

**Order no. 12/2019**  
**of the Director of the International Institute of Molecular and Cell Biology in Warsaw**  
**dated 27 August 2019**

**on adopting rules and regulations of the competition for the position of professor,  
researcher, assistant and regulations of the competition for PhD student**

Pursuant to:

- 1) Article 6 paragraph 5 point 2 and articles 13 – 15 of the Act of 26 June 1997 on the International Institute of Molecular and Cell Biology in Warsaw (Polish Journal of Laws/ Dz. U. no. 106, item 674);
- 2) European Commission Recommendation of 11 March 2005 on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers;

it is hereby decided as follows:

**§ 1**

The rules and regulations of the competition for the position of professor, researcher, assistant and regulations of the competition for PhD students in International Institute of Molecular and Cell Biology in Warsaw (hereinafter: IIMCB), which constitute Annex no. 1 to the order, are hereby adopted.

**§ 2**

In the case specified in article 15 of the Act on the International Institute of Molecular and Cell Biology in Warsaw, this ordinance does not apply.

**§ 3**

I oblige the heads of IIMCB organizational units to provide all their subordinate employees with access to the text of the order and to read the text thereof.

**§ 4**

The order shall become effective as of 27 August 2019.

DIRECTOR  
International Institute  
of Molecular and Cell Biology  
in Warsaw  
  
Professor Marta Międzyńska, PhD



**Principles of recruitment for the positions of professor, researcher and assistant  
and the principles of recruitment of PhD students  
in the International Institute of Molecular and Cell Biology in Warsaw (IIMCB)**

The IIMCB follows the policy of equal opportunities, both in its recruitment procedures and at all stages of development of employees' career, in accordance with the principles and guidelines adopted in the *European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers*. In recognition of the IIMCB as an attractive place to work and professional development for researchers, in 2013 the Institute received a prestigious award in the form of the HR Excellence in Research logo.

Open, Transparent and Merit-based Recruitment (OTM-R) brings benefits both to researchers and institutions. At the IIMCB this process contributes to attracting the best qualified candidates, guarantees equal opportunities and open access to recruitment for all candidates, allows to develop the international character of the Institute and makes scientific career more attractive for both Polish and foreign candidates.

All Laboratory Leaders at the IIMCB are selected through open, international competitions chaired by the International Advisory Board (IAB), composed of internationally renowned scientists. Thanks to the involvement of the IAB in the process of selecting Laboratory Leaders, it retains a highly competitive and unique character and thus attracts outstanding scientists from all over the world.

**I. Rules for selection to the position of a Professor, Laboratory Leader:**

1. Information about the recruitment is prepared by the IIMCB Director after consultation with the IAB and transmitted to all its members and the President of the Polish Academy of Sciences.
2. Recruitment notices are published on the Institute's website, on the Euraxess portal, on international portals, in foreign magazines and distributed by IAB members, Laboratory Leaders and IIMCB employees.
3. The Recruitment Committee is appointed by the IAB from among its members and consists of at least three persons.
4. Possible personnel changes in the Recruitment Committee shall be approved and supervised by the IAB.
5. IAB may appoint the Chair of the Recruitment Committee.
6. The competition consists of the following stages:
  - a) formal assessment of the application – performed by Human Resources Unit;
  - b) substantive assessment of the application – performed by the Recruitment Committee. Candidates with the highest scores are invited to the next stage;
  - c) presentation of scientific achievements – candidates present their research during a seminar at the symposium open for all IIMCB employees;

- d) job interview – interview of candidates with the members of the IAB.
- 7. All candidates are kept informed about the recruitment process.
- 8. The IAB makes its decision on the basis of the results of the competition and presents it to the Director of the IIMCB in the form of a recommendation.
- 9. If the position of professor or Laboratory Leader is financed from external sources, the sponsor may appoint one person to become a member of the Recruitment Committee on an equal footing with the other members of the Committee. The representative of the sponsor participates in the works of the Recruitment Committee only in relation to the position financed by the sponsor.
- 10. The IIMCB will cover the costs of arrival and stay of candidates.

## **II. Rules for selection to the position of a researcher and assistant:**

1. Recruitment notices are published on the Institute's website, on the Euraxess portal, on international websites of institutions awarding grants and on other portals with international reach.
2. The deadline for receipt of applications is at least 14 calendar days after the date of publication of the advertisement.
3. Advertisements are prepared in English on a form that includes, among other things:
  - brief description of the research project,
  - clearly defined requirements to be met by the applicant,
  - information about conditions of the job (remuneration, bonuses, contract duration),
  - description of the required knowledge and qualifications,
  - information about the required documents and how to submit them as well as contact details.
4. In all advertisements there are references to the *European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers*.
5. The principle of non-discrimination is respected at every stage of the recruitment process. The advertisements are addressed to all candidates who meet the formal requirements of the competition, regardless of their sex, age, disability, race, religion, nationality, political views, ethnic origin, religious denomination or sexual orientation.
6. In line with the guidelines included in the *Code of Conduct for the Recruitment of Researchers*, recruitment committees are established for all scientific positions.
7. A Recruitment Committee is each time appointed by the IIMCB Director.
8. When selecting members of the Committee a rule of diversity is applied as far as possible, so as to the following criteria could be met:
  - at least three members – the chairperson (Laboratory Leader or Grant Manager) and two members,
  - gender balance,

- members of the Committee must be individuals fluent in English, with experience, qualifications and competence in the field for which the applicant is being assessed.
9. Candidates who apply must submit the following documents:
    - a) a scientific curriculum vitae containing a list of publications,
    - b) a cover letter,
    - c) references and confirmation of qualifications from previous employers and/or scientific tutors/mentors or collaborators,
    - d) other documents required by the institution that covers the cost of employment.
  10. All candidates sending their applications will receive an e-mail confirming the receipt of their entry along with information on subsequent stages of the recruitment process.
  11. The Recruitment Committee, with the support of Human Resources Unit, makes an assessment of the applications with regard to their formal aspects and merits.
  12. The assessment process takes into account all the candidate's previous professional experience and is based on a wide range of criteria. The Institute makes it possible for applicants to submit evidence-based CVs which reflect all the achievements and qualifications relevant to the position applied for. Experience regarding mobility, e.g. a stay in a different country/region or in a different scientific facility shall be perceived by the IIMCB as a valuable contribution to the researcher's career development.
  13. Candidates who scored the highest number of points are invited to a job interview.
  14. If it is not possible to participate in the conversation in person, e.g. due to a distant place of residence, videoconferencing tools (e.g. skype) can be used for the interview.
  15. A job interview usually entails introductory presentation prepared by the candidate (e.g. a presentation of recent/current research, plans concerning the tasks the candidate would take up in the offered position) and a conversation with members of the Committee.
  16. After interviewing the candidates, discussing and voting on each candidate, the Committee shall recommend the recruitment of the best candidate. The Committee draws up minutes from the interviews, according to the template available at the intranet site of the IIMCB.
  17. All candidates invited for interviews will receive feedback based on their individual assessment.
  18. Information on the competition results shall be published at the IIMCB site.
  19. Every candidate has the right to complain about any action in the recruitment process. Complaints will be handled by Human Resources Unit.

### III. The principles for recruitment of PhD students:

Recruitment of PhD students takes place according to the principles established by Doctoral Schools with respect for the provisions of the *European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers*. If the costs of the scholarship are financed by external institutions, the recruitment process shall take into account the requirements of these institutions.

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International Institute  
of Molecular and Cell Biology  
in Warsaw  
  
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