

Terms and conditions of conducting competitions and recruitment for the positions of Adjuncts and Research Assistants financed from subsidies for primary statutory activity at the Henryk Niewodniczański Institute of Nuclear Physics Polish Academy of Sciences

Introduction

1. These terms and conditions specify the rules of conducting competitions and recruiting candidates by the Henryk Niewodniczański Institute of Nuclear Physics Polish Academy of Sciences, hereinafter referred to as the Institute, for the positions of Adjuncts and Research Assistants financed from subsidies for primary statutory activity of the Institute.
2. The Director of the Henryk Niewodniczański Institute of Nuclear Physics Polish Academy of Sciences (hereinafter referred to as the Institute Director) publicly announces an open competition for the positions of Adjuncts and Research Assistants at the Henryk Niewodniczański Institute of Nuclear Physics Polish Academy of Sciences. The announcement about the open competition is published in accordance with the Policy on Open, Transparent and Merit-Based Recruitment of Researchers at the Henryk Niewodniczański Institute of Nuclear Physics Polish Academy of Sciences, constituting Attachment no. 1 to Decree no. 17/2021 of April 13, 2021.
3. Candidates may be employed in the position of Adjunct or Research Assistant for a specified or unspecified period of time.

II. Competitive process

1. Candidates submit their applications with attachments to the Institute Director via the Employment Department of the Institute within the time limit and manner specified in the announcement.
2. The attachments must include:
 - a) a covering letter specifying the scope of interests of a candidate in relation to research conducted at the Institute, with the indication of an internal organizational unit in which a candidate applies for the position,
 - b) a candidate evaluation form (Attachment no. 2.1 hereof),
 - c) a copy of a PhD diploma or, in the absence thereof, a copy of a graduate diploma (MSc diploma),
 - d) a CV including information on professional advancement and a list of publications and conference talks,

- e) two reference letters issued by senior academic staff members when applying for the position of Adjunct, and one reference letter when applying for the position of Research Assistant, sent to the address given in the announcement, bypassing the candidate.

A senior academic staff member shall be understood as a person:

- holding at least a post-doctoral degree of doctor habilitated, or
 - employed in the position of a university/institute professor, or
 - employed by a foreign higher education institution or a research institution, holding a PhD degree, demonstrating significant scientific achievements within the subject matter related to the accomplishments of a candidate and meeting the requirements in the Polish procedure for the conferment of the post-doctoral degree of doctor habilitated,
- f) a PhD dissertation with reviews only in the case of a candidate applying for the position of Adjunct who at the time of submitting the application does not hold a PhD degree,
 - g) a candidate may attach additional information useful for the evaluation of his/her scientific qualifications.

3. A candidate shall be obliged to prepare a presentation lasting a maximum of 10 minutes to be given during an interview, if he/she is invited to one. The presentation shall not be attached to the application.
4. The candidates' applications are examined and reviewed by the Selection Committee for the Recruitment of Adjuncts and Research Assistants, hereinafter referred to as the Selection Committee. The Selection Committee is made up of Heads of Scientific Divisions, Head of the Cyclotron Centre Bronowice or persons designated by them, and Chairman of the Scientific Council or a member of the Scientific Council Presidium appointed by the Chairman. The Selection Committee selects the candidates to be invited to interviews based on submitted documents.
5. The Selection Committee schedules interview appointments with the selected candidates. In justified cases the date of the appointment may be different from that given in the announcement. The Institute Director takes part in the interviews. If need be, the Institute Director may appoint another employee of the Institute to temporarily replace him in this procedure.
6. The Selection Committee invites the Head of the internal organizational unit where a candidate applies for the position to the interview.
7. Based on submitted documents, the Selection Committee conducts interviews and, having considered priorities and the necessity to strengthen selected research groups, the Committee formulates its opinion on research qualifications of candidates and gives recommendations as to their employment at the Institute.
8. The Selection Committee's sessions and interviews may take place in a remote manner with the use of electronic means of communication ensuring a real-time broadcast of the sessions and real-time two-way communication.
9. The recommendations of the Selection Committee are passed to the Institute Director.
10. The decision to employ a given candidate is taken by the Institute Director and announced at the nearest session of the Scientific Council.
11. In the case of candidates applying for the position of Adjunct, the recommendations issued by the Selection Committee hold their validity for six months from the moment of

their approval by the Institute Director.

12. In the case of candidates applying for the position of Research Assistant, the recommendations issued by the Selection Committee hold their validity for three months from the moment of their approval by the Institute Director.
13. The period of the validity of the recommendations referred to in Point 11 and 12 shall end on the day of signing the employment contract.
14. A candidate holding a PhD degree is employed in the position of Adjunct for the period of up to 33 months or for an unspecified period of time, depending on his/her qualifications.
15. A candidate holding a MSc or a MSc Eng degree is employed in the position of Research Assistant for the period of up to 33 months or for an unspecified period of time, depending on his/her qualifications.
16. Candidates shall receive information about the results of the competitive process with regard to their candidacy, including the indication of their strong and weak sides, in paper or electronic form within 14 days from the moment of approving the recommendations by the Institute Director.
17. A candidate shall have the right to appeal against the recommendation of the Selection Committee to the Board of Appeal at the Scientific Council within 14 days from the date of receipt of information about the results of the competitive process.

These Terms and Conditions were adopted at the session of the Scientific Council of the Institute on April 12, 2021.

KARTA KANDYDATA NA STANOWISKO ADIUNKTA/ ASYSTENTA
CANDIDATE EVALUATION FORM FOR THE POSITION OF AN ADJUNCT (POST-DOC) /RESEARCH ASSISTANT

I. Dane (*Personal data*)

1. Imię i nazwisko (*First and last name*):
2. Data urodzenia (*Date of birth*):
3. Przebieg kariery naukowej i zawodowej (*Scientific and professional experience*):

Stopień/tytuł <i>(Degree/title)</i>	Rok <i>(Year of award)</i>	Uczelnia/ Jednostka naukowa <i>(Higher education institution/ Research unit)</i>	Wydział <i>(Faculty/department)</i>
Mgr (MSc)			
Dr (PhD)			
Stanowisko <i>(Position)</i>	Lata <i>(od – do)</i> <i>Years of holding</i> <i>(from - to)</i>	Miejsce pracy <i>(Name of Workplace)</i>	Jednostka <i>(Unit)</i>

4. Tematyka badawcza (hasłowo, max. 30 słów)
(Research subject matter (max. 30 keywords))

II. Dotychczasowe osiągnięcia naukowe
(Scientific achievements to date)

1.

Podsumowanie <i>(Summary)</i>		Liczba <i>(Number)</i>
1.	Artykuły w czasopismach naukowych z bazy Journal Citation Reports (JRC) <i>(Articles published in scientific journals from the Journal Citation Reports)</i>	
2.	Artykuły w czasopismach naukowych spoza bazy Journal Citation Reports (JRC) <i>(Articles published in scientific journals from outside the Journal Citation Reports)</i>	
3.	Książki i monografie, rozdziały w książkach i monografiach <i>(Books, monographs, chapters in books and monographs)</i>	
4.	Wystąpienia ustne na zaproszenie na konferencjach o zasięgu międzynarodowym <i>(Invited talks given at international conferences)</i>	
5.	Wystąpienia ustne na innych niż wymienione w pkt. 4 konferencjach naukowych	

	<i>(Talks given at scientific conferences other than those mentioned in Point 4)</i>	
6.	Wystąpienia posterowe na konferencjach o zasięgu międzynarodowym <i>(Poster presentations given at international conferences)</i>	
7.	Wystąpienia posterowe na innych niż wymienione w pkt. 6 konferencjach naukowych <i>(Poster presentations given at scientific conferences other than those mentioned in Point 6)</i>	
8.	Działalność recenzencka projektów i/lub czasopism <i>(Peer-review activity in projects and journals)</i>	TAK / NIE <i>(YES/NO)</i>
9.	Prowadzone prace licencjackie, inżynierskie i magisterskie <i>(Supervised BA, Engineer's, and MSc dissertations)</i>	
10.	Krótkoterminowe staże zagraniczne (do 3 m-cy) <i>(Short-term foreign internships (up to 3 months))</i>	
11.	Długoterminowe staże zagraniczne (powyżej 3 m-cy) <i>(Long-term foreign internships (over 3 months))</i>	
12.	Kierowanie projektami badawczymi (granty NCN, NCBiR, inne) Udział w projektach badawczych <i>(Principal investigator in research projects (grants, National Science Centre, National Centre for Research and Development, other))</i>	
13.	Wykonawca w projektach badawczych (granty NCN, NCBiR, inne) <i>(Investigator in research projects (grants, National Science Centre, National Centre for Research and Development, other))</i>	
14.	Wdrożenia, patenty <i>(Implementations, patents)</i>	
15.	Liczba cytowani bez autocytowań wg bazy..... <i>(Number of citations without self-citations according to the database.....)</i>	
16.	Sumaryczny czynnik oddziaływania (ImpactFactor) <i>(Impact Factor)</i>	
17.	Indeks Hirsha <i>(Hirsch index)</i>	

2. Najważniejsze trzy publikacje w całym dorobku naukowym
(Three publications considered most important as scientific achievements to date)

- a.
- b.
- c.

3. Uczestnictwo w projektach badawczych (maksymalnie 5)
(*Participation in research projects*) (*maximum 5*)

Tytuł grantu lub projektu (<i>Title of grant or project</i>)	Rodzaj i okres trwania grantu lub projektu (<i>Type and duration of grant or project</i>)	Pełniona funkcja (np. współwykonawca; koordynator; kierownik; ekspert) (<i>Function, e.g. co-investigator; coordinator; principal investigator; expert</i>)	Źródło finansowania (<i>Source of funding</i>)
1.			
2.			
3.			
4.			
5.			

III. Dydaktyka, popularyzacja i działalność organizacyjna
(*Teaching, outreach, and organizational activity*)

1. Wykłady monograficzne, zajęcia praktyczne prowadzone lub współprowadzone (tytuł oraz liczba godzin) lub inna działalność dydaktyczna (max. 5 pozycji)
(*Monograph lectures and classes held or co-held by the applicant (title and number of hours) or other teaching activity (maximum 5 items)*)
2. Działalność popularyzatorska (max. 5 pozycji)
(*Outreach activity (maximum 5 items)*)
3. Organizacja konferencji, seminariów, spotkań naukowych – pełnione funkcje w Komitetach (max. 5 pozycji)
(*Organization of conferences, seminars, scientific meetings- functions performer in committees (maximum 5 items)*)

IV. Nagrody i wyróżnienia za dotychczasową działalność naukową

(Awards and distinctions earned in recognition of scientific achievements to date)

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.....
Podpis kandydata
(Candidate's signature)