

**Regulations of the Postdoctoral Programme
at the Institute of Physical Chemistry of the Polish Academy of Sciences**

(valid for postdoctoral programme held under :*"From Postdoc to PI: the future leaders of ERA"* - **PD2PI**)

1. GENERAL PROVISIONS

§ 1.1.

Under its powers the Institute of Physical Chemistry of the Polish Academy of Sciences (IPC) sets postdoctoral programme: *"From Postdoc to PI: the future leaders of ERA"* (hereinafter: "PD2PI" or "the Programme") pursuant to Grant Agreement – 847413-PD2PI.

2. ORGANISATION OF THE POSTDOCTORAL PROGRAMME UNDER THE PD2PI PROJECT

§ 2.1.

2.1.1 PD2PI is a novel programme dedicated to postdoctoral fellows (hereinafter: "Fellow" or "Fellows") with main focus on broadly understood chemistry with its links to medicine/biology and physics. The Fellows are enrolled to the Programme as a result of a selection proceedings conducted in line with Appendix 2 *"Requirements and Procedure for Admission to the International Postdoctoral Programme at the Institute of Physical Chemistry of the Polish Academy of Sciences, and Rules for Appointing the Selection Committee"* to the Regulation of the Director of IPC no 109/19 of 28.11.2019.

2.1.2 Participation in the Programme is free of charge.

§ 2.2.

2.2.1 Content-related supervision over PD2PI is provided by the Coordination Board (hereinafter: "CB").

2.2.2 CB is appointed by the Director of IPC, and shall consist of up to 7 members, including the PD2PI Project Manager (chairperson), the PD2PI Project Coordinator, the PD2PI HR Manager and selected mentors participating in the Programme.

2.2.3 Competencies of CB shall include:

2.2.3.1 strategic management of the Programme, basing on accepted by the European Commission grant proposal and ensuring its consistency with EU principles for innovative doctoral programme and Maria Skłodowska-Curie Actions (COFUND) rules,

2.2.3.2 giving recommendation to better adjust PD2PI to the needs of the Fellows,

2.2.3.3 approval of periodical reports on the progress of the Fellow in research and following PD2PI as referred to in item 3.1.3.5,

2.2.3.4 overview of individual Career Development Plans (hereinafter: "CDP") of the Fellows, and CDP updates,

2.2.3.5 giving opinions on CDPs of individual postdoctoral fellows,

2.2.3.6 approval of individual ethics clearance reports (with their updates) to ensure individual research projects' compliance with adopted standards & legal provisions.

§ 2.3.

- 2.3.1** The Project Coordinator (hereinafter: “PC” or “Project Coordinator”) shall convey strategic (incl. risk & innovation) management under PD2PI.
- 2.3.2** The competencies of PC shall include in particular:
- 2.3.2.1 holding overall responsibility for recruitment and selection of candidates to PD2PI,
 - 2.3.2.2 checking compliance of the selection proceedings with the provisions of the *European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers* (hereinafter: “the Charter and the Code”),
 - 2.3.2.3 express an opinion on periodical and final reports on the progress of the Fellow in research and following PD2PI, as referred to in item 3.1.3.5,
 - 2.3.2.4 organizing & leading (or appointing leader of) reporting sessions of PD2PI fellows, as referred to in item 3.1.3.6,
 - 2.3.2.5 monitoring the progress of individual research projects against the schedule,
 - 2.3.2.6 approval and advising on individual CDPs,
 - 2.3.2.7 selection of lecturers for PD2PI.

§ 2.4.

- 2.4.1** The Project Manager shall lead the Project-Support-Office (hereinafter: “PSO”), and together with PSO, provide operational (day-to-day) service in terms of:
- 2.4.1.1 conducting contact point for the European Commission (hereinafter: “EC”) and the Ministry of Science and Higher Education (hereinafter: “MSHE”),
 - 2.4.1.2 reporting to EC and MSHE,
 - 2.4.1.3 chairing and managing works of CB,
 - 2.4.1.4 dissemination of PD2PI and calls under PD2PI,
 - 2.4.1.5 providing legal, contractual, financial and administrative service for PD2PI project settlements,
 - 2.4.1.6 checking compliance of the selection process with the Charter and the Code,
 - 2.4.1.7 taking actions aimed at avoiding & monitoring conflict of interest,
 - 2.4.1.8 provision of resources for other parts involved,
 - 2.4.1.9 coordinating flow of information and resources between partners.
- 2.4.2** PSO shall be constituted by the Project Manager from among IPC employees.

§ 2.5.

- 2.5.1** The body responsible for resolution of potential disputes between persons involved in the project, incl. mentor- the Fellow, is the Commissioner for Researchers’ Rights.

§ 2.6.

- 2.6.1** Stipulating the conditions referred to in item 2.6.2, the Coordination Board shall extend, on the Fellow’s request and after consultation with their mentors, the duration of the fellowship for a period corresponding to the duration of maternity leave, additional maternity leave, leave on the same terms and conditions as maternity leave, additional leave on the same terms and conditions as maternity leave, as well as paternity leave or longer sick leave, as provided for in separate regulations.
- 2.6.2** General financial conditions set as referred to in § 4.1. shall apply only for a period indicated in the employment contract. The conditions of extension of the postdoctoral programme under PD2PI shall be settled individually in each case depending on fellowship starting date.

§ 2.7.

- 2.7.1** The immediate superior of the Fellow is their mentor(s) as indicated in the application submitted by the Fellow.
- 2.7.2** The IPC mentor(s) acting independently, or together with the co-mentor(s) from partner institution (as indicated in the application submitted by the Fellow) (hereinafter referred to as: “the Mentors”), shall:
 - 2.7.2.1 advice & coordinate work aimed at development and an update of CDP,
 - 2.7.2.2 provide support to the Fellow in their independent research,
 - 2.7.2.3 express an opinion on periodical reports, as referred to in item 3.1.3.5, on the progress of the Fellow in research and PD2PI,
 - 2.7.2.4 establish contact with partner organization & co-mentors,
 - 2.7.2.5 introduce the Fellow to IPC society, incl. guide them through internal procedures,
 - 2.7.2.6 support the process of acquiring research team & indispensable resources (*if applicable*),
 - 2.7.2.7 advice on the course of research and career development,
 - 2.7.2.8 support the Fellow in preparation of ethics clearance report for a respective project, incl. recommendation of adequate measures (incl. ethics committee involvement) in order to guarantee the proper handling of these issues (updated annually).

§ 2.8.

- 2.8.1** The Director of the Institute shall consider postdocs’ appeals regarding the assessments as referred to in an item 2.2.3.3.

§ 2.9.

- 2.9.1** Administrative services for the Fellow shall be provided by PSO. PSO shall maintain documentation of PD2PI, in particular referring to:
 - 2.9.1.1 admission procedure,
 - 2.9.1.2 course of postdoctoral programme of the Fellows,
 - 2.9.1.3 organisation and functioning of PD2PI.

3 POSTDOCTORAL FELLOWS' RIGHTS AND OBLIGATIONS

§ 3.1.

- 3.1.1** The Fellow shall be employed full-time, unless duly justified for reasons associated with personal or family reasons and accepted by both – the Project Manager and the Director of IPC.
- 3.1.2** The Fellow shall work exclusively on the research training activities.
- 3.1.3** The Fellow shall be obliged to:
 - 3.1.3.1 act in accordance with the *Regulations of the Postdoctoral Programme at the Institute of Physical Chemistry of the Polish Academy of Science* (version for PD2PI) and legal regulations in force at IPC,
 - 3.1.3.2 conduct regular research activity, under the supervision of the Mentors,
 - 3.1.3.3 participate in development of own CDP and attend events covered by individual CDP,
 - 3.1.3.4 notify PSO in writing on the dates of their planned secondments abroad,
 - 3.1.3.5 prepare twice a year (for shorter fellowships – accordingly) and after the project is completed the written periodical reports and submit them to PSO,
 - 3.1.3.6 present 3 seasonal reports per year (for shorter fellowships – accordingly), due on dates set by PC,

- 3.1.3.7 presenting reports in the form of poster at IPC-wide annual symposia – *if applicable*,
- 3.1.3.8 prepare and update with the Mentors (advisory role) individual CDP, as referred to in item 2.7.2.1, and submit it to PSO,
- 3.1.3.9 prepare and update with the Mentors the ethics clearance report for a respective project, as referred to in item 2.7.2.8, and submit it to PSO.

§ 3.2.

The Fellows must observe the regulations and ordinances issued by the Board of Directors of IPC, in particular referring to:

- 3.2.1** workplace safety and hygiene,
- 3.2.2** fire safety,
- 3.2.3** the Institute's good reputation and its property,
- 3.2.4** appropriate protection of equipment, tools and workplace,
- 3.2.5** business trips,
- 3.2.6** secondments to other scientific institutions,
- 3.2.7** rules for using the IPC/IOC Library,
- 3.2.8** rules for using the IPC computer network,
- 3.2.9** undergoing regular medical checks.

§ 3.3.

3.3.1 The Fellow concluding employment contract acquires rights of an employee according to generally applicable Polish provisions, in particular – the Labour Code of 26th June, 1974. Among others, the Fellows shall have the right to:

- 3.3.1.1 holiday leave (36 working days per 1 year, or accordingly) – the dates of the holiday leave should be agreed with direct superior as indicated in the employment contract),
- 3.3.1.2 copyrights, related rights and industrial property rights in relation to creations produced or coproduced by them under PD2PI according to the relevant ordinance of the Director of the Institute,
- 3.3.1.3 social security and national health insurance,
- 3.3.1.4 benefits from the Social Fund,
- 3.3.1.5 support in application for work permit, finding accommodation, schools/ kindergartens/ nursery for their children,
- 3.3.1.6 participation in free Polish language course,
- 3.3.1.7 participation in integration and cultural events dedicated to the IPC community.

4 EMPLOYMENT CONTRACT AND REMUNERATION

§ 4.1.

- 4.1.1** Director of IPC shall conclude an employment contract with the Fellow for the period corresponding with the duration of the research project resultant from the accepted research proposal.
- 4.1.2** General conditions on remuneration of experienced researches (COFUND) for Maria Skłodowska-Curie Actions and generally applicable Polish provisions, in particular Act on Labour Code of 26th June, 1974 apply.

4.1.3 The detailed terms and conditions shall be determined in a separate agreement between IPC and the Fellow.

5 DISCIPLINARY RESPONSIBILITY OF THE FELLOWS

§ 5.1.

Breach of the regulations in force at the Institute and acts demeaning the dignity of the Fellow shall result in the Fellow's disciplinary responsibility as provided in § 28 of the IPC Statute.

6 ADMISSION TO PD2PI

§ 6.1.

The rules for admission procedure are laid down in the document: *Requirements and Procedure for Admission to the Postdoctoral Programme at the Institute of Physical Chemistry of the Polish Academy of Sciences, and Rules for Appointing the Selection Committee* (valid for postdoctoral programme held under: "From Postdoc to PI: the future leaders of ERA").

7 THE COURSE OF THE FELLOWSHIP

§ 7.1.

7.1.1 The duration of the fellowships under PD2PI shall correspond with the duration of the research project resultant from the accepted research proposal. By no means the fellowships duration can be shorter than 3 months.

7.1.2 The postdoctoral fellow can be seconded to foreign partner institutions (no longer than 25 % of the whole fellowship), to gain new knowledge, skills, contacts, and experience of working in an international environment.

§ 7.2.

7.3.1 The PD2PI programme applies 3-i approach (i.e. intersectoral/-national/-disciplinary) to the training research programme and is based on individual CDPs.

7.3.2 The PD2PI educational programme shall support conducted research, integrating specialized courses with hands-on training, including soft and transferable skills training. Selection of specific events shall be consistent with CDPs. The proposed fellowship programme has a framework character and, as such, is not obligatory for all the Fellows.

Table 1. Proposed framework PD2PI programme – to be adjusted according to the Fellow's needs:

1	The cutting edge of science – specialised lectures
2	Cyclical interdisciplinary lectures
3	Training programme stimulating cross-sectoral approach in science
4	Tool-kits – advanced hands-on training on research techniques
5	Courses on transferable knowledge & skills
6	Hands-on soft skills training on mentoring and team management
7	National, international & intersectoral conferences/workshops – in line with CDP
8	Advanced classes of scientific English

9	Polish language course
10	Possible other venues if in line with individual CDPs, incl. Leadership initiative

§ 7.4.

7.4.1 The fellowship may be terminated if the Fellow:

- 7.4.1.1** does not show aptitude or appropriate background for the fellowships, or
- 7.4.1.2** does not show satisfactory progress in the research work in two subsequent reporting periods, or
- 7.4.1.3** infringes personal other persons' rights or copyrights, or
- 7.4.1.4** does not fulfil the duties resulting from the PD2PI Programme, the regulations referring to PD2PI, or the organisational regulations of the IPC, or
- 7.4.1.5** submitted false documents at the recruitment stage or is unable to submit the documents that certify meeting by him/her entry criteria for PD2PI, in particular but not limited to Mobility criterion, described in detail in document as referred to in § 6.1.

7.4.2 The decision on fellowship termination shall be taken by CB, after consultation with the Mentors. The Fellow may appeal to the Director of IPC within 14 days from the date of the decision of CB on fellowship termination. The Director's decision is final. Conditions of the employment contract termination are regulated by relevant generally applicable regulations.

7.4.3 As regards to the case as referred to in item 7.4.1.5, the Director of IPC may demand from the Fellow a reimbursement to the Institute of the full amount corresponding to the amount of a remuneration collected by them.

§ 7.5.

7.5.1 A person who has completed the PD2PI must promptly settle all outstanding matters with the Institute.

§ 7.6.

7.6.1 A necessary precondition for completion of PD2PI shall be completion of all the years of fellowships according to the rules set out in the PD2PI Programme.

8 FINAL PROVISIONS

§ 8.1.

For matters not regulated by these Regulations the binding legislation and internal laws of IPC shall apply.