

Requirements and Procedure for Admission to the BS4S Postdoctoral Programme at the Institute of Physical Chemistry, Polish Academy of Sciences, and Rules for Appointing the Selection Committee
(hereinafter: Procedure)

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

1. Admission to the postdoctoral programme within the “**Basic Sciences 4 Society needs: postdoctoral training**” (hereinafter: “BS4S”) at the Institute of Physical Chemistry, Polish Academy of Sciences (IChF) is by way of a competition announced by the Director of the Institute.
2. Selection proceedings, preceding the admission of candidates to BS4S, shall be carried out based on the principles underlying the provisions of the **European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (the Charter & Code)**, in particular such as: non-discrimination and open, transparent, merit-based, impartial and equitable selection procedure, based on international peer review. Compliance of the BS4S selection process with the Charter & Code shall be the subject of supervision exercised by the Project Manager.
3. The competition is targeted at **experienced researchers** (i.e. possessing a doctoral degree) (ER) **who have not resided or carried out their main activity** (work, studies, etc.) **in Poland for more than 12 months in the 3 years immediately prior to the deadline of the call**. Researchers are not eligible if they have already been permanently employed by IChF. For refugees under the 1951 Refugee Convention and the 1967 Protocol, the refugee procedure (i.e. before refugee status is conferred) will not be counted as a ‘period’ of residence/activity in Poland. Remote work for a legal entity based in Poland is considered residence in Poland.
4. The call for applications to BS4S (the Call) shall be published at least on the Euraxess website, the IChF and BS4S websites, IChF social media channels, and recruitment platforms such as EuroScience and/or Nature Jobs.
5. The announcement of the Call includes, in particular:
 - main information on the BS4S programme (i.e. its scope, duration of appointments, working and financial conditions)
 - list of proposed mentors, research areas available under the BS4S programme
 - details on selection proceedings, including required documents, deadlines, and final resolution date
 - basic requirements, i.e., eligibility criteria and evaluation criteria
 - details on the appeal procedure and the deadline for appealing
 - information on IChF, living and scientific career in Poland
 - link to the BS4S website with the application module.
6. The candidates for the BS4S shall be requested to **submit the following documents**:
 - a) **Abstract** (up to 1,500 characters);
 - b) **Research proposal**, i.e., own interdisciplinary research project that ERs intend to carry out during their fellowships. The research proposal must include the following sections:
 - i. Project Description, including:
 - Project Objectives and Research Questions
 - Reasons for the Selection of a Research Topic
 - Research Methodology and Approach
 - Interdisciplinary Dimension of the Project

- Research Tasks and Schedule
 - Gender Dimension in the Research Content
- ii. Project's Expected Impacts, including:
- Relevance of the Project Expected Outcomes to the Advancement of Science
 - Relevance of the Project Expected Outcomes to Society
 - Involvement of the Business Sector and its Contribution to Project Impact (if applicable)
 - Other Expected Impacts of the Project (if any)
- iii. Resources, including:
- Budget
 - Cost Explanation and Justification
 - Equipment
 - Key Individuals and Organisations Involved in the Project
- iv. References
- v. Ethics, including:
- Ethics Self-Assessment Form
 - Explanation and indication of how the particular ethical aspect will be addressed (if applicable)
- c) **Curriculum Vitae**, containing:
- Contact details (e-mail, phone number)
 - Career course in academia and beyond, with emphasis on research/application projects, your role in them, and international experience (with countries of residence)
 - Key research outputs: major publications, patents, industrial/utility designs (applications or granted rights)
- d) **Letter(s) of support** from one mentor from IChF and one ERC/EIC/other high-impact grantee from an international research organisation, and a letter from a business organisation (if applicable),
- e) **A scan of a PhD Diploma** or a formal document proving a scheduled defence date before the call deadline

The candidate should also declare fulfilment of the Mobility criterion by marking the appropriate field in the submission module.

7. The documents referred to in item 6 can be a subject of supplements in case of any doubts of consistency with the criteria referred to in item 12. In this case, the candidate is requested to deliver supplements within a period of no longer than seven calendar days (calculated from the next day after sending the request for supplementation).
8. Under a single call, a candidate may submit only one proposal supported by a given mentor from IChF.
9. Submitting application documents is solely electronic using the submission module on the dedicated webpage (www.bs4s.edu.pl). In case of the malfunctioning of the submission module, the Selection Committee may allow applications to be submitted by e-mail (indicated in the notification). In this case, a scan of a signed declaration on fulfilment of the Mobility criterion (consistent with the template presented in Appendix No. 1), the consent to the processing of personal data by IChF on the terms set out in Appendix No. 2) and confirmation of this Procedure (statement content as referred to in Appendix No. 3) should be attached to the application.
10. All correspondence (including results notifications) with the candidates will take place solely by e-mail. The candidate shall ensure that the provided e-mail address is correct and that their e-mail box is checked regularly (including the spam folder). IChF endorses or takes no responsibility for any omissions of the candidate resulting from breaching the above obligation.

11. The admission to the BS4S is preceded by a 3-step evaluation, i.e., evaluation against:
- eligibility criteria
 - documents evaluation criteria
 - interview evaluation criteria.
12. Submitted applications are subject to evaluation against **eligible (formal) criteria**, i.e.:
- a) Application Completeness
 - b) Mobility
 - c) Doctoral Degree
 - d) Project Eligibility under the BS4S Project
13. Fulfilling the Mobility criterion by the candidate will be evaluated based on their CV, supporting documents and submitted declaration consistent with a declaration template presented in Appendix No. 1) to this procedure.
14. Only applications fulfilling eligibility criteria are liable to further evaluation against the **documents evaluation criteria** (scoring criteria):

Yes/No criteria - Only applications that meet these two criteria will proceed to further assessment		
Interdisciplinary dimension	The project combines elements of at least two research disciplines.	Yes/No
Ethics	The proposal complies with relevant standards and legal provisions on ethical issues.	Yes/No
Scoring-based criteria		Score
Project Excellence	<ul style="list-style-type: none"> – The project promises considerable scientific advance in the field chosen by the candidate (0–20) – The project addresses practical issues that are relevant to society (0–15) – The proposed methodology is well-suited to achieving the project’s objectives and is scientifically sound (0–10) 	0–45
Project Wider Potential	<ul style="list-style-type: none"> – The project falls within the thematic scope of any Cluster of Horizon Europe (0–10) – The project foresees joint research works with a business entity, technology validation by end users or technology transfer to the business sector (0–10) – The project includes gender considerations within the research content (0–5) 	0–25
Researcher’s Experience	<ul style="list-style-type: none"> – The quality of scientific publications and candidate’s involvement (first, corresponding, other) (0–10) – Participation in industrial or application projects (0–10) – Obtained/pending patents, rights to utility models or industrial designs (0–5) – International experience, e.g. secondments outside the country of origin (0–5) 	0–30
TOTAL		0–100

15. Candidates receiving at least 60 pts. against the evaluation criteria are invited for interviews.
16. The interview will be carried out using electronic communication devices.
17. During the interview, the candidates are evaluated against the following **interview evaluation criteria**:

Scoring-based criteria		Score
Project viability	<ul style="list-style-type: none"> – Robustness of the research plan, resources availability, and timeline adequacy (0–20) – Candidate’s research experience and specialised knowledge relevant to the project (0–20) – Expected impact of the project results on society, policy-makers or industry (0–10) 	0–50
Soft skills	<ul style="list-style-type: none"> – Communication skills: the ability to present the project & Candidate’s career goals in a clear and coherent way (0–15) – Collaborative abilities (e.g., past collaborations with various stakeholders) (0–15) 	0–30
Motivation	<ul style="list-style-type: none"> – Motivation for the project in relation to future career plans and rationale for selecting co-/mentor 	0–20
TOTAL		0–100

18. After the interviews, a preliminary ranking list of candidates is prepared and made public. Final ranking lists with names of candidates appointed to the BS4S project are announced after closing appeal proceedings referred to in item 35. Only candidates with min. 70 pts. may be offered a postdoctoral position (up to the limit of 720 person-months). In the case of a tie, the criteria “Project viability” and “Motivation” will be used to decide.
19. Under a single call, a candidate may be appointed only to one project.
20. The admission proceedings can be repeated until recruitment of an expected number of fellows (720 person/months in total) and/or in case of an early drop-out of enrolled fellow.
21. Depending on the evaluation stage, the candidates are evaluated by different assessment bodies:
 - a) BS4S Project Support Office (PSO) shall evaluate the candidates against the eligibility criteria
 - b) International External Experts (IEE) shall evaluate the candidates against the document evaluation criteria and the interview evaluation criteria
 - c) External Experts (EE) shall evaluate the candidates against interview evaluation criteria.
22. The Director of IChF appoints the Selection Committee (SC). SC comprises the BS4S Project coordinator, the BS4S Training Manager and other senior researchers from IChF (R3/R4). When appointing SC members, the IChF Director will ensure the representation of both men and women in SC.
23. SC selects IEE and EE separately for each proposal.
24. IEEs are chosen among outstanding scientists with particular emphasis on ERC/EIC grant holders, independent from IChF and outside of the partnership (notably excluding co-/mentors). IChF employees are excluded from being IEE and experts employed in the candidate’s present or former hosting institutions and institutions involved in the candidate’s proposal.
25. Against the evaluation criteria for documents, each application shall be evaluated by two IEEs. IEE give scores independently. In case of huge (i.e. ≥ 20 pts. about a single project) discrepancies between reviews of IEE of the same proposal, SC will select an additional reviewer (IEE). The average score will determine the candidate’s location on the ranking list.
26. During interviews, the candidates are evaluated by IEE and EE against interview evaluation criteria.
27. EE are chosen among outstanding scientists, CEOs and managers with expertise in R&I, independent from IChF and the partnership (notably excluding co-/mentors).

- 28.** Against interview criteria, each applicant shall be evaluated by two IEE and two EE. During interviews, the SC will be present to provide support. An independent observer may also attend the interviews to ensure fair recruitment.
- 29.** IEE and EE give scores independently. The average score will determine the candidate's location on the ranking list.
- 30.** Before evaluation, SC, IEEs and EEs shall declare their objectivity and impartiality in writing, i.e., the lack of conflicts of interest towards a given candidate.
- 31.** SC shall prepare the preliminary (based on the scoring given during interviews) and final ranking list (after closure of appeal proceedings).
- 32.** SC shall present the results of the admission proceedings (i.e. ranking lists) to the Director of IChF.
- 33.** PSO informs candidates about the assessment results (feedback).
- 34.** A candidate may be admitted to BS4S if they present a certificate stating that there are no health-related contradictions to joining BS4S (consistent with the Polish relevant legal regulations), issued by an occupational health care physician.
- 35.** The candidate may appeal against the SC decision to the Director of the IChF within 7 days from the decision's delivery date. To settle an appeal, the IChF Director will appoint an Appeal Committee, composed of at least three senior IChF researchers (not involved in the BS4S programme), who will review the case. Based on their findings, the Director will issue a final resolution. The decision of the Institute's Director is final.
- 36.** After the closure of appeal proceedings, the IChF Director formally enrolls successful candidates to BS4S.
- 37.** Entering into the competition (i.e. applying BS4S) means acceptance of this Procedure (statement content as referred to in Appendix No. 3) and conditions set herein, including the consent to the processing of personal data by IChF on the terms set out in Appendix No. 2) to this Procedure.
- 38.** In the event that supplementary funding from the Polish Ministry of Science and Higher Education is not secured, the Institute reserves the right to suspend or cancel the recruitment process.
- 39.** In matters not regulated herein, the Polish and European law, as detailed provisions of the grant agreement – 101217004 – BS4S, concluded between the Research Executive Agency (REA) and IChF.

Appendix no. 1)

Template of the declaration of the candidate on the fulfilment of the Mobility criterion

.....
name and surname

.....
place / date

.....
address

.....
telephone contact number

DECLARATION

I hereby declare that I have not resided in Poland, nor carried out my main activity (work, studies, etc.) there, for more than 12 months in the 3 years immediately prior to the call deadline. I understand that performing remote work for a legal entity operating in Poland is considered as having residence in Poland. In the event that proof of this is required, I undertake to provide relevant documents (e.g. employment contract, lease agreement, apprenticeship certificates) upon request of the Institute of Physical Chemistry PAS.

.....
Signature

Appendix no. 2)

Information clause

.....
name and surname

.....
place / date

.....
address

.....
telephone contact number

I hereby consent to the processing of my personal data for the purposes of the recruitment process, in accordance with the rules set out in the information clause below.

Information clause: The controller of your personal data is the Institute of Physical Chemistry, the Polish Academy of Sciences with its registered office in Warsaw, NIP: 5250008755 (the "Institute"). The Institute will process your personal data for the purposes of recruitment including maintaining contact with you, and for the purposes of any audits by the European Commission or audits carried out on its behalf related to verifying the correctness of the recruitment process. Depending on the circumstances, the legal basis for processing may be:

- performance of a contract or taking steps at your request prior to entering into a contract (Article 6(1)(b) GDPR),
- the legitimate interests of the Institute (Article 6(1)(f) GDPR), or
- compliance with a legal obligation (Article 6(1)(c) GDPR).

You have the right to: request access to your personal data and receive a copy of it; request its rectification (correction); request its erasure; request restriction of its processing; request its transfer; lodge a complaint with the supervisory authority; withdraw your consent to processing at any time (withdrawal of consent does not affect the lawfulness of processing carried out prior to its withdrawal); and object to the processing of your data. More information is available on the [Institute's website](#).

.....
Signature

Appendix no. 3)

Template of the Candidate's declaration that they have become acquainted with "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".

.....
name and surname

.....
place / date

.....
address

.....
telephone contact number

STATEMENT

I hereby declare that I have read and accept the "Requirements and Procedure for Admission to the Postdoctoral Programme at the Institute of Physical Chemistry, Polish Academy of Sciences".

.....
Signature