

## **CODE OF CONDUCT FOR THE RECRUITMENT OF RESEARCHERS AT THE NATIONAL MARINE FISHERIES RESEARCH INSTITUTE**

When selecting candidates for research posts, the Institute follows rules included in the Act of 30 April 2010 on research institutes, the NMFRI Statute and the European Charter for Researchers and the Code of Conduct for the recruitment of researchers.

### **§ 1.**

The Institute can employ researchers at the following positions:

- 1) assistant,
- 2) senior scientist,
- 3) institute's professor,
- 4) professor.

### **§ 2.**

1. Rules of employment and remuneration for researchers at the Institute, their rights, duties and qualifications necessary to hold particular positions are defined in the Act of 30 April 2010 on research institutes, hereinafter referred to as the "act", Rules of Remunerating the NMFRI employees valid at the Institute, and in matters not covered by labor law regulations.
2. The employment of a researcher is preceded by a competition subject to § 6 of the Code.
3. The model call of the competition for the scientific post is included in Appendix 1 of the hereby Code.

### **§ 3.**

1. The competition is announced by the NMFRI Director.
2. The competition is announced by providing its terms at:
  - a) the Public Information Bulletin of the minister competent for science;
  - b) on the website of the European Commission, i.e. the EURAXESS portal dedicated for the publication of job offers for mobile researchers;
  - c) on the NMFRI website.
3. Information about the competition should contain:
  - a) requirements for the candidate;
  - b) a list of required documents, including obligatory: scientific CV and information on scientific and professional achievements;
  - c) deadline for submitting documents, however not shorter than 2 months from the date of announcement of the competition;
  - d) deadline for the settlement of the competition.

### **§ 4.**

1. The competition is held by the Competition Commission appointed by the Director of the Institute. The Competition Commission consists of members of the Commission for Scientific Staff of the Scientific Council, Director or their deputy,

the person applying for employment / manager of a scientific department in which the competition is being held. For certain competitions the Committee may also be composed of additional members appointed by the Institute's Director who are specialists in the field in which the candidate conducts scientific activity.

2. The Commission should be gender balanced.
3. The Commission shall elect from its members the Chairman and the Secretary.

#### **§ 5.**

1. Competition procedure when recruiting for scientific positions takes place according to the following procedure:
  - a) advertisement and application;
  - b) evaluation and selection of candidates;
  - c) recommendation of the candidate by the Commission;
  - d) the Director's decision on employment after obtaining the opinion of the Scientific Council about the candidate.
2. The candidate submits documents in accordance with the content of the announcement.
3. The Commission verifies candidates' documents in formal terms.
4. The Commission may, in particularly justified cases, request the candidate to provide additional explanations or documents confirming the qualifications and scientific achievements required in the announcement, under pain of not being allowed to participate in the competition.
5. The Commission evaluates and selects candidates who meet the formal requirements of the competition.
6. The Commission, after the activities indicated in § 5 (5), invites candidates for an interview during which the candidate's qualifications and readiness for employment are verified.
7. The Commission evaluates candidates only on the basis of qualifications and scientific achievements and professional experience. It is unacceptable to use criteria other than those mentioned above, such as personal, nationality, racial, ideological or disability criteria.
8. The minutes of the work of the Committee are prepared and signed by the Chairman and members of the Commission. The protocol model is attached as Appendix 2.
9. The Commission, on the basis of the results of the point evaluation, recommends the candidate for employment to the Director.
10. The results of the competition will be announced no later than one month after the date of the last meeting of the Commission by publishing them on the NMFRI website. It is the duty of the Commission Chairman to notify candidates who have had a recruitment interview about the strengths and weaknesses of their applications.
11. Each candidate has the right to appeal against the results of the competition within 7 days from the date of their publication on the NMFRI website.

**D i r e c t o r**

**Dr. Emil Kuzebski**

**MODEL CALL OF THE COMPETITION FOR THE SCIENTIFIC POST**

Gdynia, date .....

**DIRECTOR OF THE NATIONAL MARINE FISHERIES RESEARCH INSTITUTE  
ANNOUNCES AN OPEN COMPETITION FOR THE POSITION OF .....  
AT THE DEPARTMENT OF..... OF THE INSTITUTE**

Persons who meet the conditions set in Article 43 of the Act on research institutes can enter the competition.

**I. Requirements / criteria for the candidate:**

1. ....
2. ....
3. ....
4. ....

**II. Career prospects or a brief description of research in which a candidate would participate in.**

.....  
.....  
.....

**III. The list of required documents:**

1. CV and information about scientific and organizational achievements:
  - a) list of scientific publications;
  - b) list of patents, inventions, implementations (if applicable);
  - c) information on the management or participation in research projects;
  - d) information about participation in scientific conferences;
  - e) information about completed scientific internships;
  - f) information about the awards and distinctions obtained.
2. Copy of a diploma/diplomas confirming education.
3. Statement that upon employment, the Institute will be the primary workplace.

**IV. Place and date of submitting the documents:**

1. Applications can be sent by e-mail to the following address:

rekrutacja@mir.gdynia.pl with the subject "The competition for the position of ....."

or by traditional mail to the address (the date of receipt decides):

National Marine Fisheries Research Institute  
ul. Kołłątaja 1, 81-332 Gdynia, POLAND  
with a note on the envelope: "The competition for the position of ....."

2. The deadline for submitting documents is on .....

**V. The competition will be resolved by .....**

- VI. Employment** will be in accordance with the provisions of the Labor Code. Salary according to the rates of the NMFRI remuneration regulations.

- VII.** Please add the following permission at the end of the CV:

"I consent to the processing of my personal data by the National Marine Fisheries Research Institute with its registered office at ul. Kołłątaja 1, 81-332 Gdynia, POLAND, included in my application in order to participate in the recruitment process."

- VIII.** Information clause for candidates.

**Information on processing of personal data for the purpose of recruitment**

In accordance with article 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) hereinafter referred to as GDPR, we inform that:

1. The controller of your personal data is the National Marine Fisheries Research Institute (NMFRI) with registered office at Kołłątaja 1 Str. 81-332 Gdynia, POLAND.
2. In matters concerning your personal data, you can contact the Inspector of Data Protection via e-mail: [iod@mir.gdynia.pl](mailto:iod@mir.gdynia.pl) or [rodo@mir.gdynia.pl](mailto:rodo@mir.gdynia.pl)
3. Your personal data will be processed for the purpose of recruitment at the NMFRI in accordance with article 22<sup>1</sup> §1 of the Act of 26 June 1974 - the Labor Code, and in the scope of data not required by law on the basis of your consent.
4. The recipients of your personal data are the NFMRI employees.
5. Your personal data will not be transferred to a third country or any international organization.
6. Your personal data will be retained at the NMFRI for 2 months after the end of recruitment process.
7. You are entitled to access your personal data and the right to correct, erase, limit the processing of data, the right to transfer the data, to raise objection, withdraw your agreement for processing your personal data at any time.

8. You are entitled to bring a complaint to the supervisory authority, i.e. to the President of the Office for the Protection of Personal Data (PUODO) in the case of finding that the processing of your personal data violates the provisions of the GDPR.
9. Providing your personal data is a condition of employment and conclusion of the contract, which is why you are obliged to provide them. The consequence of not providing personal data will be the inability to conclude a contract. Providing data not required by law is voluntary.
10. Your personal data will not be processed in an automated way and your data will not be profiled.

**NMFRI Director**

**Dr. Emil Kuzebski**

**MODLE PROTOCOL  
FROM THE MEETING OF THE COMPETITION COMMISSION**

**1. Number of the order / decision of the competition announcement**  
.....

**2. Date of the competition commission's meeting: DD/MM/YYYY**

**3. Composition of the competition commission:**

1. Name and surname ....., position ..... – Chairman
2. Name and surname ....., position ..... – Member
3. Name and surname ....., position ..... – Member
4. Name and surname ....., position ..... – Member
5. Name and surname ....., position ..... – Member

**4. List of submitted applications:**

1. ....
2. ....
3. ....
4. etc.

**5. Detailed criteria for the evaluation of candidates:** *(the criteria and the manner of their evaluation should be specified)*

**6. Analysis of applications in formal terms** *(in the case of rejection of the application for formal reasons, the protocol should specify in detail what the formal defect was)*

**7. Evaluation of individual candidates in accordance with established criteria** *(each candidate should be assessed separately in accordance with the criteria proposed by the Commission and the way they are evaluated).*

**8. Voting of the Commission to select a candidate.**

**9. Signatures of the members of the competition commission**

Place..... Date.....

1. Name and surname .....– Chairman
2. Name and surname .....– Member
3. Name and surname .....– Member
4. Name and surname .....– Member
5. Name and surname .....– Member

**MODEL EVALUATION CARD FOR CANDIDATES  
FOR THE POSITION OF ..... AT THE DEPARTMENT .....**

Candidate's name and surname	Candidate's education (e.g. M.Sc. in oceanography)	Criterium 1 (max ... points)	Criterium 2 (max ... points)	Criterium 3 (max ... points)	Criterium 4 (max ... points)	Final evaluation	Comments

Place..... Date.....