items 1571, 1871, 1897);
- 3) the Statute of the Polish Academy of Sciences constituting an appendix to Resolution No. 1/2024 of the General Assembly of the Polish Academy of Sciences of 20 June 2024;
- 4) Resolution No. 10/56 of the Presidium of the Polish Academy of Sciences of 10 January 1956 concerning the establishment of the Institute of Biochemistry and Biophysics as an independent scientific research institution of the Polish Academy of Sciences, approved by Resolution No. 85/57 of the Council of Ministers of 14 March 1957;
- 5) this Statute.

§ 3

1. The registered office of the Institute is the Capital City of Warsaw.
2. The Institute may establish organizational units in Poland and abroad.

§ 4

1. The Institute uses a round seal bearing the emblem of the Republic of Poland in the centre and the name of the Institute around it: Institute of Biochemistry and Biophysics, Polish Academy of Sciences.

2. The Institute uses a rectangular stamp containing the following text: Institute of Biochemistry and Biophysics, Polish Academy of Sciences, ul. Pawińskiego 5A, 02-106 Warsaw, unless the document requires the seal referred to in paragraph 1.
3. The official abbreviated name of the Institute is “IBB PAN”.
4. The English name of the Institute is “Institute of Biochemistry and Biophysics, Polish Academy of Sciences”, and the official English abbreviation is “IBB PAS”.
5. The Institute has a graphic sign (logo), the design of which is specified in the IBB PAS Visual Identity Manual introduced by order of the Director.

## **TASKS OF THE INSTITUTE**

### § 5

The tasks of the Institute include conducting scientific activity and disseminating and implementing the results of such activity.

### § 6

The tasks of the Institute include in particular:

- 1) conducting basic research in the fields of exact sciences, natural sciences, medical sciences and health sciences, particularly in the areas of biochemistry and biophysics;
- 2) managing the Henryk Arctowski Polish Antarctic Station and conducting multidisciplinary research in polar regions;
- 3) conducting development work and implementing the results of such research in the economy;
- 4) supporting researchers at the beginning of their scientific careers;
- 5) educating scientific staff and specialists with advanced qualifications in the fields of exact and natural sciences;
- 6) cooperation with universities, scientific and research institutes, scientific networks and scientific societies, particularly in the field of scientific research and development work;
- 7) cooperation with central government administration bodies and entities of the justice and healthcare systems;
- 8) cooperation with the socio-economic environment in the field of scientific research and development work for the purpose of implementation;
- 9) developing international scientific cooperation through the establishment of consortia and the implementation of projects jointly with foreign partners;

- 10) dissemination and popularization of knowledge related to the Institute's scientific fields;
- 11) carrying out other tasks arising from applicable legal provisions and assigned by the authorities of the Polish Academy of Sciences.
- 12)

## § 7

The tasks listed in § 6 are carried out in particular through:

- 1) conducting scientific research;
- 2) organizing expeditions to the Henryk Arctowski Polish Antarctic Station, in particular coordinating monitoring activities and scientific research conducted using the Station's infrastructure;
- 3) publishing research results;
- 4) operating doctoral schools, including international doctoral schools. Persons admitted to a doctoral school take an oath, the wording of which is specified in the Regulations of the Doctoral School;
- 5) awarding academic degrees in accordance with the Institute's authorizations;
- 6) conducting educational activities within first-, second-, and third-cycle studies;
- 7) protecting original scientific and technical solutions in Poland and abroad;
- 8) establishing companies implementing scientific research and development results and cooperating with them;
- 9) cooperating with national and foreign scientific institutions;
- 10) preparing expert opinions and providing assessments in matters related to the Institute's scientific activities;
- 11) organizing scientific meetings (conferences, congresses, scientific symposia, and other events);
- 12) cooperating, within its competence, with institutions engaged in the dissemination of knowledge;
- 13) organizing library, documentation and information services related to its scientific activities.

## **ORGANIZATION OF THE INSTITUTE**

### § 8

1. The governing bodies of the Institute are:
  - 1) the Director;
  - 2) the Scientific Council.
2. The organizational structure chart of the Institute constitutes Appendix No. 1 to this Statute.

### § 9

1. The President of the Polish Academy of Sciences appoints as Director of the Institute a person selected through a competition procedure for a four-year term.
2. The Deputy Directors (for Scientific Affairs; Research Infrastructure and Commercialization; Administration) are appointed and dismissed by the Director.
3. The Deputy Director for Scientific Affairs may be appointed and dismissed after obtaining the approval of the Scientific Council.

#### § 10

1. The Director manages the current activities of the Institute, is responsible for the management of its assets in accordance with applicable regulations, and is accountable for the Institute's financial performance.
2. The Director disposes of the Institute's fixed assets in accordance with applicable regulations.
3. The responsibilities of the Director include in particular:
  - 1) managing the Institute and representing it externally;
  - 2) performing, with respect to Institute employees, the actions reserved for the employer;
  - 3) preparing scientific and economic development programs for the Institute;
  - 4) establishing the financial plan after obtaining the opinion of the Scientific Council;
  - 5) submitting to the Scientific Council draft programs, opinions and motions falling within its competence;
  - 6) preparing the organizational structure of the Institute;
  - 7) establishing the organizational regulations of the Institute;
  - 8) establishing the work regulations;
  - 9) establishing the remuneration regulations;
  - 10) making decisions concerning the internal division of organizational units.

#### § 11

1. The Deputy Directors perform, in particular, the following duties:
  - 1) Deputy Director for Scientific Affairs:
    - a) supervises and coordinates the activities of the Institute's scientific division, including research departments, research laboratories, and scientific service facilities;
    - b) supervises doctoral schools;
    - c) supervises and coordinates the activities of the Research Support Office;
    - d) represents the Institute at the national and international level within the scope specified by the relevant authorization;
    - e) performs other duties assigned by the Director of the Institute.

- 2) Deputy Director for Research Infrastructure and Commercialization:
  - a) supervises and coordinates the activities of the Institute's general services division;
  - b) supervises activities related to the commercialization of research results, in particular proceedings before the Patent Office of the Republic of Poland, foreign patent offices, and agreements concerning intellectual property protection and confidentiality;
  - c) supervises the Institute's research infrastructure and its development;
  - d) supervises specialist staff supporting research activities;
  - e) represents the Institute at the national and international level within the scope specified by the relevant authorization;
  - f) performs other duties assigned by the Director of the Institute.
- 3) Deputy Director for Administration:
  - a) supervises and coordinates the activities of the Institute's administrative division;
  - b) supervises services responsible for maintaining the Institute's property and infrastructure in proper condition;
  - c) supervises legal, economic and administrative matters of the Institute;
  - d) supervises compliance with legal regulations, in particular the Public Procurement Law;
  - e) supervises investment projects concerning the Institute's property;
  - f) represents the Institute at the national and international level within the scope specified by the relevant authorization;
  - g) performs other duties assigned by the Director of the Institute.
2. The detailed scope of responsibilities of the Deputy Directors shall be determined by the Director of the Institute.

## § 12

1. The Director may appoint plenipotentiaries for the implementation of specific tasks on behalf of the Institute.
2. The Director may establish advisory, consultative and committee bodies.
3. The composition, scope of activities and operating procedures of the plenipotentiaries and bodies referred to in paragraph 2 shall be specified by an order of the Director establishing them.

## § 13

1. The Scientific Council shall consist of no more than 50 members, including not less than 30% from outside the Institute.

2. The term of office of the Scientific Council shall be four years and shall commence at the beginning of a calendar year.

#### § 14

The Scientific Council shall include, with voting rights:

- 1) elected representatives of employees holding the title of professor or the academic degree of habilitated doctor, employed full-time at the Institute for whom the Institute is the primary place of employment, not exceeding 29 persons;
- 2) persons holding the title of professor or the academic degree of habilitated doctor or doctor, specialists from various fields of economic and social life and practical applications of science, not employed by the Institute or employed part-time, in a number not exceeding 15 persons;
- 3) elected representatives of scientific staff employed full-time at the Institute, for whom the Institute is the primary place of employment, other than those referred to in point 1, numbering at least three persons;
- 4) an elected representative of doctoral students;
- 5) members of the Academy designated to participate in the work of the Scientific Council by Division II of Biological and Agricultural Sciences of the Polish Academy of Sciences;
- 6) the Director and the Deputy Director for Scientific Affairs;
- 7) the number of seats in the Scientific Council for the categories referred to in points 1, 2 and 3 shall be proposed by the Presidium of the outgoing Scientific Council after obtaining information on the number of Academy members designated to participate in the work of the new Scientific Council.

#### § 15

1. Elections of members of the Scientific Council shall be direct and secret and shall be organized by the Director.
2. The Director shall appoint an Election Committee consisting of a Chairperson and two members. The Committee shall verify electoral lists, collect declarations of willingness from persons eligible to stand for election, and subsequently conduct the voting process, including verification of quorum, counting votes cast, informing participants of election results, and preparing and signing the minutes of the electoral meeting.
3. Members of the Scientific Council referred to in § 14 point 1 shall be elected by employees holding the title of professor or the academic degree of habilitated doctor and employed full-time.
4. Members of the Scientific Council referred to in § 14 point 3 shall be elected by scientific staff employed full-time other than those referred to in § 14 point 1.
5. The representative of doctoral students shall be elected by doctoral students of Doctoral Schools conducting doctoral research at the Institute under the supervision of supervisors employed by the Institute.

6. The persons referred to in § 14 point 2 shall be elected by persons elected and delegated to the Scientific Council pursuant to § 14 points 1 and 5.
7. Elections shall be considered valid if, for each category of employees, the number of valid votes cast exceeds half of the number of persons entitled to vote.
8. The persons obtaining the highest number of votes shall be elected until the seat limit for a given category is reached. If two or more persons obtain the same number of votes at the threshold, the Election Committee shall immediately conduct an additional vote limited to those persons, according to rules analogous to those specified above.
9. The mandate of a member of the Scientific Council shall expire in the event of:
  - 1) death;
  - 2) resignation from membership;
  - 3) loss of the attributes constituting the basis for passive electoral rights in the categories specified above;
  - 4) other circumstances provided for by generally applicable law.
10. The date on which any of the circumstances referred to in paragraph 9 occurs shall be the date of expiry of the mandate.
11. If the mandate of a member of the Scientific Council elected under § 15 paragraphs 3–6 expires, a by-election shall be held without delay.

#### § 16

The appointment of persons elected to the Scientific Council shall be made by the President of the Polish Academy of Sciences or a person authorized by the President.

#### § 17

1. The Scientific Council exercises ongoing supervision over the Institute's activities, paying particular attention to maintaining a high standard of scientific work and supporting the scientific development of employees and doctoral students.
2. The Scientific Council shall in particular:
  - 1) determine the scientific profile of the Institute, taking into account the current scope of research conducted at the Institute and the directions of development of world science;
  - 2) adopt programmes of research, cooperation with foreign scientific institutions and publishing activities;
  - 3) approve reports on the Institute's activities;
  - 4) evaluate the scientific performance of the Institute's scientific staff;

- 5) conduct proceedings for the award of the academic degree of doctor or habilitated doctor within the scope of its authorizations;
- 6) adopt the Statute of the Institute and amendments thereto;
- 7) adopt rules governing competitions for scientific positions;
- 8) adopt resolutions in other matters reserved to the competence of the Scientific Council under applicable law, including the Act of 30 April 2010 on the Polish Academy of Sciences;
- 9) adopt regulations governing the management of copyrights, related rights, industrial property rights and the commercialization of research and development results;
- 10) supervise committees established by the Scientific Council;
- 11) review and approve documents submitted by the Director of the Institute.

#### § 18

The principles and procedures governing the activities of the Scientific Council shall be specified in regulations adopted by the Council.

#### § 19

The internal organization of the Institute shall be determined by organizational regulations established by the Director.

#### § 20

1. The Institute shall have a Disciplinary Ombudsman and, as the court of first instance, a Disciplinary Committee for Scientific and Research-Technical Employees (hereinafter referred to as the "Disciplinary Committee"), adjudicating disciplinary cases concerning scientific and research-technical employees.
2. As the court of second instance, disciplinary cases shall be adjudicated by the Disciplinary Committee for Scientific and Research-Technical Employees of Scientific Units operating under the President of the Polish Academy of Sciences, acting as the appellate body.
3. The Disciplinary Ombudsman shall be appointed by the Scientific Council from among the Institute's scientific staff. The term of office of the Disciplinary Ombudsman shall be four years from the date of appointment.
4. Disciplinary proceedings shall be initiated upon a motion submitted by the Disciplinary Ombudsman.
5. The Disciplinary Committee shall consist of five persons:
  - 1) three employees elected by the persons referred to in § 14 point 1, including at least one person holding the title of professor;
  - 2) one employee elected by the persons referred to in § 14 point 3;
  - 3) one employee elected by research and research-technical staff employed full-time.
6. All members of the Disciplinary Committee shall be elected by direct and secret ballot.

7. The term of office of the Disciplinary Committee shall be four years, commencing on the day following the announcement of the election results.
8. The Director shall appoint an Election Committee consisting of a Chairperson and two members. The Committee shall verify electoral lists, collect declarations of willingness from persons eligible to stand for election, and subsequently conduct the voting process, including verification of quorum, counting votes cast, informing participants of election results, and preparing and signing the minutes of the electoral meeting.
9. Elections shall be considered valid if, for each category of employees, the number of valid votes cast exceeds half of the number of persons entitled to vote.
10. The Disciplinary Committee shall elect from among its members a three-person adjudicating panel.
11. The adjudicating panel shall elect from among its members a Chairperson, who should be an employee holding a position not lower than that of the accused person.
12. The Disciplinary Committee shall operate on the basis of its Regulations.
13. The Regulations of the Disciplinary Committee shall be adopted by a simple majority vote of its members in the presence of at least 80% of its composition.
14. The Regulations shall specify, in particular, the operating procedures of the Committee, the principles governing the exclusion of members from the adjudicating panel, and procedures to be followed in the event of a conflict of interest preventing the effective performance of the Committee's duties.
15. If the mandate of a member of the Disciplinary Committee expires, a by-election shall be conducted without delay.

§ 21

1. The Institute shall have a Disciplinary Ombudsman for Doctoral Students appointed by the Director from among the Institute's scientific staff. The term of office of the Ombudsman for Doctoral Students shall be four years.
2. In matters concerning violations of regulations applicable at the Institute and acts infringing the dignity of a doctoral student, adjudication shall be conducted by the Disciplinary Committee for Doctoral Students and the Appeals Disciplinary Committee for Doctoral Students.
3. Disciplinary proceedings shall be initiated upon a motion submitted by the Disciplinary Ombudsman for Doctoral Students.
4. The Disciplinary Committee for Doctoral Students shall consist of five persons, including a Chairperson who is a scientific employee, two scientific employees, and two doctoral students.
5. The Appeals Disciplinary Committee for Doctoral Students shall consist of five persons, including a Chairperson who is the Deputy Director for Scientific Affairs, two scientific employees, and two doctoral students.

6. Three members of the Disciplinary Committee for Doctoral Students and two members of the Appeals Disciplinary Committee for Doctoral Students shall be elected from among the Institute's scientific staff in a manner analogous to the election of members of the Disciplinary Committee for Scientific and Research-Technical Employees.
7. Representatives of doctoral students to the Disciplinary Committee for Doctoral Students and to the Appeals Disciplinary Committee for Doctoral Students shall be elected by the Doctoral Students' Self-Government Council in accordance with its regulations.
8. For each individual doctoral student case under consideration, the Disciplinary Committee for Doctoral Students and the Appeals Disciplinary Committee for Doctoral Students shall appoint a three-member adjudicating panel.
9. The Disciplinary Committee for Doctoral Students and the Appeals Disciplinary Committee for Doctoral Students shall adjudicate in a panel composed of the Chairperson of the adjudicating panel, who shall be a scientific employee, and an equal number of scientific employees and doctoral students.
10. The terms of office of the Disciplinary Committee for Doctoral Students and the Appeals Disciplinary Committee for Doctoral Students shall be four years.
11. The Disciplinary Committee for Doctoral Students and the Appeals Disciplinary Committee for Doctoral Students shall operate on the basis of their Regulations.
12. The Regulations of each Committee referred to in paragraph 2 shall be adopted by a simple majority vote of its members in the presence of at least 80% of the Committee's composition.
13. The Regulations shall specify, in particular, the operating procedures of the Committee, the principles governing the exclusion of members from the adjudicating panel, and procedures to be followed in the event of a conflict of interest preventing the effective performance of the Committee's duties.
14. If the mandate of a Committee member expires, a by-election shall be conducted without delay.

## § 22

If the misconduct under consideration concerns both a doctoral student and a scientific employee, the adjudicating panels of the Disciplinary Committee for Scientific and Research-Technical Employees and the Disciplinary Committee for Doctoral Students shall deliberate jointly under the leadership of the Chairpersons of the respective panels.

## § 23

1. The Institute has implemented rules for the protection of persons reporting breaches of European Union law and, pursuant to Order No. 3/2022 of the Director of the Institute of Biochemistry and Biophysics, Polish Academy of Sciences, adopted the "Regulations for Receiving and Investigating Reports of Breaches of Union Law".

2. The Institute shall have an Academic Ombudsperson, whose election procedure, term of office and operating regulations are governed by separate provisions. The Ombudsperson's role is to promote high ethical standards and support the amicable resolution of conflicts and disputes.
3. The Institute shall have a Committee for the Prevention of Mobbing and Discrimination, whose election procedure, term of office and operating regulations are governed by separate provisions. The Committee's task is to monitor and prevent possible forms of mobbing within the Institute. In particular, its duties include assessing whether a complaint submitted by an employee or doctoral student is justified and whether the complainant has in fact been subjected to mobbing.
4. The Institute shall have a Committee on Ethics in Science appointed by the Scientific Council of the Institute. Its term of office shall coincide with that of the Scientific Council. The Committee shall operate on the basis of Regulations approved by the Scientific Council. The Committee's role is to promote standards of research integrity and to prepare opinions on matters concerning potential violations thereof.

#### § 24

The financial management of the Institute shall be governed by separate regulations.

### **FINAL PROVISIONS**

#### § 25

The organization and order of work, as well as the rights and obligations of the employer and employees connected therewith, shall be determined by the work regulations.

#### § 26

Amendments to this Statute shall be adopted according to the procedure provided for its adoption and approval.

#### § 27

If, on the date of adoption of this Statute, the composition of disciplinary committees is inconsistent with the provisions of the Statute, the Director of IBB PAS shall immediately announce supplementary elections in order to bring their composition into conformity with the Statute.

#### § 28

This Statute was adopted by the Scientific Council of the Institute on 25 March 2025, endorsed by Division II of Biological and Agricultural Sciences of the Polish Academy of Sciences on 3 April 2025, and shall enter into force upon approval by the President of the Polish Academy of Sciences.

#### § 29

The Statute approved by the President of the Polish Academy of Sciences on 2 June 2011 shall cease to be in force.

*This is an informal translation. In case of disputes, the binding version of the Statute is the Polish-language version: STATUT INSTYTUTU BIOCHEMII I BIOFIZYKI POLSKIEJ AKADEMII NAUK approved by the President of the Polish Academy of Sciences (Marek Konarzewski) on 2025-04-04.*