

ORDINANCE NO. 111/2018
OF THE RECTOR OF THE MEDICAL UNIVERSITY OF WARSAW
dated 9 October 2018

on declarations of employees of the Medical University of Warsaw conducting scientific activity and employees participating in conducting scientific activity at the Medical University of Warsaw, on the scientific fields and disciplines represented and on the number of employees conducting scientific activity at the Medical University of Warsaw in a scientific discipline/disciplines.

Pursuant to

- §54.5 of the Statute of the Medical University of Warsaw;
- Article 4, Article 5; Article 115.1.2) and 3); Article 265.5; Article 343.7-10 of the Law on Higher Education and Science of 20 July 2018 (consolidated text Journal of Laws of 2018, item 1668);
- Article 219.10-11 of the Introductory Provisions of the Act - Law on Higher Education and Science of 3 July 2018 (consolidated text, Journal of Laws of 2018, item 1669),
- Regulation of the Minister of Science and Higher Education on the fields of science and scientific disciplines and artistic disciplines of 25 September 2018 (consolidated text, Journal of Laws 2018, item 1818),

it shall be ordered as follows:

§ 1.

1. The employees of the Medical University of Warsaw conducting scientific activity at the Medical University of Warsaw and employees participating in conducting scientific activity at the Medical University of Warsaw shall submit the following declarations:
 - 1) employees engaged in scientific activities are required to submit:
 - a) declaration on the scientific fields and disciplines represented and the time spent working in each discipline, hereinafter referred to as the "Declaration on Disciplines",
 - b) declaration on the number of employees conducting scientific activities in the discipline(s), hereinafter referred to as the "Declaration on Inclusion to the N Number",
 - 2) employees involved in conducting scientific activities shall be obliged to submit the declaration referred to in § 1.1.1) a).
2. Employees involved in conducting scientific activities at the Medical University of Warsaw shall be obliged to submit the declaration referred to in § 1.1.1) regardless of the position occupied. In particular, academic staff employed at the Medical University of Warsaw in research or research and teaching positions shall be required to submit the aforementioned declarations.
3. Employees performing auxiliary research activities at the Medical University of Warsaw shall be required to submit the declaration referred to in section 1.2). The declarations shall be submitted in agreement with their immediate superior.
4. Declarations of employees are subject to verification by the addressees specified in §4. "Declarations on Disciplines" submitted by staff employed in positions other than research or research and teaching positions may be rejected. The reason for rejection of the declaration may be, in particular, lack of scientific output.

§ 2.

1. Conditions regarding the "Declaration on Disciplines"

- a) the declaration is of indefinite validity;
- b) the declaration may be changed not more often than once every two years; employees are entitled to correct the "Declaration on Disciplines" in the part concerning information on the share of working time in disciplines once a year;
- c), no more than 2 disciplines in total may be indicated in the declaration, in all entities where the "Declaration on Disciplines" has been submitted;
- d) where one discipline has been indicated, working time in the discipline shall be deemed to be 100%; where 2 disciplines have been indicated, the percentage of working time of each discipline must be indicated; the total working time indicated in the declaration must be 100%.
- e) the declaration must take into account the most recently awarded academic degree or professor's title or current academic accomplishments.

2. Conditions for the "Declaration on the Inclusion to the N Number":

- a) the declaration is of indefinite validity;
- b) the declaration may be submitted to one entity only and no more than in 2 scientific disciplines;
- c) the disciplines indicated in the "Declaration on the Inclusion to the N Number", if agreed to be included to the N number, must be in accordance with the "Declaration on Disciplines".

§3.

1. The declarations listed in §1 shall be submitted for the duration of employment, subject to the provisions of §3.3.

2. The necessity of re-submission of the declarations listed in § 1. ensues upon entering into a subsequent employment contract at the Medical University of Warsaw.

3. As soon as the prerequisites and criteria for submitting the declarations cease to exist, or the subject of the declaration changes, the employee shall be obliged to resubmit their declarations and/or submit their declaration revoking an earlier declaration:

- a) cessation of scientific activity at the Medical University of Warsaw and cessation of participation in conducting scientific activity at the Medical University of Warsaw shall be confirmed by the "Declaration on discontinuation of scientific activity at the Medical University of Warsaw/Declaration on discontinuation of participation in the conduct of scientific activity at the Medical University of Warsaw "; submission of the Declaration shall result in the expiry of the "Declaration on Disciplines" and the "Declaration on the Inclusion to N Number";
- b) change of disciplines of conducting scientific activity or change of disciplines of scientific activity in which the employee participates and/or the change of time share of particular disciplines shall be confirmed by submitting a new "Declaration on Disciplines";
- c) submission of a new "Declaration on Disciplines" by a staff member engaged in scientific activity shall require the submission of a new "Declaration on the Inclusion to the N Number";
- d) an employee planning to submit a declaration of consent to being included in the number of employees conducting scientific activity in a discipline/disciplines in a unit other than the Medical University of Warsaw, he or she is obliged to submit the "Withdrawal of Consent for Inclusion to the N Number ".

§4.

1. An employee of the Medical University of Warsaw shall deliver the declarations specified in the Ordinance to the Dean of the faculty in which they are employed by submitting them to the Dean's Office.

2. Declarations shall be submitted by the following deadlines:

1) by 30 November 2018.

a) Employees engaged in research activities at the Medical University of Warsaw shall submit:

i. "Declaration on Disciplines",

ii. "Declaration on Inclusion to the N Number";

b) Employees participating in scientific activities conducted at the Medical University of Warsaw shall submit: " Declaration on Disciplines";

2) newly employed staff members shall submit the declaration within 14 days as of the commencement of their employment, but no later than on 31 December of the year in which they were employed;

3) declarations concerning changes to previous declarations, as defined in § 3.3, shall be submitted as soon as the grounds for changes arise, but no later than on 31 December of the year in which the need for change arose, subject to 4) of this paragraph;

4. The "Withdrawal of Consent to be Included to the N Number" must be submitted prior to the declaration of consent to be counted as an employee in the discipline(s) has been submitted to another unit.

§ 5.

1. The template of "Declaration on Disciplines" constitutes Annex 1 to this Ordinance.
2. The template of "Declaration on the Inclusion to the N Number" constitutes Annex 2 to this Ordinance.
3. The template of the "Declaration on the discontinuation of academic activity at the Medical University of Warsaw / Declaration on the discontinuation of participation in academic activity the Medical University of Warsaw " constitutes Annex No 3 to this Ordinance.
4. The template of the "Withdrawal of Consent to be Included to the N Number" constitutes Annex No 4 to this Ordinance.
5. The list of scientific disciplines specified in the Regulation of the Minister of Science and Higher Education on the fields of science and scientific and artistic disciplines of 25 September 2018 (consolidated text, Journal of Laws of 2018, item 1818) constitutes Annex No 5. to this Ordinance.

§ 6.

The Ordinance No 144/2017 of the Rector of the Medical University of Warsaw of 29 December 2017 on inclusion of the academic employees in the staff minimum for a given programme and level of study and inclusion of the academic employees in the staff of an academic unit when conducting research or development work shall be repealed.

§ 7.

The Ordinance shall enter into force on the day of signing, with the effect from 1 October 2018.

Miroslaw WIELGOŚ
RECTOR
/illegible signature/