**Order no. 34/2024**

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

**dated 07.03.2024**

**concerning establishing the principles of submitting statements by employees who conduct scientific activity and who participate in conducting scientific activity and doctoral students undergoing education at the Doctoral School for the purposes of evaluation of the quality of scientific activity at the Medical University of Bialystok**

Pursuant to:

* Art. 4, Art. 5, Art. 115 sec. 1 points 1 and 3, and Art. 265 sec. 5 and 13, Art. 343 sec. 7-10 of the Act from 20 July 2018 on Higher Education and Science (that is, Journal of Laws from 2023, item 742 as amended), hereinafter referred to as “the Act”,
* Regulation of the Minister of Education and Science concerning the fields of science and scientific disciplines and artistic disciplines from 11 October 2022 (Journal of Laws from 2022, item 2202 as amended),
* Regulation of the Minister of Science and Higher Education from 22 February 2019 concerning evaluation of the quality of scientific activity (that is, Journal of Laws from 2022, item 661),

I hereby order as follows:

# **General Provisions**

## **§ 1**

1. The Ordinance establishes the principles of submission by employees of the Medical University of Bialystok, hereinafter referred to as “MUB” conducting scientific activity or participating in the conduct of scientific activity, hereinafter referred to as **“employees” or “employee”** of the following statements:
2. statement on the representative field and scientific disciplines, hereinafter referred to as **“statement on disciplines”**,
3. statement on expression of consent for inclusion into the number of employees conducting scientific activities, hereinafter referred to as **“statement on inclusion in N number”,**
4. Statement authorizing indication of scientific achievements of an employee in the process of evaluation of the quality of scientific activity of MUB hereinafter referred to as **“statement on achievements”**

And principles of submitting by doctoral students undergoing education at the MUB Doctoral School, hereinafter referred to as “doctoral students”, statements entitling to display scientific achievements in the process of evaluation of the MUB scientific activity, hereinafter referred to as **“statement on doctoral student's achievements”.**

1. The Medical University of Bialystok conducts scientific activity in the scope covered by evaluation in the following scientific disciplines:
2. Medical sciences,
3. Pharmaceutical sciences,
4. Health sciences,
5. Data based on the submitted statements are introduced into the Integrated Information System on Higher Education and Science „POL-on”, hereinafter **“POL-on System”** by relevant administrative units in accordance with the schedule specified in a separate ordinance of the Rector concerning defining the principles of realizing the obligation to transfer data into the Integrated Higher Education and Science Information System POL-on.
6. Number of employees conducting scientific activity in the discipline, that is, the N number, is established on the basis of submitted statements on inclusion into the N number all persons entered into the POL-on system as an average of the values specified in each year covered by evaluation according to the status as per 31 December, after calculating the full time scope of work, taking into consideration the duration of work of individual persons related to the conduct of scientific work in a given discipline.
7. Employees conducting scientific activity and doctoral students of the Doctoral School are obliged to systematically deliver their scientific achievements to the Main Library of the MUB in case of all achievements that were generated in relation to employment at the MUB or the Doctoral School of the MUB; connecting accounts at the Polish Scientific Bibliography (PBN) with data from the POL-on system and possessing an electronic scientist identifier ORCID (Open Researcher and Contributor ID), hereinafter “ORCID number” and placing one’s own publications in the ORCID system.

# **Principles of submitting statements on the representative field and scientific disciplines**

## **§ 2**

1. Employee conducting scientific activity and participating in the scientific activity at the MUB is obliged to submit statements on disciplines he or she represents.
2. The choice of the discipline should be made on the basis of the last obtained scientific degree or professor’s degree or on the basis of the current scientific achievements.
3. Each employee conducting scientific activity may represent jointly no more than two disciplines in all subjects in which he is employed.
4. Statement on disciplines is submitted for unlimited time and it is valid from the date of submission to the date of expiry of the statement caused by termination of employment or ceasing to conduct scientific activity or participate in its conduct or changing it.
5. In case of first employment of the employee conducting scientific activity or participating in its conduct, he is obliged to submit statements on disciplines within the term up to 14 days from the date of conclusion of the employment contract and in case of employment in the term shorter than 14 days prior to the year end, no later than until 31 December of the year in which he was employed.
6. In case of modifying employment conditions of the employee consisting in:
7. employing the employee who is not an academic teacher as an academic teacher in the group of research-didactic personnel or research personnel,
8. changing the employee group of the academic teacher from didactic to research-didactic or research,

he or she is obliged to submit statement on disciplines they represent within 14 days from the date of change occurrence and in case of changes to employment within less than 14 days prior to the year end, no later however than until 31 December of the year in which the change occurred, subject to sec. 9

1. In cases specified in sec. 5 and 6, the employee submits a statement on disciplines at the Employee Relations Department.
2. The Employee Relations Department hands over a copy of the statement on disciplines, as specified in sec. 7, to the Development and Evaluation Department and to the Deans of relevant Colleges.
3. A change in the conditions of employment as a result of which no change of the employee group has occurred shall not cause the necessity to submit new statements.
4. Changes in the statement on disciplines may be conducted at earliest after the expiry of 2 years from the date of submission of the previous statement on the basis of the scientific achievements and the written justification of the change conducted by the employee.
5. In case of changing the statement on disciplines as per §1 sec. 2 the employee submits a new statement with a written justification to the Dean of the relevant Colleges supervising the scientific activity in the new discipline or - in case of the employee representing two disciplines - to the Dean of the Colleges of the new lead discipline.
6. In case of selecting a discipline other than those specified in § 1 sec. 2, justification along with the new statement must be submitted by the employee to the Chairman of the University Council.
7. In case of changing the statement on disciplines and indicating two disciplines by the employee, the Deans of Scientific Colleges of both disciplines agree the most beneficial for the two disciplines percentage share of time input connected with the conduct by the employee of scientific activity in both disciplines and pass the information for approval to the Chairman of the University Council.
8. The percentage share of the time input related to the conduct of scientific activity in two disciplines may be indicated in the following proportions: 50%/50%, 25%/75% or 75%/25%.
9. The percentage share of time input of the work related to the conduct of scientific activity in two disciplines may be modified at any point in time by the Deans of Scientific Colleges after approval of the Chairman of the University Council taking into consideration the more beneficial solution for the disciplines. Information concerning the percentage share of time input in the disciplines established by the Deans of the Scientific Colleges and approved by the Chairman of the University Council and of each modification to it is passed on to the employee and their direct superior in writing by the Dean supervising the discipline indicated by the employee as the lead discipline.
10. In the case specified in sec. 11-15 the original statement on disciplines along with the information on the percentage division shall be passed on by the Dean supervising the discipline specified by the employee as the lead discipline within 3 working days from obtaining the statement on disciplines onto the Employee Relations Department in order for it to be entered into the POL-on system. Copy of the statement and information concerning the percentage division remains with the Dean supervising the discipline indicated by the employee as the lead discipline and it is passed on in a hardcopy form to the Dean of the Scientific Colleges of the discipline specified as the second discipline as well as to the Development and Evaluation Depart.
11. Sample statement on disciplines (Appendix no. 1) and sample Information on the percentage share of time input related to the conduct of scientific activity in a given discipline is introduced (Appendix no. 2).

# **Principles of submitting statements on expression of consent for inclusion into the number of employees conducting scientific activities (on inclusion into N number)**

## **§ 3**

1. Each employee conducting a scientific activity is obliged to submit a statement on inclusion into N number and to indicate one or two at most scientific disciplines in which this activity is conducted.
2. The employee conducting scientific activity in one of the disciplines, as specified in §1 sec. 2 is obliged to submit a statement on inclusion into N number to the Employee Relations Department:
3. in case of first employment of the employee conducting scientific activity or participating in its conduct, he is obliged to submit statements on disciplines within the term up to 14 days from the date of conclusion of the employment contract and in case of employment in the term shorter than 14 days prior to the year end, no later than until 31 December of the year in which he was employed;
4. in case of modifying employment conditions of the employee consisting in:
5. employing the employee who is not an academic teacher as an academic teacher in the group of research-didactic personnel or research personnel,
6. changing the employee group of the academic teacher from didactic to research-didactic or research,

he or she is obliged to submit the statement  within 14 days from the date of change occurrence and in case of changes to employment within less than 14 days prior to the year end, no later however, than until 31 December of the year in which the change occurred.

1. The Employee Relations Department immediately hands over the copy of the statement on inclusion into the N number to the Development and Evaluation Department and to the Deans of relevant Colleges.
2. In case of changing the statement on disciplines as per §1 sec. 2 the employee submits a new statement on inclusion into the N number to the Dean of the relevant College supervising the scientific activity in the new discipline or in case of the employee representing two disciplines - to the Dean of the College of the new lead discipline.
3. In the case specified in sec. 4 the Dean of the relevant College hands over a hardcopy version of the statement on inclusion into the N number, within 3 working days from the date of obtaining the statement on inclusion into the N number, after elaborating the copy for internal purposes, to the Development and Evaluation Department, whilst the original of the statement is handed over to the Employee Relations Department in order to introduce it to the POL-on system. In the case of statements containing two disciplines, an additional copy is handed over to the Dean of the College in the discipline indicated in the statement as the second discipline.
4. In case of employees representing other fields and disciplines than those specified in §1 sec. 2, the statement on inclusion into the N number is submitted by means of the Development and Evaluation Department to the Chairman of the University Council. The Development and Evaluation Department passes on the original statement to the Employee Relations Department in order for it to be entered into the POL-on system while a copy of the statement remains on files of the Development and Evaluation Department.
5. The Employee Relations Department is obliged to immediately enter the data contained in the statement on inclusion into the N number to the POL-on system, however, no later than within 30 days from conclusion of the employment contract.
6. The choice and order of disciplines in the statement on inclusion into the N number must be identical with the choice and order of disciplines in the statement on disciplines submitted to the MUB.
7. Statement on inclusion into the N number may be submitted solely in one unit subjected to evaluation and in no more than two disciplines.
8. The submitted statement on inclusion into the N number is not time-barred. Upon termination of employment or in the event of transfer into another work position where the employee does not conduct scientific activity the statement will be "terminated in the POL-on system”.
9. Withdrawal of the statement on inclusion in the N number at UMB may occur upon a justified request of the employee submitted in writing to the Dean of the relevant College in case of the employee undertaking work in a different entity subjected to evaluation. The employee indicates in writing the proposed date on which the change is to occur. After approval of the change, the Dean of the relevant College, after elaborating the copy for internal purposes, passes on the copy of the letter in a hardcopy version or via electronic means to the Development and Evaluation Department whilst the original letter - to the Employee Relations Department for the purpose of entering the change in the POL-on system.
10. In case of change in the scientific discipline, the new statement on inclusion into the N number must be submitted in line with the principles specified above.
11. Sample statement on inclusion into the N number constituting Appendix no. 3 to the hereby ordinance is introduced.

## **§ 4**

In case when the following occurs:

1. termination of expiry of employment relationship with the employee who submitted the statement on inclusion into the N number,
2. change of employment of the employee, i.e. employment of the employee in a group of employees not conducting scientific activity

The Employee Relations Department, within 21 days from the date of occurrence of the change, conducts “termination” of validity of the statement of the employee within the POL-on system and notifies the Chairman of the University Council and the Dean of the relevant College of this fact.

# **The principles of submitting statements entitling the MUB to display achievements of its employees and doctoral students of the Doctoral School in the process of evaluating quality of the scientific activity**

## **§ 5**

1. An employee whose scientific achievements are displayed for the purposes of evaluating scientific activity submits a statement concerning achievements in the disciplines he or she specified in the statement on disciplines.
2. A doctoral student whose scientific achievements are displayed for the purposes of evaluating submits the statement of achievements in the discipline in which his doctoral dissertation is elaborated.
3. Scientific achievements are understood as:
4. scientific articles published in scientific journals and in reviewed materials from international scientific conferences placed on the list of such journals and materials elaborated in line with the provisions issued by the Minister of Science and Higher Education,
5. scientific articles published in scientific journals not placed on the list of journals,
6. scientific monographs issued by publishing houses placed on the list of such publishing houses elaborated in line with the provisions issued by the Minister of Science and Higher Education, scientific editorships such as monographs and chapters of such monographs,
7. scientific monographs issued by publishing houses not placed on the lists of publishing houses, scientific editorships of such monographs and authorships of chapters of such monographs,
8. Granted patents for inventions, protective rights for usable patterns.
9. Statement on achievements specified in sec. 3 point 1-5 should be elaborated using the knowledge and research potential management portal - Polish Platform of Medical Research available at: ppm.umb.edu.pl. After generating the statement one must sign it in handwriting and deliver it to the Dean of the relevant College.
10. In order to ensure correct update of data in the Polish Platform of Medical Research in the scope of achievements specified in sec. 3 point 5, the Clinical Research Support Centre passes written information about new patents on an ongoing basis to the Director of the Head Library of the Medical University of Bialystok.

## **§ 6**

1. Achievements of one person may be indicated as part of no more than two disciplines.
2. Individual scientific achievements which have been specified in the statement on disciplines and statement on inclusion into the N number are assigned in the submitted statements.
3. In case of persons who represent two disciplines, data achieved may be assigned solely to one discipline.
4. Within the statement on achievements one must indicate achievements which were generated in relation to employment at the MUB or in the course of education at the Doctoral School conducted by the MUB.
5. Employees are obliged to submit a statement on achievements no later than until 31 December of the year preceding the year of conduct of evaluation of the quality of scientific activity and in case of terminating the employment no later than prior to the term of completion of work at the MUB.
6. The term for collection of statements on achievements, employees are notified by the Chairman of the University Council, upon request of the Deans of Colleges through an email message sent to the office mailbox and messengers placed on the MUB website.
7. Sample statement on achievements constituting Appendix no. 4 to the hereby ordinance is introduced.

## **§ 7**

1. Employees are obliged to submit statements on achievements specified in § 5 sec. 3 points 1-5 to the Dean of the relevant College in a timely manner.
2. The Dean of the relevant College is obliged to collect statements on achievements specified in § 5 sec. 3 point 1-5 and to verify the correctness of data contained in the statements.
3. Employees who indicated two disciplines in their statement submit statements to the Dean of the College of the discipline specified as the lead discipline. Deans of relevant Colleges supervising the scientific activity in the disciplines selected by the employee, together with the employee establish the validity of assigning achievements to disciplines, taking into account the percentage share of the time input in the disciplines and the most beneficial solutions for both disciplines.
4. Original statements on achievements including the list of scientific achievements are stored in the Dean’s offices of relevant Colleges, whilst copies are immediately passed on by means of electronic office post to the Development and Evaluation Department and to the Clinical Research Support Centre in case of statements in which achievements as per § 5 sec. 3 point 5 are specified.
5. Data from the statement are entered to the relevant module of the POL-on system within the term up to 31 December of the year preceding the year of the change occurrence and in case of scientific achievements in the year preceding the year of conduct of the quality evaluation of scientific activity until 15 January of the year in which evaluation is conducted:
6. by the Main Library of the MUB in case of achievements specified in § 5 sec. 3 point 1-4,
7. by the Clinical Research Support Centre in case of achievements specified in § 5 sec. 3 point 5.
8. An obligation of employees obtaining confirmation of submission of statements on achievements on the circulation card prior to completing employment at the MUB and delivering it to the Employee Relations Department is introduced.

## **§ 8**

1. The doctoral student of the Doctoral School submits a statement on achievements of the doctoral student to the Director of the Doctoral School in order to confirm the discipline in which the doctoral dissertation is elaborated and ORCID identifier.
2. The Director of the Doctoral School passes on the statement on achievements of the doctoral student to the Dean of the College supervising the scientific discipline represented by the doctoral student who verifies statements on achievements of the doctoral student and hands over a copy by means of office electronic post to the Development and Evaluation Department and to the Clinical Research Support Centre if the doctoral student indicated achievements specified in § 5 sec. 3 point 5.
3. The Main Library of the MUB and the Clinical Research Support Centre introduces statements on achievements of doctoral students to the relevant modules of the POL-on system.
4. Statement on achievements of the doctoral student may be submitted no later than until 31 December of the year preceding the year of conduct of evaluation of the scientific activity quality and in case of completing education at the Doctoral School of the MUB, no later than prior to the term of completion of education.
5. The Director of the Doctoral School establishes the term for submission of statements on achievements of doctoral students with the Deans of Colleges and notifies the doctoral students of this fact via email messages and messengers placed on the website of the MUB.

## **§ 9**

The Director of the Doctoral School is responsible for monitoring scientific achievements of doctoral students attending the Doctoral School of the MUB, punctuality of submitting statements on achievements and verification of the discipline selected by the doctoral student and the ORCID identifier.

## **§ 10**

1. The Dean's offices of relevant Colleges are obliged to run an Excel spreadsheet of the register of statements submitted to the Dean offices of relevant Colleges and the Development and Evaluation Department is obliged to run an Excel spreadsheet with a register of statements submitted to it. The register of statements constitutes Appendix no. 5 to the hereby ordinance.
2. The Director of the Doctoral School is obliged to run an internal register of statements on achievements of doctoral students attending the Doctoral School submitted to the Doctoral School Office. The register of statements on achievements of doctoral students constitutes Appendix no. 6 to the hereby ordinance.
3. The register of statements shall constitute the basis for verifying data entered into the POL-on system.
4. The Employee Relations Department is obliged to run an Excel spreadsheet of the Employee Relations Department register of the MUB employees included in the N list at the MUB or outside the MUB for the purposes of evaluation. The number of persons in the register is established on the basis of the Register of statements. The Employee Relations Department register of the MUB employees included in the N number at the MUB or outside of the MUB for evaluation purposes constitutes Appendix no. 7 to the hereby ordinance.
5. The registers are mutually disclosed to entities that elaborate them, the Development and Evaluation Department and the Department of Organization and Control as well as the MUB Main Library.

# **Final provisions**

## **§ 11**

1. Failure to submit any of the statements specified in the ordinance by an academic teacher conducting scientific activity or participant of the Doctoral School in the required timeframe specified in the ordinance constitutes an act breaching obligations of an academic teacher or doctoral student, respectively and may constitute the basis for initiating disciplinary proceedings in accordance with the provisions of the act.
2. Heads of the MUB organizational units supervise fulfilment of obligations specified in the hereby Order by employees subordinated to them. They are responsible for the correct course of collecting statements in their unit and the timely handover of statements to the Dean of the relevant College.
3. Heads of proper administrative units and general university units are responsible for reliable and timely introduction of the statements into the POL-on system and for archiving statements.
4. Registers specified in § 10 shall cover the period starting from 2017, with the exception of the register specified in § 10 sec. 2 which shall cover the period starting from the academic year 2022/2023.

## **§ 12**

1. Ordinance no. 123/2020 of the Rector of the Medical University of Bialystok from 1 December 2020 on establishing the principles of submitting statements by employees conducting scientific activity and participating in conducting scientific activity and doctoral students educating in the Doctoral School for the purposes of evaluating the quality of scientific activity of the Medical University of Bialystok and ordinance no. 26/2021 of the Rector of the Medical University of Bialystok form 31 March 2021 on changes to the Order of the Rector no. 123/2020 from 1 December 2020 on establishing the principles of submitting statements by employees conducting scientific activity and participating in the conduct of scientific activity as well as doctoral students educating at the Doctoral School for the purposes of evaluation of the quality of scientific activity at the Medical University of Bialystok shall lose their force.
2. The Order shall come into force on the day of its conclusion.

**Rector**

**prof. dr hab. Adam Krętowski**