

**REGULATIONS OF THE COMPETITION COMMISSION  
ESTABLISHED TO CONDUCT COMPETITION  
FOR SCIENTIFIC POSITIONS  
AT THE INSTITUTE OF MOTHER AND CHILD IN WARSAW**

Based on Article 17 clause 5 of the Statute in connection with art. 43 §7 of the Act of 30 April 2010 on research institutes (Journal of Laws of 2010, No. 96, item 618), the procedure and mode of operation of the Competition Committee set up to conduct competition for scientific positions at the Institute of Mother and Child is hereby established.

**§ 1**

1. A candidate for the scientific position at the Institute is selected through a competition.
2. The competition for scientific positions is carried out by a Competition Committee appointed by order of the Director of the Institute.
3. The appointment of the Competition Commission initiates the competition procedure.
4. The Director of the Institute shall provide the Competition Committee with appropriate technical, working and organizational conditions for conducting the competition.

**§2**

1. The Competition Committee may include:
  - a. Deputy Director for Scientific Research,
  - b. Deputy Clinical Director,
  - c. the head of the clinic or department in which the candidate is to be employed,
  - d. two representatives of the Institute's Scientific Council,
  - e. a representative of the Board of Managers,
  - f. Head of the Human Resources and Payroll Department or an employee indicated by him - the Commissioner-Recorder,
  - g. other persons appointed by the Director of the Institute.
2. To the committee cannot be appointed a person who is a spouse or relative or second-degree relative of the person concerned by the competition procedure, or who is in such legal or factual

relationship with him that it may raise reasonable doubt as to his impartiality, and if the circumstances referred to above are disclosed after the appointment of the Competition Committee, the Director will make appropriate changes to its composition. Activities performed by the Competition Committee operating in the previous composition may be considered valid by the new Competition Committee.

### **§3**

1. The Competition Committee shall deliberate on meetings.
2. The work of the commission is managed by the Chairman.
3. The presence of the head the clinic or department in which the candidate is to be employed is obligatory.
4. For the validity of the works and resolutions of the Committee, at least 3 members should participate in its meetings, except for the meeting referred to in § 11.

### **§4**

The competition procedure includes:

1. Announcement of the competition,
2. Consideration of the applications submitted and settlement of any appeals,
3. Selecting a candidate for the position covered by the competition.

### **§5**

1. Persons with the qualifications required to hold a given position may enter the competition.
2. A detailed description of the conditions and qualifications to be met by candidates for scientific positions is established for each competition, for individual positions, taking into account the needs of the unit and the working conditions that are associated with the specificity of the tasks performed.

### **§ 6**

1. Candidates applying for the competition shall submit
  - a. application for admission to a position covered by the competition,
  - b. a personal questionnaire,
  - c. CV,
  - d. diploma, a copy of the diploma of graduation issued by universities or a photocopy of the diploma or a certified copy of the diploma,

- e. documents or copies of documents confirming the professional qualifications required to hold a given position, and candidates for positions associated with having the right to practice a profession, a document confirming that right,
  - f. other documents or copies thereof, in particular confirming the candidate's scientific achievements and professional qualifications,
  - g. the course of professional work described by the candidate,
  - h. employment certificates or copies thereof,
  - i. a declaration on exercising full public rights,
  - j. a statement of no criminal record for professional and criminal offenses,
  - k. signed clause "I consent to the processing of my personal data contained in the job offer for the purposes of recruitment in accordance with the Act of August 29, 1997 on the protection of personal data (Journal of Laws No. 133, item 833).
2. All copies of the documents referred to in §1 should be certified by the candidate for compliance.
  3. At the request of the Commission, the candidate may be required to produce original documents.
  4. Documents shall be submitted:
    - a. in a sealed envelope,
    - b. the envelope must be marked as specified in the competition notice,
    - c. the envelope must be submitted at the place and time specified in the notice.

## **§ 7**

If only one entry is submitted to the competition procedure, it may be accepted if the Competition Committee finds that it meets the requirements of §6.

## **§ 8**

1. The competition procedure begins at the place and on the date indicated in the announcement and lasts until it is settled.
2. The competition takes place in two stages.
3. In the first stage, the members of the Committee will become acquainted with the documents submitted by the candidates.
4. The second stage of the competition shall be conducted with candidates who have been admitted after the first stage.
5. The stages of the proceedings referred to in paragraphs 2 and 3 may take place on the same day.

## **§ 9**

1. The Competition Committee, consisting of at least 3 members, performs the following actions at a meeting in the first stage:
  - a. confirms the correctness of the competition announcement and provides the number of nominated candidates,

- b. opens envelopes,
  - c. determines which notifications meet the requirements set out in §6,
  - d. rejects applications which do not meet the requirements of §6 or have been submitted after the deadline,
  - e. states which applications are valid or rejected,
  - f. decides on admission to the second stage of the competition referred to in §8 art. 4.
2. In the event of a refusal to admit a candidate to the second stage of the competition due to failure to meet the conditions referred to in §6 art. 1, the candidate may, within 3 days of notifying him of the decision of the Commission, supplement the application with missing documents, which should be submitted to the HR and Payroll Department.
  3. If the application is supplemented with missing documents, the Competition Committee may admit the candidate to the second stage of the competition.
  4. The second stage of the competition procedure consists in substantive assessment of candidates, taking into account the results of interviews with candidates.
  5. The Competition Committee conducts individual interviews with candidates, asking them the same questions necessary to determine the suitability for the position covered by the competition.
  6. Each member of the Commission is entitled to ask one additional question.
  7. Common and additional questions are intended to explore the candidate's scientific achievements.
  8. At the request of the candidate, he may be given the floor to present his scientific plans as part of a free speech.

## **§ 10**

1. After the interview with the candidates, the Competition Committee may have a discussion among themselves or immediately proceed to secret ballot.
2. Each member of the Competition Committee shall have one vote.
3. Voting shall be made on identical voting cards stamped with the Institute's seal and containing the names of the candidates in alphabetical order.
4. Voting shall be made by leaving the name of the selected candidate and deleting the other candidates.
5. The vote is invalid if:
  - leaving the name of more than one candidate,
  - lack of deletions.
6. Invalid votes are not taken into account.
7. The card with all names deleted is valid and is treated as a rejection of all candidates entering the competition.
8. If the Competition Committee rejects all candidates submitted for the competition, or if no candidate is selected, the Commission considers that the competition did not lead to the selection of the candidate.

## **§ 11**

1. The Competition Committee selects a candidate for a given position by secret ballot, by an absolute majority of votes in the presence of the Chairman, head of the clinic or department in which the candidate is to be employed, and at least 3 members of the Committee.
2. If the candidate has not been elected in the voting referred to in §1, the Chairman of the Competition Committee shall order a second voting. In the second ballot, the Commission shall elect by simple majority.
3. Conducting the second voting may be preceded by another discussion and conversation with the candidates.
4. The Competition Commission shall submit the results of the competition and its documentation to the Director of the Institute.
5. The Competition Committee shall immediately notify candidates of the results of the competition.

## **§ 12**

1. The report on the competition procedure shall be made.
2. The report must include:
  - a. designation of the place and duration of the competition,
  - b. names and surnames of members of the Competition Committee,
  - c. the number of candidates proposed,
  - d. description of the first stage of the procedure,
  - e. decision on admission to the second stage of the procedure,
  - f. results of secret ballot,
  - g. name and surname of the candidate selected for the scientific position,
  - h. notice of reading the report,
  - i. signatures of members of the Competition Committee,
3. The report shall be made available for inspection by candidates participating in the competition, upon their request.

## **§ 13**

1. The competition procedure is invalid if:
  - a. finding irregularities in the competition announcement,
  - b. violation of the secrecy of voting.
2. The notification of invalidity of the competition proceedings may be submitted within 3 days from the day the Competition Committee selected the candidate for the position covered by the competition.
3. In the event of annulment of the competition proceedings, the Institute shall announce the competition again.
4. The President of the Commission may submit a request for annulment of the competition proceedings in a situation where:
  - a. no application has been received,

b. all applications were rejected due to the lack of formal requirements contained in § 6 art. 1.

#### **§ 14**

1. In the event that at least one candidate has not applied for the competition or the candidate has not been selected as a result of the competition or no employment relationship has been established with any of the candidates selected as a result of the competition procedure, the Director may appoint a new Competition Commission.
2. The Institute's Scientific Council provides opinion on the qualification of the winner of the competition.
3. The Competition Committee shall be dissolved on the day the employment relationship is established with the candidate selected in the course of the competition.