

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

(valid for postdoctoral programme under: “Basic Sciences 4 Society needs: postdoctoral training”; acronym:
BS4S)

1. GENERAL PROVISIONS

§ 1.1.

The Institute of Physical Chemistry of the Polish Academy of Sciences (IChF) establishes the postdoctoral programme “Basic Sciences 4 Society needs: postdoctoral training” (BS4S/the Programme), co-funded by the European Commission under Grant Agreement No. 101217004.

2. ORGANISATION OF THE POSTDOCTORAL PROGRAMME UNDER THE BS4S PROJECT

§ 2.1.

2.1.1 BS4S is a novel programme dedicated to postdoctoral researchers (Fellow/Fellows) with a primary focus on engaging them in research with broader impact and applications, addressing real societal, market, or technological needs and strengthening links between academia and business. The Fellows are enrolled on the Programme due to selection proceedings conducted in line with Appendix 1 *“Requirements and Procedure for Admission to the International Postdoctoral Programme at the Institute of Physical Chemistry, Polish Academy of Sciences, and Rules for Appointing the Selection Committee”*.

2.1.2 For the Fellows, participation in the Programme is free of charge.

§ 2.2.

2.2.1 Oversight and advice to the project management bodies over BS4S is provided by the Steering Committee (StC).

2.2.2 StC is appointed by the Director of IChF, and shall consist of the BS4S Project Manager (chairperson), the BS4S Project Coordinator, the BS4S Training Programme Manager, and/or other researchers and industry representatives.

2.2.3 Competencies of StC shall include:

- 2.2.3.1 Overseeing the project and ensuring good governance, including participation in strategic planning and management of significant risks
- 2.2.3.2 Approving significant project changes and identifying new or emerging risks
- 2.2.3.3 Reviewing and approving the detailed training programme for BS4S, and providing recommendations for its improvement
- 2.2.3.4 Making recommendations regarding the dissemination and exploitation of research outputs.
- 2.2.3.5 Overseeing and evaluating project progress and impact against its objectives.

§ 2.3.

- 2.3.1** The Project Coordinator (PC) shall convey substantial management under BS4S.
- 2.3.2** The competencies of PC shall include, in particular:
 - 2.3.2.1 Chairing works of the StC
 - 2.3.2.2 Responsibility for the overall candidates' selection process
 - 2.3.2.3 Supporting the Training Programme Manager (TPM) in developing, updating and improving the BS4S training programme
 - 2.3.2.4 Monitoring the progress of individual research projects against the schedule
 - 2.3.2.5 Reviewing Fellows' Progress Reports with TPM to ensure alignment with CDPs and objectives
 - 2.3.2.6 Co-chairing reporting sessions with TPM and issuing recommendations on research, training and Fellows' Career Development Plans
 - 2.3.2.7 Coordinating the Guided Career Advancement, guiding mentoring objectives and format to all mentors, supporting research output exploitation, and facilitating the ethics clearance process.

§ 2.4.

- 2.4.1** The Training Programme Manager shall take responsibility for the training programme and monitor Fellows' research and training progress.
- 2.4.2** The competencies of TPM shall include, in particular:
 - 2.4.2.1 Responsibility for shaping a detailed training programme, overseeing the whole training programme implementation, and amending the training programme by joint Career Development Plans (CDP) elements
 - 2.4.2.2 Leading periodic reporting sessions and approving the Fellows' periodical reports.

§ 2.5.

- 2.5.1** The Project Manager (PM) is responsible for the operational management of the BS4S programme, leading the Project Support Office (PSO) and overseeing conflict of interest matters. Together with the PSO, the PM provides day-to-day support in the following areas:
 - 2.5.1.1 Administrative and technical support to project stakeholders (i.a., partners)
 - 2.5.1.2 Aligning the Programme with "The European Charter for Researchers" & "The Code of Conduct for the Recruitment of Researchers" & Co-fund rules
 - 2.5.1.3 Allocating the budget and resources, measuring project progress using Key Project Indicators
 - 2.5.1.4 Developing Plan for dissemination and exploitation (Pde), its update and implementation
 - 2.5.1.5 Periodically assessing the training programme
 - 2.5.1.6 Avoiding, identifying and managing risk and conflict
 - 2.5.1.7 Supporting research outputs dissemination
 - 2.5.1.8 Reviewing Fellows' CDPs
 - 2.5.1.9 Developing Data Management Plan (DMP)
 - 2.5.1.10 Coordinating information flow
 - 2.5.1.11 Establishing a contact point for the EC and the Fellows
 - 2.5.1.12 Preparing and submitting periodic reports to funding agencies.
- 2.5.2** The Project Manager shall constitute PSO from among IChF employees.
- 2.5.3** The body responsible for resolving potential disputes between researchers involved in the project is the Ombudsman for Researchers' Rights.

§ 2.6.

- 2.6.1** Stipulating the conditions referred to in item 2.6.2, the Project Manager 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 BS4S shall be settled individually in each case, depending on the fellowship starting date.

§ 2.7.

- 2.7.1** The IChF mentor acting independently, or together with the co-mentors from the partner institution (as indicated in the application submitted by the Fellow) (Mentors), shall:
- 2.7.1.1 Mentor, guide and support fellows on research and career planning and progression
 - 2.7.1.2 Assist them in CDP and DMP formation and their updates, support in ethics reports preparation
 - 2.7.1.3 Integrate the Fellow into the research society and maintain contact with partners.

3. POSTDOCTORAL FELLOWS' RIGHTS AND OBLIGATIONS

§ 3.1.

- 3.1.1** The Fellow shall be employed full-time.
- 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 by the *Regulations of the Postdoctoral Programme at the Institute of Physical Chemistry, Polish Academy of Science* (version for BS4S) and legal regulations in force at IChF
 - 3.1.3.2 Conduct regular research activity under the supervision of the Mentors
 - 3.1.3.3 Participate in the development of their CDP and attend events covered by their CDP
 - 3.1.3.4 Notify PSO of the dates of their planned secondments abroad
 - 3.1.3.5 Prepare four times a year, and after the project is completed, the written periodical reports and submit them to PSO
 - 3.1.3.6 Present four seasonal reports per year, due on dates set by PC,
 - 3.1.3.7 Prepare and update with the Mentors (advisory role) individual CDP, and submit it to PSO
 - 3.1.3.8 Prepare and update the ethics clearance report for the respective project with the Mentors and submit it to PSO
 - 3.1.3.9 Fill in obligatory questionnaires requested from the funding agencies.

§ 3.2.

The Fellows are obliged to comply with the regulations and ordinances issued by the IChF Director, and established institutional practices, in particular those concerning:

- a) occupational health and safety
- b) fire safety
- c) protection of the Institute's reputation and property
- d) proper use and protection of equipment, tools, and the workplace
- e) business trips
- f) secondments

- g) use of the IChF Library
- h) use of the IChF computer network
- i) undergoing regular medical examinations.

§ 3.3.

3.3.1 The Fellow concluding an employment contract acquires an employee's rights according to generally applicable Polish provisions, particularly 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 year) – the dates of the holiday leave should be agreed with the direct superior as indicated in the employment contract
- 3.3.1.2 Copyrights, related rights and industrial property rights about creations produced or coproduced by them under BS4S 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 a free Polish language course
- 3.3.1.7 Participation in integration and cultural events dedicated to the IChF community.

2 EMPLOYMENT CONTRACT AND REMUNERATION

§ 4.1.

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

3 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 IChF Statute.

4 ADMISSION TO BS4S

§ 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, Polish Academy of Sciences and Rules for Appointing the Selection Committee* (valid for postdoctoral programme held under: "Basic Sciences 4 Society needs: postdoctoral training").

5 THE COURSE OF THE FELLOWSHIP

§ 7.1.

- 7.1.1** The duration of the fellowships under BS4S shall correspond with the duration of the research project resulting from the accepted research proposal.
- 7.1.2** During the fellowship, the Fellow shall be seconded to foreign scientific partner institutions (for at least 1 month but no longer than 1/3 of the whole fellowship), to gain new knowledge, skills, contacts, and experience of working in an international environment.

§ 7.2.

- 7.3.1** The BS4S programme applies a 3-i approach (i.e. intersectoral/-national/-disciplinary) to the training research programme and is based on individual CDPs.
- 7.3.2** The BS4S educational programme shall support conducted research, integrating specialised 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.

Table 1. The BS4S framework programme

Main Training Programme	
1	Powering Lectures on the Cutting Edge of Science
1.1	Dream Chemistry Lectures
1.2	Pioneers of Discovery. Insights on High-Risk High-Gain/ High-Impact Research – lectures provided by ERC & EIC Grant Holders
1.3	ICHF Cluster Lectures
2	Bridging Research and Industry
2.1	From Basic Sciences to Business and Back- lectures provided by R&D managers, company founders and experts engaged in technology transfer
2.2	24 Steps to a Successful Start-Up training or Intersectoral Mobility (secondment to a business partner)
2.3	Study Visits to commercialisation facilities, spin-off/out companies and R&D centres
3	The AI-Driven Research Revolution
3.1	AI fundamentals
3.2	Generative AI and Reinforced Learning - master class
3.3	AI-Powered Tools- training
4	Bridging Science and Society
4.1	Science Unplugged - talks by expert communicators
4.2	An Open Day at IChF – public events during which the Fellows will demonstrate and explain their work to citizens
Customised Practical Training Programme	
5	Guided Career Advancement – CDP co-creation and mentoring using CDP
6	International Mobility – to a co-mentor's research organisation for a minimum of 1 month
7	CDP-Driven Activities (inter/-national and intersectoral conferences/workshops/other)
8	Showcasing Progress
8.1	Reporting Sessions
8.2	ICHF Annual Meeting
9	Practical Courses
9.1	Research Management in Action: hands-on training where Fellows oversee and guide MSc/PhD
9.2	Core Skills Workshops training
9.3	Tool-kits – training provided by IChF's Corps of Engineers
10	Language Boost: Scientific English and Basic Polish Classes

§ 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 on other persons' rights or copyrights, or

7.4.1.4 Does not fulfil the duties resulting from the BS4S Programme, the regulations referring to BS4S, or the organisational regulations of the IChF, or

7.4.1.5 Submitted false documents at the recruitment stage or cannot submit the documents that certify meeting the entry criteria for BS4S, specifically the Mobility criterion, described in detail in the document referred to in § 6.1.

7.4.2 StC shall decide on fellowship termination after consultation with the Mentors. The Fellow may appeal to the Director of IChF within 14 days from the date of the decision of StC on fellowship termination. The Director's decision is final. Relevant, generally applicable regulations regulate the conditions of the employment contract termination.

7.4.3 Regarding the case in item 7.4.1.5, the Director of IChF may demand reimbursement from the Fellow to the Institute of the full amount corresponding to the remuneration they collected.

§ 7.5.

7.5.1 A person who has completed the BS4S must promptly settle all outstanding matters with the Institute.

§ 7.6.

7.6.1 A necessary precondition for completion of BS4S shall be completion of all the years of fellowships according to the rules set out in the BS4S Programme.

6 FINAL PROVISIONS

§ 8.1.

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