*Annex no 1 to the Ordinance no 117/2021 of the Rector of the University of Szczecin dated 31 May 2021*

Szczecin, …………

**Field and Discipline Statement**

**(academic teacher’s statement)**

Name and surname

ORCID number

Group of academic staff positions

I, … ,
pursuant to Article 343 Section 7 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws 2021, item 478 as amended) state that **I conduct scientific activity/take part in scientific activity\*** at the University of Szczecin in the following scientific or artistic disciplines\*\*:

1. …\*\*\* ………………% *(percentage share of working time in a given discipline shall be indicated)*
2. … ……....%  *(percentage share of working time in a given discipline shall be indicated)*

*Academic Staff Member’s signature*

*approval from the Director of the Institute/the Directors of the Institutes*

\* - delete as appropriate

\*\* - one or two scientific disciplines shall be indicated

\*\*\* - scientific achievements in the ICT system of the Ministry of Education and Science will be assigned by default to the first of the indicated disciplines (this approach simplifies the procedure of data completion in the system, it will be possible to change the assignment of each achievement individually; the discipline, in which a greater number of specific achievements is expected or in which the share of working time will be greater, should be indicated first). Acceptable percentage shares: 25%, 50%, 75%.

Notes of guidance:

Pursuant to Article 343 Section 7 of the Act, this statement may be submitted only by persons conducting scientific activity and persons taking part in scientific activity, employed on the basis of an employment relationship in a given entity.

Pursuant to Article 343 Section 7 of the Act, this statement can be changed no sooner than after 2 years from the date of submitting this statement.

Pursuant to Article 343 Section 8 of the Act, a total of no more than 2 disciplines can be indicated in all entities which this statement has been submitted to.

Pursuant to Article 343 Section 9 of the Act, this statement shall be submitted taking into account the recently obtained academic degree, degree in arts or the title of professor or current academic or artistic achievements.

Pursuant to Article 343 Section 10 of the Act, a newly employed academic staff member shall submit a statement, referred to in Section 7, within 14 days from the date of employment but no later than December 31 of the year in which he/she was employed. It is recommended to submit the statement within 3 days from the date of employment.

*Annex no 2 to the Ordinance no 117/2021 of the Rector of the University of Szczecin dated 31 May 2021*

Szczecin, …………….

**Field and Discipline Statement**

**(academic scholar, academic scholar/teacher’s statement)**

Name and surname

ORCID number

Group of academic staff positions

I, … ,

pursuant to Article 343 Section 7 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws 2021, item 478 as amended) state that I **conduct scientific activity** at the University of Szczecin in the following scientific or artistic disciplines\*:

1. …\*\* ………………% *(percentage share of working time in a given discipline shall be indicated)*
2. … ……....% *(percentage share of working time in a given discipline shall be indicated)*

 *Academic Staff Member’s signature*

*approval from the Director of the Institute/the Directors of the Institutes*

*Annex no 3 to the Ordinance no 117/2021 of the Rector of the University of Szczecin dated 31 May 2021*

Szczecin, ……………..

A**uthorising Statement for the Inclusion in the Number of Academic Staff Members Conducting Scientific or Artistic Activity
(for the purpose of evaluating the quality of scientific activity)**

Name and surname

ORCID number

Group of academic staff positions

I, … ,
pursuant to Article 265 Section 5 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws 2021, item 478 as amended) authorise the University of Szczecin to **include me in the number of academic staff members conducting scientific activity** at the University of Szczecin in the following scientific or artistic disciplines\*:

1)

2)

*Academic Staff Member’s signature*

*approval from the Director of the Institute/the Directors of the Institutes*

\*The disciplines indicated in this statement cannot be different from those indicated in the statement submitted pursuant to Article 344 Section 7 of the Act (the same or one of them shall be indicated).

**Notes of guidance:**

Pursuant to Article 265 Section 5 of the Act:

1) this statement is submitted only by persons conducting scientific activity, employed on the basis of an employment relationship in a given entity (the statement is not submitted by persons taking part in conducting scientific activity);

2) the statement shall be submitted within 14 days from the date of employment but no later than December 31 of the year in which the academic staff member was employed; **it is recommended to submit the statement within 3 days from the date of employment;**

3) in the case of a change of discipline, the statement shall be submitted immediately;

4) this statement may be submitted in only one entity and in no more than 2 scientific disciplines.

*Annex no 4 to the Ordinance no 117/2021 of the Rector of the University of Szczecin dated 31 May 2021*

Szczecin, ……………

**Authorising Statement of the University of Szczecin to Demonstrate the Scientific Achievements of the Academic Staff Member**

**(in case two disciplines are indicated or scientific activity is conducted in more than one entity during the evaluation period)**

Name and surname

ORCID number

Group of academic staff positions

I, …………………………………..,

pursuant to Article 265 Section 13 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws 2021, item 478 as amended) **authorise the University of Szczecin to demonstrate, for the purpose of quality evaluation, my scientific achievements** within the scientific disciplines:

1) *… (list of publications in Annex no 1, list of patents in Annex no 3\*),*

2) *… (list of publications in Annex no 2, list of patents in Annex no 4\*),*

I state that these achievements have been made in connection with my scientific activities at the University of Szczecin.

 *Academic Staff Member’s signature*

*approval from the Director of the Institute/the Directors of the Institutes*

\*delete as appropriate

**Notes of guidance:**

Pursuant to Article 265 Section 12 of the Act, for the purpose of the evaluation, the achievements of one person may be demonstrated within no more than 2 disciplines, while a given achievement may be demonstrated by its author only once and only within one discipline.

Pursuant to Article 265 Section 6 of the Act, the achievements that have been made as a result of employment or education, in the entity which this statement is submitted to, shall be indicated.

Achievements may be demonstrated only in the discipline which is included in the statement of field and scientific discipline, referred to in Article 343 Section 7 of the Act.

The statement shall be submitted by December 31 of each year and no later than two weeks prior to the termination of employment.
The statement along with the approval from the director of the institute or the directors of the institutes, along with the list or lists of publications and the list or lists of patents shall be submitted to the Department of Science and Scientific Projects.

*Annex no 5 to the Ordinance no 117/2021 of the Rector of the University of Szczecin dated 31 May 2021*

Szczecin, ………………..

**Authorising Statement of the University of Szczecin to Demonstrate the Scientific Achievements of the Academic Staff Member
(in case one discipline is indicated and scientific activity is conducted exclusively in one entity)**

Name and surname

ORCID number

Group of academic staff positions

I, ...,

pursuant to Article 265 Section 13 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws 2021, item 478 as amended) **authorise the University of Szczecin to demonstrate, for the purpose of quality evaluation, my scientific achievements** within the scientific discipline …

I state that the scientific achievement from the years since … to … were made in connection with my scientific activity at the University of Szczecin.

 *Academic Staff Member’s signature*

*approval from the Director of the Institute*

**Notes of guidance:**

Pursuant to Article 265 Section 12 of the Act, for the purpose of the evaluation, the achievements of one person may be demonstrated within no more than 2 disciplines, while a given achievement may be demonstrated by its author only once and only within one discipline.

Pursuant to Article 265 Section 6 of the Act, the achievements that have been made as a result of employment or education in the entity which this statement is submitted to, shall be indicated.

Achievements may be demonstrated only in the discipline which is included in the Field and Scientific Discipline Statement, referred to in Article 343 Section 7 of the Act.

The statement shall be submitted by December 31 of each year and no later than two weeks prior to the termination of employment. The statement along with the approval from the director of the institute shall be submitted to the Department of Science and Scientific Projects.

*Annex no 6 to the Ordinance no 117/2021 of the Rector of the University of Szczecin dated 31 May 2021*

Szczecin, …………………..

**Authorising Statement of the University of Szczecin to Demonstrate the Scientific Achievements of a PhD Student**

Name and surname

ORCID number

Group of academic staff positions

I, …,

pursuant to Article 265 Section 13 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws 2021, item 478 as amended) **authorise the University of Szczecin to demonstrate, for the purpose of quality evaluation, my scientific achievements** within the scientific disciplines:

1. ………………………………………….. (list of publications in Annex no 1, list of patents in Annex no 3\*),

2. ………………………………………….. (list of publications in Annex no 2, list of patents in Annex no 4\*),

I state that these achievements have been made in connection with the education at the University of Szczecin.

*PhD Student’s signature*

*approval from the Director of the Institute*

\*delete as appropriate

**Notes of guidance:**

Pursuant to Article 265 Section 12 of the Act, for the purpose of the evaluation, the achievements of one person may be demonstrated within no more than 2 disciplines, while a given achievement may be demonstrated by its author only once and only within one discipline.

Pursuant to Article 265 Section 6 of the Act, the achievements that have been made as a result of employment or education in the entity which this statement is submitted to, shall be indicated.

Achievements may be demonstrated only in the discipline which is included in the Field and Scientific Discipline Statement, referred to in Article 343 Section 7 of the Act.

The statement shall be submitted by December 31 of each year and no later than two weeks prior to the termination of employment. The statement along with the approval from the director of the institute, along with the list or lists of publications and the list or lists of patents shall be submitted to the Department of Science and Scientific Projects.

*Annex no 7 to the Ordinance no 117/2021 of the Rector of the University of Szczecin dated 31 May 2021*

Szczecin, ……………………

**Annulment of the Authorisation**

**to Be Included in the Number of Academic Staff Members**

**Conducting Scientific or Artistic Activity**

**(for the purpose of evaluating the quality of scientific activity)**

Name and surname

ORCID number

Group of academic staff positions

I state that on the day of submitting this statement, I annul my authorisation to be included by the University of Szczecin in the number of academic staff members conducting scientific or artistic activity at the University of Szczecin in the following scientific disciplines:

1) *Name of the scientific discipline*

2) *Name of the scientific discipline*

 Academic Staff Member’s signature

approval from the Director of the Institute/the Directors of the Institutes

*Annex no 8 to the Ordinance no 117/2021 of the Rector of the University of Szczecin dated 31 May 2021*

**The procedure for submitting scientific statements at the University of Szczecin**

The procedure describes the process of submitting scientific statements which, by the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws 2021, item 478 as amended), are registered in the POL-on system. The statements introduced to the POL-on system constitute the basis to conduct the evaluation of scientific disciplines.

**The procedures described apply to the following statements:**

1. Field and Scientific Discipline Statement;

2. Authorising Statement for the Inclusion in the Number of Academic Staff Members Conducting Scientific Activity;

3. Authorising Statement of the University of Szczecin to Demonstrate the Scientific Achievements of the Academic Staff Member Within Individual Disciplines.

**The procedure has been divided into three modes:**

**Mode I -** applies to the submission of statements in the case of a newly employed academic staff member.

**Mode II -** applies to the submission of statements in the case of:

- the academic staff member who continues employment but employment is discontinued (e.g. retirement) or there has been a change of position affecting the submitted statement;

**in the above case the procedure begins at point la;**

- there has been a change of the represented scientific discipline (not more often than once every 2 years) or the academic staff member intends to annul the authorisation of the academic staff member’s inclusion in the number of academic staff members conducting scientific activity;

**in the above case the procedure begins at point lb.**

In the case of choosing more than one represented discipline, the agreement shall be made with the directors of the institutes responsible for the given discipline at the University of Szczecin and the approval from the directors shall be provided in the statement.

**Mode III -** applies to the submission of the statement authorising the University of Szczecin to demonstrate scientific achievements within individual disciplines.

**The list of activities, deadlines and persons/units responsible for the operation of individual modes:**

**Mode I - The procedure for submitting statements in the case of a newly employed academic staff member**

|  |  |  |  |
| --- | --- | --- | --- |
|  **No.** | **Activity** | **Deadline** | **Person responsible/organisational unit** |
| 1. | Providing the academic staff member with statement forms to be completed (the Department of Science and Scientific Projects is added to the academic staff member’s work circulation card with the information that after signing the employment contract, the signed statement shall be submitted to the Department of Science and Scientific Projects after the prior approval from the competent director of the institute/the directors of the institutes). The Human Resources Department prints out statements from the EFK system beginning with the starting date of employment. | On the day of signing the employment contract. | Human Resources Department |
| 2. | Agreeing with the director of the institute or the directors of the institutes on the choice of the represented discipline or disciplines, in the case of declaring the representation of two disciplines - determining the percentage of working time related to scientific activity in individual disciplines.The arrangements shall take into account the institute’s development strategy and the assumed evaluation goal. | It is recommended within 3 days from the date of employment. It must be completed within 14 days from the date of employment.  | Academic staff member Director of the Institute |
| 3. | Submitting the completed statements along with the approval from the director of the institutes or the directors of the institutes to the Department of Science and Scientific Projects.The ORCiD number indicated in the statement shall be linked by the academic staff member with the account in the PBN system and with the account in the POL-on system. | It is recommended within 3 days from the date of employment. It must be completed within 14 days from the date of employment.  | Academic staff member |
| 4. | Formal assessment of the submitted statements. | Within 3 days from the date of submitting the statement to the Department of Science and Scientific Projects. | Department of Science and Scientific Projects |
| 5. | If the Department of Science and Scientific Projects finds formal errors or deficiencies - forwarding a notification of irregularities in the form of an e-mail to the academic staff member and the director of the institute or the directors of the institutes. | Within 3 days from the date of submitting the statement to the Department of Science and Scientific Projects. | Department of Science and Scientific Projects |
| 6. | Adjustment of the submitted statement by the academic staff member.The director of the institute is obliged to agree with the academic staff member on the changes in the scope of adjusting the statement and to supervise the timely submission of the adjusted statement to the Department of Science and Scientific Projects. | Within 3 days from the date of receiving a notification of irregularities from the Department of Science and Scientific Projects. | Director of the institute Academic staff member |
| 7. | Entering the information, resulting from the content of the statement and the scan of the statement, to the university’s ICT system by the Department of Science and Scientific Projects. | Within 3 days from the date of receiving the statement/adjusted statement. | Department of Science and Scientific Projects |

**Mode II - The procedure for submitting statements in the case of an academic staff member who continues employment but employment has been discontinued; there has been a change of position affecting the submitted statement; there has been a change of the represented scientific discipline (not more often than once every 2 years) or the annulment of the authorisation for the academic staff member’s inclusion in the number of academic staff members conducting scientific activity.**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Activity** | **Deadline** | **Person responsible/organisational unit** |
| la. | Break in employment/change of academic staff member groupInforming the academic staff member and the director of the institute or the directors of the institutes about the obligation to submit new statements or the need to annul the submitted statement in the case the academic staff member ceases to conduct scientific activity. | No later than within 3 days from the date contained in the new contract/annex to the employment contract. | Department of Science and Scientific Projects |
| Ib. | Change of the Field and Discipline Statement and the Authorising Statement for the Inclusion in the Number of Academic Staff Members Conducting Scientific Activity.Agreeing with the director of the institute or the directors of the institutes on the scope of changing the statement of the field and discipline and submitting new statements to the Department of Science and Scientific Projects. The arrangements shall take into account the institute’s development strategy and the assumed evaluation goal. Note: A change in the Field and Discipline Statement necessitates a change in the Authorising Statement for the Inclusion in the Number of Academic Staff Members Conducting Scientific Activity. The Academic staff member is responsible for the timely submission of the changed statements to the Department of Science and Scientific Projects. | Within 3 days from the change. | Academic staff memberDirector of the institute |
| 2. | Formal assessment of the submitted statements. | Within 3 days from the date of submitting the statement to the Department of Science and Scientific Projects. | Department of Science and Scientific Projects |
| 3. | If the Department of Science and Scientific Projects finds formal errors or deficiencies - forwarding a notification of irregularities in the form of an e-mail to the academic staff member and the director of the institute or the directors of the institutes. | Within 3 days from the date of submitting the statement to the Department of Science and Scientific Projects. | Department of Science and Scientific Projects |
| 4. | Adjustment of the submitted statement by the academic staff member.The director of the institute is obliged to agree with the academic staff member on the changes in the scope of adjusting the statement and to supervise the timely submission of the adjusted statement to the Department of Science and Scientific Projects. | Within 3 days from the date of receiving a notification of irregularities from the Department of Science and Scientific Projects. | Director of the instituteAcademic staff member |
| 5. | Entering the information, resulting from the content of the statement and the scan of the statement, to the university’s ICT system by the Department of Science and Scientific Projects. | Within 3 days from the date of receiving the statement/adjusted statement. | Department of Science and Scientific Projects |
| 6. | Transmission of information on the statements from the university’s ICT system to the POL-on system (in the form of mass imports).In case of technical problems with mass import - the statement is registered in the POL-on system directly via the user interface. | Mass import - twice a week (the frequency of import may be increased, e.g. prior to the evaluation or if the situation requires it).Registration of statements via the user interface (in the case of technical problems with import) - 21 days after the change occurred or information about the change was obtained | Mass import - Rector’s Plenipotentiary for coordination of the POL-on system operation.Registration of statements via the user interface - Department of Science and Scientific Projects |

**Mode III -** The procedure for submitting the Authorising Statement of the University of Szczecin to Demonstrate the Scientific Activities Within Individual Disciplines

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Activity** | **Deadline** | **Person responsible/organisational unit** |
| 1. | Submitting the statement along with the list of achievements, for the purpose of evaluation, for the period from the date of employment or from the date of the submission of the previous statement to the date of submission of the statement.The statement along with the approval from the director of the institute or the directors of the institutes along with the list shall be submitted to the Department of Science and Scientific Projects. | By December 31 of each year and no later than two weeks prior to the termination of employment. | Academic staff memberDirector of the institute |
| 2. | Formal assessment of the submitted statements along with the list of achievements. | Within 3 days from the date of submitting the statement at the Department of Science and Scientific Projects. | Department of Science and Scientific Projects |
| 3. | If the Department of Science and Scientific Projects finds formal errors or deficiencies - forwarding a notification of irregularities in the form of an e-mail to the academic staff member and the director of the institute or the directors of the institutes. | Within 3 days from the date of submitting the statement at the Department of Science and Scientific Projects. | Department of Science and Scientific Projects |
| 4. | Adjustment or supplementation of the submitted statement and list of achievements by the academic staff member.The director of the institute is obliged to agree with the academic staff member on the changes in the scope of adjusting the statement and the list of achievements and to supervise the timely submission of the adjusted statement to the Department of Science and Scientific Projects. | Within 3 days from the date of receiving a notification of irregularities from the Department of Science and Scientific Projects. | Academic staff memberDirector of the institute |
| 5. | Entering the information, resulting from the content of the statement and the scan of the statement, to the university’s ICT system by the Department of Science and Scientific Projects. | Within 3 days from the date of receiving the statement/adjusted statement. | Department of Science and Scientific Projects |