Order no. 123/2020

of the Rector of the Medical University of Bialystok

of 1.12.2020

on the establishment of the rules for submission of statements by employees conducting scientific activities and participating in the conduct of scientific activities and doctoral students studying at the Doctoral School, for the purposes of evaluation of the quality of scientific activities of the Medical University of Bialystok.

Pursuant to:

- art. 4, art. 5, art. 115 sec. 1 point 2) and 3), art. 265 sec. 5 and 13, art. 343 sec. 7-10 of the Act of 20 July 2018 – Law on Higher Education and Science (i.e. Journal of Laws of 2020, item 85 as amended), hereinafter referred to as "the Act”,

- Regulation of the Minister of Science and Higher Education on fields of science and scientific disciplines as well as artistic disciplines of 25 September 2018. (Journal of Laws of 2018, item 1818),

- Regulations of the Minister of Science and Higher Education of 22 February 2019. on the evaluation of the quality of scientific activity (Journal of Laws of 2019, item 392; as amended by: Journal of Laws of 2020 item 1352.)

**General provisions**

§ 1

1. The Regulation establishes the rules for submission of the following statements by employees of the Medical University of Bialystok, hereinafter referred to as **"MUB"**, conducting scientific activities or participating in the conduct of scientific activities, hereinafter referred to as **"employees" or "employee"**:
2. statement on the represented scientific field and discipline, hereinafter referred to as the **"statement on disciplines”**,
3. statement on acceptance for inclusion in the number of employees conducting scientific activities, hereinafter referred to as **"statement on inclusion in the number N”**,
4. statement authorising to demonstrate the employee's scientific achievements in
the process of evaluating the quality of MUB's scientific activities, hereinafter referred to as the **"statement on achievements”**

and the obligation and rules for submission by doctoral students studying at the MUB doctoral school, hereinafter referred to as **"doctoral students",** of a statement authorising to demonstrate scientific achievements in the process of evaluating the quality of MUB's scientific activities, hereinafter referred to as **"statement on achievements of doctoral student".**

1. The Medical University of Bialystok conducts scientific activities within the scope of evaluation in the following scientific disciplines:
2. medical sciences,
3. pharmaceutical sciences,
4. health sciences.
5. Data based on submitted statements are entered into the Integrated System of Information on Science and Higher Education "POL-on", hereinafter referred to as the **"POL-on system"** by the competent administrative bodies in accordance with the schedule annexed to the Rector's Decree no. 67/2020 on defining rules for implementation of the obligation to transfer data to the Integrated System of Information on Science and Higher Education "POL-on".
6. The number of employees conducting scientific activities in the discipline, the so-called number N, shall be determined on the basis of the submitted statements on inclusion in the number N, entered in the POL-on system as an average of the values determined in each year covered by the evaluation as of 31 December, converted into full-time work, taking into account the proportion of working time of individual persons associated with the conduct of scientific activities in a given discipline.
7. Employees conducting scientific activities and doctoral students are required to have an electronic ORCID (Open Researcher and Contributor ID), hereinafter referred to as the **"ORCID number"**, and to include their publications in the ORCID system**.**

**Rules for submitting statement on the represented scientific field and disciplines**

§ 2

1. Any employee employed under employment relationship shall be required to submit a statement on disciplines:
2. conducting scientific activity, while being an academic teacher employed in a group of research and didactic staff,
3. participating in the conduct of scientific activity, performing auxiliary functions in relation to persons conducting scientific activities and not having their own (independent) scientific achievements, while their activities are not subject to evaluation.
4. It is allowed to submit a statement on disciplines referred to in § 1 sec. 2, by employees conducting scientific activities, employed under the employment relationship in positions other than research and research-didactic, if they actually conduct scientific activities referred to in art. 4 of the Act and have in this regard achievements that are subject to evaluation. The decision on submitting the statement in such cases shall be made by the Chairman of the Scientific Council at the request of the Dean of the relevant College.
5. The choice of discipline should be made on the basis of the most recent academic degree or professor title or on the basis of current scientific achievements.
6. Each employee conducting scientific activity may represent a total of no more than two disciplines in all entities in which he or she is employed.
7. Statement on disciplines shall be submitted by employee:
8. in the case of disciplines referred to in § 1 sec. 2 to the Dean of the competent College supervising scientific activity in the discipline chosen by the employee, who assesses the validity of the employee's choice of discipline,
9. in other cases, to the Chairman of the Scientific Council, who assesses the validity of the employees' choice of discipline.
10. In the case of employee designating two disciplines in the statement on disciplines, they shall submit the statement on disciplines to the Dean of the competent College supervising the discipline chosen by the employee as the first discipline.
11. Together with the statement on disciplines, the employee shall submit information on scientific achievements listed in § 5 sec. 3, obtained in the period of 3 years prior to the submission of the statement
on disciplines and the ones planned to be achieved in the next 3 years.
12. The statement on disciplines shall be submitted without time limit and shall be valid from the date of submission until the date of expiry of the statement caused by the termination of employment or the cessation of scientific activity or participation in it or its amendment.
13. In the case of first employment of an employee conducting scientific activity or participating in its conduct, they shall be required to submit a statement on disciplines within 14 days from the date of conclusion of the employment agreement, and in the case of employment in December, no later than 31 December of the year in which they were employed.
14. In the event of a change in the employment of an employee regarding:
15. employment of a non-academic employee in a group of research-didactic or research staff,
16. change of the academic teacher's employment group from didactic to research-didactic or research,

they shall be required to submit a statement on disciplines they represent within 14 days from the date of the change, and in the case of a change of employment in December, no later than 31 December of the year in which the change took place.

1. Changes to the statement on disciplines may be made at the earliest two years after the date of the previous statement, upon agreement, based on scientific achievements, on the validity of the change with the Dean of the relevant College.
2. If the employee indicates two disciplines in the statement on disciplines, the Deans of Scientific Colleges of both disciplines determine the percentage of working time most favourable for both disciplines related to the employee's scientific activity in both disciplines and submit the information for approval to the Chairman of Scientific Council.
3. The percentage of working time associated with the conduct of scientific activities in two disciplines can be shown in the following proportions: 50%/50%, 25%/75% or 75%/25%.
4. The percentage of working time associated with the conduct of scientific activities in two disciplines can be changed at any time, by the Deans of Scientific Colleges after the approval of the Chairman of Scientific Council, taking into account more favourable solution for the disciplines.
5. Information on the percentage division of working time in the disciplines determined by the Deans of Scientific Colleges and accepted by the Chairman of Scientific Council and on any change thereof shall be communicated to the employee and their immediate superior in writing by the Dean supervising the discipline indicated by the employee as the first discipline.
6. The Dean who supervises the discipline indicated by the employee as the first discipline shall immediately forward the original statement on disciplines together with information on the percentage distribution to the Employee Affairs Department to be placed in the employee's personal files and to be entered into the POL-on system. One copy of the statement and information on the percentage distribution shall remain with the Dean supervising the discipline indicated by the employee as the first discipline, while two copies of the statement shall be forwarded by this Dean to the Dean of the College of the discipline indicated as the second and to the Development and Evaluation Department.
7. Template of the statement on disciplines (Appendix 1) and a template of information
on the percentage of working time associated with the conduct of scientific activities in the discipline (Appendix 2) shall be introduced.

**Rules for submission of statements on acceptance for inclusion in the number of employees conducting scientific activities (on inclusion in the number N)**

§ 3

1. Any employee conducting scientific activity shall be required to submit a declaration on inclusion in the number N and to indicate one or at most two scientific disciplines in which he or she is engaged.
2. Employee conducting scientific activity in one of the disciplines referred to in § 1 sec. 2 is required to submit a statement on inclusion in the number N to the Dean of the College supervising this discipline.
3. If the employee chooses two disciplines, they shall submit statement on inclusion in the number N to the Dean of the College supervising the discipline indicated by the employee
in the statement on disciplines as the first discipline.
4. The Dean of the competent College, within 3 days from receipt of the statement on inclusion in the number N, after making a copy for own use, sends a copy of the statement to the Development and Evaluation Department, and the original of the statement to the Employee Affairs Department to be included in the personal files of the employee and entered into POL-on system. In the case of statements containing two disciplines, an additional copy shall be forwarded to the Dean of the College of the discipline indicated in the statement as the second one.
5. In the case of employees representing other fields and disciplines than those designated in §1 sec. 2, the statement on inclusion in the number N shall be submitted through the Development and Evaluation Department to the Chairman of Scientific Council. Development and Evaluation Department sends the original statement to the Employee Affairs Department to be included in the employee's personal files and entered into the POL-on system, a copy of the statement remains in the Development and Evaluation Department.
6. Employee Affairs Department is obliged to immediately enter the data contained in the statement on inclusion in the number N into the POL-on system, but not later than 30 days from the date of conclusion of the employment agreement.
7. The selection and order of disciplines in the statement on inclusion in the number N must be the same
as the selection and order of disciplines in the statement on disciplines submitted to MUB.
8. Statement on inclusion in the number N may be submitted in only one entity under evaluation and in no more than two disciplines.
9. Submitted statement on inclusion in the number N has no time limit. On termination of employment or transfer to a post in which the employee does conduct scientific activities, the statement is "terminated".
10. Withdrawal of the statement on inclusion in the number N may be done at the duly justified request of the employee, submitted in writing to the Dean of the competent College, if the employee takes up work in another entity subject to evaluation. In the letter, the employee indicates the proposed date on which the change is to take place. After accepting the change, the Dean of the competent College, after preparing a copy for own use, sends a copy of the letter to the Development and Evaluation Department, and the original letter to the Employee Affairs Department to be included in the employee's personal file and for making changes in the POL-on system.
11. In the event of a change of scientific discipline, a new statement on inclusion in the number N shall be submitted without delay in accordance with the rules set out above in sec. 1-5.
12. Change of position in a group of research-didactic and research staff shall not result in the submission of a new statement on inclusion in the number N.
13. Template of statement on inclusion in the number N constituting Appendix 3 to this Order shall be introduced.

§ 4

In the event of:

1. termination of employment relationship with the employee who submitted a statement on inclusion in the number N,
2. change in the employee's employment, consisting in the employment of the employee in a group of staff not conducting scientific activities,

Employee Affairs Department shall, within 21 days from the date of the change, "terminate" the validity of the employee's statement in the POL-on system and inform the Chairman of Scientific Council and the Dean of the competent College thereof in writing.

**Rules for submitting statements authorising MUB to demonstrate the achievements of employees and
doctoral students in the process of evaluating the quality of scientific activity.**

§ 5

1. Employee whose scientific achievements are demonstrated for the purposes of evaluation of scientific activities shall submit a statement on achievements within the disciplines which they have indicated in the statement on disciplines.
2. Doctoral student whose scientific achievements are demonstrated for the purposes of evaluation shall submit a statement on achievements in the discipline in which the doctoral dissertation is being prepared.
3. By scientific achievements it is meant:
4. scientific articles published in scientific journals and in peer-reviewed materials from international scientific conferences, included in the list of such journals and materials prepared in accordance with the regulations issued by the Minister of Science and Higher Education,
5. scientific articles published in scientific journals not included in the list of journals,
6. scientific monographs issued by publishers included in the list of such publishers prepared in accordance with the regulations issued by the Minister of Science and Higher Education, scientific editing of such monographs and chapters in such monographs,
7. scientific monographs issued by publishers not included in the list of publishers, scientific editing of such monographs and authorship of chapters in such monographs,
8. granted patents for inventions, protection rights for utility models.
9. To the statement on achievements referred to in sec. 3 points 1-4, employee and doctoral student shall attach a list of all publications under evaluation from the university's bibliography database, signed with his/her own signature and confirmed by the MUB main library, and in the case of achievements referred to in sec. 3 point 5, a list confirmed by the Technology Transfer Office.

§ 6

1. Achievements of one person may be demonstrated in no more than two disciplines.
2. In submitted statements, individual scientific achievements shall be attributed to the disciplines that have been identified in the statement on disciplines.
3. In case of individuals who represent two disciplines, the achievement can only be attributed to one discipline.
4. Statement on achievements shall demonstrate achievements that have been achieved in connection with employment at MUB or education at MUB Doctoral School.
5. Employees are obliged to submit statement on achievements no later than 31 December of the year preceding the year of the evaluation of the quality of scientific activity, and in the case of termination of the employment relationship, no later than before the date of termination of work at MUB.
6. Employees shall be notified in writing about deadline for the collection of statements on achievements, at the request of the Deans of the relevant Colleges, by the Chairman of Scientific Council.
7. Persons conducting scientific activities are obliged to enter scientific articles and monographs of which they are the authors into the ORCID database. Only those scientific articles and monographs for which information has been included in the ORCID database shall be taken into account in the evaluation.
8. Templates of statements on achievements shall be introduced:
9. statement authorising MUB to demonstrate the employee's achievements in the case where the employee has designated one discipline and has been conducting scientific activities during the evaluation period exclusively at MUB (Appendix no. 4),
10. statement authorising MUB to demonstrate the employee's achievements in the case of designating more than one discipline and / or conducting scientific activities during the evaluation period in more than one entity (Appendix no. 5),
11. Statement authorising MUB to demonstrate the achievements of a doctoral student studying at the Doctoral School (Appendix no. 6).

§ 7

1. Employees are required to submit statements on achievements listed in § 5 sec. 3 point 1 – 5 to the Dean of the competent College.
2. Dean of the competent College shall be obliged to collect in a timely manner the statements
on achievements mentioned in § 5 sec. 3 point 1 - 5 and verify correctness of the data contained in the statements.
3. Employees who have indicated two disciplines in statement on disciplines shall submit the statement to the Dean of the College of the discipline indicated as first. Deans of the competent Colleges supervising scientific activity in the disciplines chosen by the employee, together with the employee, determine the rationale for assigning achievements to the disciplines, taking into account the percentage of working time in the disciplines and the most favourable solution for both disciplines.
4. Original statements on achievements, together with the list of scientific achievements, shall be kept in the Dean's Offices of the relevant Colleges, and copies shall be immediately forwarded to the MUB main library, Technology Transfer Office and Development and Evaluation Department.
5. Data from the statements shall be entered into the relevant module of the POL-on system by 31 December of the year following the year of the change and, in the case of scientific achievements in the year preceding the year of the evaluation of the quality of scientific activity, by 15 January of the year in which the evaluation is carried out by:
6. by the MUB main library in the case of achievements mentioned in § 5 sec. 3 point 1-4,
7. by the Technology Transfer Office in the case of achievements referred to in § 5 sec. 3 point 5.
8. Obligation is introduced for the employee to obtain confirmation of submission of statements on achievements on the clearance slip before termination of the employment relationship at MUB.
9. Employee Affairs Department oversees the completeness of clearance slips in terms of obtaining confirmation by the employee of submission of statements on achievements.

§ 8

1. Doctoral student shall submit a statement on the doctoral student's achievements together with the confirmation referred to in § 5 sec. 4 to the Director of the Doctoral School, to confirm the discipline in which the doctoral dissertation is being prepared and to confirm the ORCID ID.
2. Director of the Doctoral School shall forward the doctoral student's statement on achievements to the Dean of the College supervising the scientific discipline represented by the doctoral student, who shall verify the doctoral student's statement on achievements and shall forward a copy to the MUB Main Library, to the Development and Evaluation Department and to the Doctoral School Office, as well as to the Technology Transfer Office, if the doctoral student has indicated the achievements referred to in § 5 sec. 3 point 5.
3. The MUB Main Library and the Technology Transfer Office enter statements on achievements of doctoral students into the corresponding module of the POL-on system.
4. Statement on achievements of the doctoral student should be submitted no later than by 31 December of the year preceding the year of the evaluation of the quality of scientific activity, and in the case of completion of education at the MUB Doctoral School, no later than before the completion date.
5. Director of the Doctoral School sets the deadline for submitting statements on achievements of doctoral students with the Deans of the Colleges and informs the doctoral students about it in writing.

§ 9

Director of the Doctoral School is responsible for monitoring the scientific achievements of doctoral students studying at the MUB Doctoral School, timeliness of submitting statements on achievements and verifying the discipline chosen by the doctoral student and the ORCID ID.

§ 10

1. The Dean's Offices of the competent Colleges are obliged to maintain in an Excel spreadsheet a register of statements submitted to the Deans of the competent Colleges, and the Development and Evaluation Department is obliged to maintain in an Excel spreadsheet a register of statements submitted to the department. The register of statements constitutes Appendix no. 7 to this order.
2. The Register of statements will serve as a basis for verifying the data entered into the POL-on system.
3. Employee Affairs Department shall undertake to maintain in an Excel spreadsheet a personnel register of MUB employees included in the number N in or outside the MUB for evaluation purposes. The list of persons in the register shall be determined on the basis of the register of statements. The personnel register of MUB employees included in the number N in or out of MUB for evaluation purposes constitutes Appendix no. 8 to this order.
4. The registers shall be made available mutually between units which prepared them, to the Development
and Evaluation Department and to the Organisation and Control Department.

**Final Provisions**

§ 11

1. Failure to submit by an academic teacher conducting scientific activity or a participant of the Doctoral School any of the statements referred to in the order within the required time limits specified in the order constitutes an act in breach of the duties of academic teacher or doctoral student, which may constitute grounds for initiating disciplinary proceedings, in accordance with the provisions of the act.
2. Heads of organisational units of MUB supervise the performance of the duties specified in this order by the employees under their supervision, are responsible for the correct conduct of the collection of statements in their unit and the timely transmission of statements to the Dean of the competent College.
3. The heads of the competent administrative and university-wide units shall be responsible for the accurate and timely entry of statements into the POL-on system and for archiving the statements.
4. The registers referred to in § 10 shall cover a period since 2017.
5. Statements should be submitted to the Employee Affairs Department together with a list of employees who submitted them. The list should be made in an Excel spreadsheet. The transfer should take place on the basis of acceptance protocol.

§ 12

* + - 1. This Order shall enter into force on the day of signature, subject to sec. 2.
			2. Obligations of the Employee Affairs Department originating from this Order shall enter into force as from 1 January 2021.

Rector

prof. dr hab. Adam Krętowski