ORDER NO. 148/2023

OF THE RECTOR OF THE UNIVERSITY OF SZCZECIN

of 13 December 2023

on the obligation to have an electronic researcher identifier ORCID

Pursuant to Article 23(1) and (2)(2) in connection with Article 265(11) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), it is ordered as follows:

**§ 1.**

1. Academic teachers employed at the University of Szczecin in a group of research staff or research and teaching staff, doctoral students studying at the Doctoral School of the University of Szczecin and other individuals conducting scientific activities at the University of Szczecin are obliged to have an electronic researcher identifier ORCID (Open Researcher and Contributor ID), hereinafter referred to as the "ORCID identifier".
2. The account created on the orcid.org platform in order to obtain the ORCID identifier should contain the official name of the University of Szczecin and be open and publicly available.
3. The individuals referred to in paragraph 1, are obliged to link their ORCID account through the Polish Scientific Bibliography ministry portal, which is part of the Integrated Information System on Higher Education and Science POL-on, hereinafter referred to as the "POL-on system", by:
	1. creating an individual account in the Polish Scientific Bibliography system, hereinafter referred to as the "PBN account";
	2. linking the PBN account with the ORCID identifier;
	3. connecting the PBN account (linked with the ORCID identifier) with data in the POL-on system.
4. Actions specified in paragraph 3, points 1-3, must be completed within the following deadlines:
	1. 20 days from the date of employment at the University of Szczecin;
	2. 20 days from the date of commencement of education at the Doctoral School of the University of Szczecin;
	3. 20 days from the date of commencement of scientific activity at the University of Szczecin

subject to § 3 of the order.

1. Technical instructions for linking an ORCID account in the POL-on system are available on the website of the Office of Evaluation and Scientific Monitoring of the University of Szczecin.
2. The individuals specified in paragraph 1 are obliged to provide the ORCID identifier to a publisher when submitting a scientific publication.

**§ 2.**

1. Academic teachers employed at the University of Szczecin in a group of research staff or research and teaching staff and other individuals conducting scientific activities at the University of Szczecin are obliged to prepare and submit to the relevant science section information about their ORCID identifier. Academic teachers and individuals conducting scientific activities prepare information about their ORCID identifier on a form, the template of which is attached as Annex 1 to the order.
2. Doctoral students studying at the Doctoral School of the University of Szczecin are obliged to prepare and submit to the Office of the Doctoral School of the University of Szczecin information about their ORCID identifier. Doctoral student prepare information about their ORCID identifier on a form, the template of which is attached as Annex 2 to the order.
3. The Science section and the Office of the Doctoral School submit the information about the ORCID identifier in the Integrated Information System on Higher Education and Science POL-on, as specified in paragraphs 1 and 2, in the form of a scan to the Office of Evaluation and Scientific Monitoring of the University of Szczecin using the EZD system, and the original document to the chronological archive of the University of Szczecin.
4. Supervision over the performance of the duties specified in the order is exercised by:
	1. the director of the institute or dean of a faculty established under the principles specified in § 36(3) and (3a) of the Statute of the University of Szczecin – in relation to an academic teacher employed at the University of Szczecin in a given institute in a group of research staff or research and teaching staff, and in relation to other individuals conducting scientific activities at this institute;
	2. the director of the Doctoral School of the University of Szczecin – in relation to a doctoral student studying at the Doctoral School of the University of Szczecin

with the support of the Office of Evaluation and Scientific Monitoring of the University of Szczecin.

**§ 3.**

Academic teachers employed at the University of Szczecin in the group of research staff or research and teaching staff, doctoral students studying at the Doctoral School of the University of Szczecin and other individuals conducting scientific activities at the University of Szczecin, who do not have an ORCID identifier or have not linked their ORCID account on the effective date of this order, are obliged to perform the actions specified in § 1(3)(1-3) of the order by 31 March 2024.

**§ 4.**

Order No. 205/2019 of the Rector of the University of Szczecin of 20 December 2019 on information about the ORCID identifier, is repealed.

**§ 5.**

The order enters into force on the day of its signing.

