



LUDWIK HIRSZFELD INSTITUTE OF IMMUNOLOGY AND
EXPERIMENTAL THERAPY

OF THE POLISH ACADEMY OF SCIENCES

Centre of Excellence: IMMUNE

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**Ordinance No. 8/2022
of the Director of the Ludwik Hirsztfeld Institute of Immunology and
Experimental Therapy
of the Polish Academy of Sciences**

of 12 August 2022

concerning

**the introduction of an Open, Transparent and Merit-Based Recruitment Policy
at the Ludwik Hirsztfeld Institute of Immunology and Experimental Therapy of
the Polish Academy of Sciences in Wrocław.**

Pursuant to Article 51 §1 and Article 54 §1 of the Act on the Polish Academy of Sciences of 30 April 2010 (Polish Journal of Laws of 2020, Item 1796, as amended) and §13 of the Statute of the Institute, the following ordinance is established:

§ 1

An Open, Transparent and Merit-Based Recruitment Policy shall be introduced at the IIET PAS with the wording specified in the attachment to this ordinance.

§ 2

The ordinance shall enter into force on the day of its signing.

Open, Transparent and Merit-Based Recruitment Policy at the IIET PAS

1. PURPOSE AND SCOPE OF THE OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT POLICY AT THE IIET PAS

1. The IIET PAS conducts an active, pro-development human resources policy, the purpose of which is to recruit exceptional scientists from Poland and abroad, and to create conditions for the development of a scientist-friendly research ecosystem.

2. The Open, Transparent and Merit-Based Recruitment Policy at the IIET PAS, hereinafter referred to as the 'OTM-R Policy', is designed to aid in the implementation of the Institute's human resources strategy.

3. The purpose of the OTM-R Policy is to create a system that will ensure the recruitment of the best candidates by establishing the rules and standards for the hiring of researchers at the IIET PAS. In particular:

- a) To establish transparent recruitment rules and procedures adjusted to each position, which are comparable to international rules and procedures;
- b) To ensure the transparency of the recruitment process and the equal treatment of all candidates;
- c) To standardise the documentation related to the recruitment process and provide candidates from abroad with access to English translations of the recruitment documents;
- d) To increase the number of researchers from abroad taking up permanent or temporary employment at the IIET PAS;
- e) To establish persistent routes of development for the researchers;
- f) To build an image of the IIET PAS as an attractive employer, in Poland and abroad;
- g) To ensure equitable representation and an equal treatment of genders, in particular, with respect to the make-up of committees and of expert and research teams;
- h) To acknowledge the value of geographical, intersectoral, interdisciplinary and transdisciplinary mobility, as well as mobility between the public and private sectors;
- i) To support the professional development of the researchers across all stages of their career;
- j) To limit the administrative duties of the candidates resulting from the recruitment process to a minimum.

4. The OTM-R Policy concerns the recruitment for all scientific positions and all potential candidates, regardless of the stage of their scientific career.

2. GENERAL PROVISIONS OF THE OTM-R POLICY

1. The IIET PAS assesses candidates in accordance with the provisions of the European Charter for Researchers (hereinafter referred to as the 'Charter'), Code of Conduct for the Recruitment of Researchers (hereinafter referred to as the 'Code of Conduct') and the European Framework for Research Careers (hereinafter referred to as the 'Framework').

2. The basic rules of the OTM-R Policy are as follows:

a) Openness: information about the competitions is published as widely as possible, in order to reach potential candidates in Poland and abroad and allow them to submit their applications by the stated deadline;

b) Transparency: candidates shall have access to all information regarding the competition procedure, in particular, information about the required qualifications, assessment criteria, prospects for career development, make-up of the competition committee, stages of the recruitment process and the recruitment results. The applicable rules and procedures shall be translated into English and made available to the candidates;

c) Merit-based assessment: the competition committee shall assess the candidates in a merit-based, objective manner, taking into account their achievements and qualifications in accordance with the requirements specified for a given position;

d) Equal treatment: all candidates shall be treated equally. The IIET PAS does not accept any form of discrimination against candidates – in particular, discrimination based on gender, age, ethnic, national or social origin, religion or beliefs, sexual orientation, language, disability, political beliefs, and social or material status;

e) Data confidentiality: members of the competition committee and persons involved in the organisation of the recruitment process are obligated to maintain the confidentiality of the information related to the recruitment process, including the personal data processed as part of this process;

f) Effective and reliable communication with the candidates: the candidates shall be informed about the course of the recruitment and its results, their right to appeal against the results of the assessment carried out by the competition committee, and in the case of candidates who are invited for an interview, feedback on the strengths and weaknesses of their application;

g) Accessibility: the recruitment process follows accessibility guidelines to ensure suitable accessibility for candidates with special needs, including communication, digital and architectural accessibility and access to information.

3. ORGANISATION OF THE RECRUITMENT PROCESS

1. Competitions for research positions at the IIET PAS shall be open and conducted in accordance with the provisions of the Act on the Polish Academy of Sciences of 30 April 2010 (Polish Journal of Laws of 2020, Item 1796, as amended), as well as the Statute of the Institute, applicable rules and regulations, and the Director's ordinances.

2. Competitions shall be conducted in a transparent manner, and the candidates shall be assessed based on their achievements and qualifications.

3. The head of the organisational unit of the ILET PAS where the competition takes place shall decide on the content of the information about the competition, including the list of documents required from the candidates, in such a manner so as to ensure that the rules for selecting the best candidates are objective, transparent and merit-based, and that allow for applicants from abroad, subject to the principle of limiting the administrative duties of the candidates. The information about a competition shall take into account the requirements stipulated by the organisational unit of the ILET PAS that is holding the competition and will be submitted by the head of the unit.

4. A competition shall be conducted if at least one candidate has applied.

4. ANNOUNCEMENT OF A COMPETITION

1. A competition for the position of a researcher shall be announced publicly, across the following channels on the same day:

- a) In the Public Information Bulletin of the ILET PAS;
- b) In the Public Information Bulletin of the Minister of Science and Higher Education;
- c) On the website of the European Committee, in the EURAXESS portal for mobile researchers (in English).

2. A competition may also be announced, in at least a Polish and an English version, on the website of the ILET PAS, on social media and on international research websites and networks, depending on the position for which the competition is being held.

3. A competition for the position of a researcher shall be announced at least 30 days before the end of the deadline for applications (with the proviso stated in Section 4).

4. A competition for a position financed from external sources (including grant agreements) shall be announced publicly no later than two weeks before the application deadline, in accordance with the requirements of a given programme or project.

5. A competition announcement should contain at least the following:

- a) Name of the position and the group of employees;
- b) Name of the organisational unit of the ILET PAS where the winner of the competition is to be employed;
- c) The relevant scientific discipline(s);
- d) The number of open positions;
- e) A description of the requirements (minimum and additional) in accordance with the scientific profile of the position, and a description of the required qualifications in accordance with the commonly applicable law and the Statute of the ILET PAS or the Work Rules and Regulations of the ILET PAS;
- f) A description of the selection criteria (it is recommended to indicate the weight of each criterion);
- g) Basic duties and working conditions (including the form of employment, working time, expected employment period and starting date, and a reference to the general terms of

the remuneration policy specified in the Remuneration Regulations for employees of the IIET PAS);

h) A list of the required documents;

i) Deadline, place and procedure for submitting an application;

j) Date on which the results will be announced and information on how to access them;

k) Contact data for the person or organisational unit of the IIET PAS responsible for the recruitment process.

6. If the candidate is expected to speak Polish, this fact must be included in the competition announcement.

7. Candidates should be able to access information about the Institute's recruitment regulations, including the OTM-R Policy, remuneration rules and career prospects. It is recommended that a competition announcement should contain links to more detailed information available on the IIET PAS website.

8. Templates for competition announcements are available on the IIET PAS website.

9. The data provided in a competition announcement should be concise, the list of required documents should be complete, and the description of the qualifications and competences must not contain unnecessary or exaggerated requirements for a given position.

5. SUBMISSION OF APPLICATIONS

1. Applications can be submitted in a written or electronic form, as specified in the competition announcement.

2. Candidates from outside Poland can submit their applications in English. However, a candidate who is hired by the IIET PAS will be obligated to submit a Polish translation of their application. The description of the required competences and experience (minimum and desired) shall correspond to the research profiles (R1–R4) specified in the 'Towards a European Framework for Research Careers' guidelines of the European Commission.

3. During the application period, candidates are obligated to submit the documents necessary for an objective verification and assessment of the qualifications specified in the competition announcement.

4. Only the persons who have been hired, following a decision of the Director of the IIET PAS, shall be obligated to submit the originals of the documents.

5. All the candidates who submit their applications will receive a confirmation of receipt and information about the subsequent stages of the recruitment process via e-mail.

6. COMPETITION COMMITTEE: APPOINTMENT, CONFIGURATION AND OPERATION

1. Members of the competition committee and persons engaged in the competition process are obligated to follow the provisions of the European Charter for Researchers, Code of Conduct for the Recruitment of Researchers and the OTM-R Policy. In addition, all members of the committee and other persons handling the recruitment process are obligated to follow the legal regulations.

2. The IIET PAS shall provide the members of the competition committee and other persons handling the recruitment process with access to up-to-date resources and training courses to develop the appropriate competences, and covering the standards and good practices related to the recruitment, assessment and selection of candidates, including the preparation for conducting competitions in English.
3. Candidates shall be assessed by impartial competition committees that provide the conditions for a fair, transparent and objective assessment.
4. The competition committees shall be appointed by the Director of the IIET PAS.
5. The make-up of a competition committee shall be balanced and comprised of an odd number of members, with the competences and experience necessary for a reliable and merit-based assessment of the candidates. In the case of recruitment into projects, the number of committee members or their make-up should be adjusted to the given project's guidelines.
6. The committees shall retain their make-up, to the greatest extent possible, across all stages of the recruitment as part of a single competition.
7. The competition committees, especially in the case of competitions for the position of a professor, university professor or a visiting professor, may consult a Polish or foreign external expert who is not an employee of the IIET PAS, whose knowledge and experience, including international and intersectoral knowledge and experience, will aid in the assessment of the candidates and the selection of the best one. In justified cases, the external expert may take part in the work of a competition committee directly.
8. The criteria for a balanced configuration of a competition committee should include gender, the represented disciplines and the represented internal units.

7. ASSESSMENT AND SELECTION OF CANDIDATES

1. The competition committees shall assess the candidates based on the provisions of the Charter and the Framework.
2. In order to ensure an objective assessment of the candidates, a competition shall be comprised of at least two stages: a formal assessment and a merit-based assessment.
3. In the formal assessment stage, the competition committee shall assess whether a given candidate meets the requirements specified in Articles 87-97 of the Act on the Polish Academy of Sciences of 30 April 2010 (Polish Journal of Laws of 2020, Item 1796, as amended), as well as the Statute of the IIET PAS and the competition announcement, and shall evaluate the completeness of the submitted documents. If any shortcomings in the documentation are found, the candidate shall be requested to correct them within 7 working days. Failure to meet this deadline will result in an automatic exclusion of the candidate from further participation in the competition. Furthermore, the application of a candidate who does not meet the formal requirements will not be assessed any further. The candidate shall be informed about this fact via e-mail.
4. The competition committee shall perform a merit-based assessment of the candidates who have met all the formal requirements, taking into account the adequacy of their achievements and qualifications according to the requirements of a given position. In the case of candidates who hold foreign diplomas for professional titles, academic degrees or

academic titles, the competition committee shall evaluate them to the extent to which they can be recognised as equivalent in Poland.

5. As part of an assessment, the competition committee may:

- a) Interview a candidate;
- b) Request that a candidate conduct a presentation, lecture or seminar;
- c) Appoint external reviewers to assess a candidate's achievements.

6. In addition to any other criteria, a competition committee shall also assess the candidates based on their experience acquired through professional mobility (i.e. experience from working in different sectors and countries, changing one's discipline or sector, and industrial cooperation), with professional mobility being considered as a valuable contribution to the development of science.

7. Any breaks in the course of career resulting from professional mobility, or deviations from the chronological order in a candidate's CV, should not count against the candidate; rather, the competition committee should consider them as an evolution of the candidate's career and a potentially valuable contribution to their professional development, resulting from following a versatile career path.

8. The actions of a competition committee shall always be documented in a protocol signed by the chairperson of the committee.

8. APPEAL PROCEDURE

1. The results of an assessment by a competition committee, along with its justification, shall be provided to each candidate individually by the same deadline, via the e-mail address specified by each candidate. The results shall include information about a right to appeal against the assessment and information about the two-tier consideration of such an appeal.

2. A candidate may appeal against a negative assessment by a competition committee. The appeal must be submitted via e-mail within 7 working days from the date on which the candidate received the results referred to in Section 1. The appeal must be submitted to the appropriate appeal committee, using a template published on the website of the IJET PAS.

3. The appeal should indicate the allegations that, in the candidate's opinion, constitute the grounds for appealing against the assessment and their justification.

4. Appeals shall be handled by a separate appeal committee and, in the case of recruitment for projects, the appeal committee of the unit(s) responsible for the implementation of the project, hereinafter referred to jointly as the 'appeal committees' or individually as an 'appeal committee'. An appeal committee must not include any members of the competition committee for the same competition.

5. An appeal committee shall immediately inform a candidate indicated by a competition committee about the receipt of an appeal. In justified cases, the applicant or the candidate indicated by a competition committee may be requested to correct any shortcomings in the submitted documents, or to provide an additional explanation.

6. Within 7 working days from the date of the meeting at which the appeal was examined, the appeal committee shall notify the appellant or the candidate indicated by the competition

committee via e-mail about the resolution of the appeal. The notification shall include the information that the results of the competition must be accepted by the Director of the IIET PAS.

7. The actions of an appeal committee shall always be documented in a protocol signed by the chairperson of the committee.

8. The resolutions of the competition and the appeal committees do not guarantee employment at the IIET PAS.

9. The appeal committee shall notify the Director of the IIET PAS about its resolutions.

10. The Director of the IIET PAS shall issue an opinion regarding the hiring of a researcher. Consequently:

- a) If the opinion is positive, the candidate shall be hired;
- b) If the opinion is negative, the competition shall be terminated.

9. RESULTS OF A COMPETITION AND PUBLICATION OF THE RESULTS

1. The Director of IIET PAS make the decision to hire a candidate for the position specified in a competition. The Director's decision shall be final and will conclude the competition.

2. The results of a competition, along with a justification, shall be published in the Public Information Bulletin on the websites of the IIET PAS and the Minister of Science and Higher Education, within 30 days after the competition is concluded.

3. Candidates may make a request for feedback on the strengths and weaknesses of their application, as this may be important for their career prospects. The feedback shall be provided to a candidate by the chairperson of the competition committee, or a person appointed by the chairperson, and may constitute an excerpt from the meeting protocol of the competition committee.

10. QUALITY ASSURANCE SYSTEM

1. In order to ensure adherence to the provisions of the Charter, Code of Conduct and the OTM-R Policy, the recruitment process shall be monitored.

2. The Human Resources Department of the IIET PAS will keep a record of all competition-related resolutions and the results of research on a candidate's experience from the recruitment process.

3. Based on the collected data, the Human Resources Department of the IIET PAS shall prepare and submit to the Director of the IIET PAS an annual monitoring report, specifying the number of conducted competitions, the number of candidates participating in the competitions, the number of candidates selected for each position (including candidates from outside the IIET PAS, from Poland and abroad) and the number of appeals filed.

4. As part of the quality assurance of the recruitment process, an analysis of selected competition procedures shall be carried out, which may include the verification of informative and promotional activities, correctness of the procedures and completeness of the documentation.