**Order no. 26/2023**

**of the Rector of the Medical University of Bialystok**

**of 13.03.2023**

**on the system of recording and archiving the effects of scientific, research and teaching activities of employees, doctoral students and students of the Medical University of Bialystok**

Pursuant to art. 23 sec. 2 point 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2022 item 574 as amended) and § 21 sec. 1 point 2 of the Statute of the Medical University of Bialystok, the following is ordered:

# § 1

1. Taking into account the ensuring appropriate records, archiving and dissemination of the effects of scientific and research activities of the employees of the Medical University of Bialystok, a local system of the Polish Medical Platform, hereinafter referred to as the Polish Medical Platform of the Medical University of Bialystok (PPM-MUB), is being created.
2. An integral part of PPM-MUB constitutes the Repository of the Medical University of Bialystok, hereinafter referred to as the MUB Repository, enabling archiving and sharing in the open model of full texts: articles, monographs, chapters, doctoral dissertations, patents and other documents. Detailed rules for depositing and sharing full texts are set out in the Regulations of the Repository of the Medical University of Bialystok constituting Appendix no. 1 to this Order and the Order of the Rector of the Medical University of Bialystok on the collection, development and sharing of digital versions of doctoral dissertations prepared at the Medical University of Bialystok, publications and research data employees, doctoral students and students of the Medical University of Bialystok.
3. PPM-MUB is available without login for every internet user and is a place of promotion on the Internet of scientific, didactic and popularizing achievements of the Medical University in Bialystok.
4. On PPM-MUB can be recorded:
5. information about scientists (profiles of scientists),
6. publications,
7. doctoral dissertations,
8. research data,
9. other writing activities (unpublished works such as: reports, research   
   reports, opinions, expert opinions, papers, posters, presentations, etc.),
10. information on research potential (patents, implementations, projects, grants, research equipment, laboratories),
11. conferences and events,
12. scientific achievements (awards, distinctions, certificates, etc.),
13. professional activity (functions in the editorial offices of journals, activities in organizations and societies, the performance of expert functions).
14. PPM-MUB records data on scientists (profiles of scientists) including:
15. basic data, the processing of which takes place on the basis of relevant provisions,
16. data whose registration takes place after expressing voluntary consent to the processing of personal data.
17. The basic data referred to in sec. 5 point (a) are included in Appendix no. 2 to this order.
18. The consent template constitutes Appendix no. 3 to this order. The consents of the profile owners are stored in the Main Library of the Medical University of Bialystok. Consent may be withdrawn at any time.

# § 2

1. Employees of the Medical University of Bialystok are obliged to:
2. current and systematic provision of information on the data listed in §1 sec. 4

immediately after their occurrence,

1. verify the information contained in the PPM-MUB, and in the event of discrepancies or deficiencies to supplement them,
2. provide information from sec. 1 points a-b to the following address[: bibliografia@umb.edu.pl](mailto:library@imp.lodz.pl)
3. Registration of publications takes place:
4. by sending information to: bibliografia@umb.edu.pl

or

1. independently by the owner of the profile after logging in.
2. Authors of publications, dissertations and other written documents have the opportunity to attach full texts of registered documents and deposit them in the MUB Repository in accordance with:
3. The policy of openness of the Polish Medical Platform Resolution no. 84/2018 of the Senate of the Medical University of Bialystok of 27.09.2018,
4. the rules contained in the Regulations of the Repository of the Medical University   
   of Bialystok constituting Appendix no. 1 to this order,
5. Order of the Rector of the Medical University of Bialystok on the collection, development and sharing of digital versions of doctoral dissertations prepared   
   at the Medical University of Bialystok, publications and research data of employees, doctoral students and students of the Medical University of Bialystok.

# § 3

1. The unit responsible for administering the local system of the Polish Medical Platform and its functioning is the Main Library of the Medical University of Bialystok.
2. Data collected on PPM-MUB will be presented on the Polish Medical Platform - a central platform based on the server of the Medical University of Wroclaw - integrating scientific resources, scientific achievements and research potential of 7 medical universities (Białystok, Gdańsk, Katowice, Lublin, Szczecin, Warsaw, Wrocław) and the Institute of Occupational Medicine in Łódź.
3. The local system administrator is responsible for the scope of data transferred to the Polish Medical Platform, in accordance with the assumptions of the partnership project "Polish Medical Platform: knowledge management and research potential portal".
4. The unit responsible for administering the central system of the Polish Medical Platform and its operation is, pursuant to the Partnership Agreement concluded on December 20, 2016, the Medical University of Wrocław.
5. The Polish Medical Platform operates on the basis of the Omega-Psir software under the agreement no. UMW/IZ/PN-27/19 concluded on January 7, 2020 between the Medical University of Wroclaw as the Project Leader representing the Partners and the Consortium of Sages sp. z o.o. and Warsaw University of Technology.

# § 4

As of the date of entry into force of this Order, Order no. 77/2020 of the Rector of the Medical University of Bialystok of August 24, 2020 on the system of recording and archiving the effects of scientific, research and teaching activities of employees, doctoral students and students of the Medical University of Bialystok shall cease to apply.

# § 5

The Order shall enter into force on the date of signature.

**Rector**

**prof. dr hab. Adam Krętowski**