



WARSZAWSKI UNIWERSYTET MEDYCZNY
MEDICAL UNIVERSITY OF WARSAW

PROREKTOR
DS. NAUKI I TRANSFERU TECHNOLOGII
VICE-RECTOR FOR SCIENCE AND TECHNOLOGY TRANSFER

PNT/W/AEN/0725/1833/2020

Warsaw, 13 March 2020

Dear Sirs/Madams,
Unit Heads,
Employees conducting scientific activity.

I kindly ask you for immediate submission of the declarations authorizing MUW to list your publications for the purposes of scientific activity evaluation, i.e the so-called "Declarations on scientific accomplishments". The declaration in the electronic system shall be submitted not later than by 31 March this year. The declaration in paper version shall be submitted to the MUW Office at the earliest convenience.

This letter is addressed to those of you who, according to the status of today, have not included all of their works from the period 2017-2019 in the above-mentioned declarations. I remind you that each employee carrying out scientific activity at MUW, including especially the persons employed on research as well as research and didactic positions, shall:

- register their accomplishments in the WUM.PUBLIKACJE system on a current basis,
- and cyclically submit "Declarations on scientific accomplishments".

I would like to point out that works without submitted declarations shall not be summarized in the accomplishments of units and in the rankings of employees. According to the analysis of the status of the declarations, the problem refers to almost 1/3 of the works registered in the WUM.PUBLIKACJE base. Lack of the declarations will significantly decrease the results obtained by the units and employees.

"Declarations on scientific accomplishments" shall be submitted in the WUM.PUBLIKACJE system. The system is available under the address: <https://publikacje.wum.edu.pl/>.

In order to submit the declaration, one should:

- 1) Log in to his/her account in the WUM.PUBLIKACJE system. On the upper line, on the right, next to the "Log out" button, there is the "Declarations" button.
- 2) Click the button „Declaration“. After clicking the "Declarations", all the works on the employee's account approved by the Library shall be generated.

If on the right side of the work there is a field hereinafter referred to as the decision field, marking it with magenta colour means that the declaration for a given work has not been filed. All works, are ticked by default as works settled with MUW. If you do not agree to the settlement of a given work by MUW, this mark shall be removed from the decision field. If the decision field is grey, this means that with reference to a given work, the declaration has been already submitted.

- 3) Click "Approve" or "Confirm again" button which is located at the bottom of the page. Generate and print in PDF. Signed paper versions of the declarations shall be submitted to the MUW Office at the earliest convenience. Additionally, after eliminating the restrictions resulting from the current situation, the declarations can be submitted in the Main Library of MUW or in the Department of Science (rooms 427, 428, 429).

Kind regards
Prof. dr hab. Jadwiga Turło