ORDER NO. 149/2023

OF THE RECTOR OF THE UNIVERSITY OF SZCZECIN

of 13 December 2023

on declarations on the field of science and scientific discipline, inclusion in the number of employees conducting scientific activities and authorizing the University of Szczecin to present scientific achievements for the purposes of evaluating the quality of scientific activities.

Pursuant to Article 23(1) and (2)(2) in connection with Article 265(5) and (13) and Article 343(7-10) 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. An academic teacher employed at the University of Szczecin submits the following declarations related to scientific activities:
2. a declaration authorizing the University of Szczecin to include them in the number of employees conducting scientific activities in the discipline, hereinafter referred to as

"Declaration of number N"; the declaration templates constitute Annexes 1 and 2 to the order, respectively;

1. a declaration regarding the represented field of science and scientific discipline in which they conduct scientific activity or participate in its conduct, hereinafter referred to as

“Declaration of field and discipline”; the declaration templates constitute Annexes No. 3-6 to the order, respectively;

1. a declaration authorizing the University of Szczecin to present the scientific achievements of the employee, hereinafter referred to as the "Declaration of achievements"; the declaration templates constitute Annexes 7 and 8 to the order, respectively.
2. A doctoral student studying at the Doctoral School of the University of Szczecin submits the Declaration of achievements. Templates of this declaration for a doctoral student constitute Annexes 9 and 10 to the order.
3. An academic teacher and a doctoral student studying at the Doctoral School of the University of Szczecin are obliged to set up and link their ORCID account via the Polish Scientific Bibliography (PBN) ministry portal, which is part of the Integrated Information System on Higher Education and Science POL-on, hereinafter referred to as "POL-on system".
4. Failure to comply with the obligation to link the account in the PBN system with the ORCID identifier and data in the POL-on system results in the inability to submit the declarations referred to in paragraphs 1 and 2.
5. An academic teacher submits the declarations specified in paragraph 1 to the relevant Science Section.
6. A doctoral student studying at the Doctoral School of the University of Szczecin submits the declaration specified in paragraph 2 to the Office of the Doctoral School of the University of Szczecin. An employee of the Office of the Doctoral School of the University of Szczecin immediately forwards the declarations of doctoral students to the appropriate Science Section.
7. The Science Section submits the declarations referred to 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 forwards the original declaration to the chronological archive of the University of Szczecin.

**§ 2.**

1. An academic teacher employed in a group of research staff or research and teaching staff is obliged to submit a Declaration of number N.
2. An academic teacher employed in a group of teaching staff submits a Declaration of number N if they conduct scientific activities. Before submitting the Declaration of number N, an academic teacher employed in a group of teaching staff obtains the opinion of the director of the institute or the dean of the faculty established in accordance with the principles specified in § 36(3) and (3a) of the Statute of the University of Szczecin, constituting an annex to Resolution No. 58/2019 of the Senate of the University of Szczecin of 30 May 2019 on the adoption of the Statute of the University of Szczecin, hereinafter referred to as the "Statute", in the scope of the scientific discipline proposed by the academic teacher. The indication of the scientific discipline in the declaration is made after consultation with the representative of the Rector of the University of Szczecin for evaluation and scientific monitoring and in consultation with the Vice-Rector responsible for science.
3. An academic teacher submits the Declaration of number N only to one entity where they are employed.
4. In the Declaration of number N, an academic teacher may indicate no more than 2 scientific disciplines. The scientific discipline or disciplines indicated in the Declaration of number N must be identical to the scientific discipline or disciplines indicated in the Declaration of field and discipline.
5. Indicating 2 scientific disciplines in the Declaration of number N occurs after consultation with the representative of the Rector of the University of Szczecin for evaluation and scientific monitoring and in consultation with the Vice-Rector responsible for science.
6. An academic teacher submits the Declaration of number N within 14 days from the date of employment, but no later than 31 December of the year in which they were employed.
7. The declaration of number N is indefinite and expires on the date of termination of employment at the University of Szczecin or on the date of submission of the declaration withdrawing the authorization to be included in the number of employees conducting scientific activities, templates of which constitute Annexes No. 11 and 12 to the order.
8. In the event of a change in the scientific discipline indicated in the Declaration of field and discipline, an academic teacher is obliged to immediately submit a declaration withdrawing the authorization to be included in the number of employees conducting scientific activity and a new Declaration of number N.
9. Until the date of termination of employment at the University of Szczecin or the date of submission of the declaration withdrawing the authorization to be included in the number of employees conducting scientific activities, the University of Szczecin is authorized to include the academic teacher in the number of employees under an employment relationship in conducting scientific activities.
10. An academic teacher who has been transferred from the group of teaching staff to the group of research and teaching staff is obliged to submit a Declaration of number N.
11. An academic teacher who has been transferred from the group of research and teaching staff or research staff to the group of teaching staff is obliged to submit a declaration withdrawing the authorization to be included in the number of employees conducting scientific activity.
12. Declarations specified in paragraphs 10 and 11 are submitted by the academic teacher to the relevant Science Section within 14 days from the date of change in the employment group, but no later than 31 December of the year in which the change occurred.

**§ 3.**

1. An academic teacher employed in a group of research staff or research and teaching staff is obliged to submit a Declaration of field and discipline.
2. An academic teacher employed in a group of teaching staff submits a Declaration of field and discipline if they conduct scientific activity or participate in its conduct. Before submitting the Declaration of field and discipline, an academic teacher employed in a group of teaching staff obtains the opinion of the director of the institute or the dean of the faculty established in accordance with the principles specified in § 36(3) and (3a) of the Statute, in the scope of the scientific discipline proposed by the academic teacher. The indication of the scientific discipline in the declaration is made after consultation with the representative of the Rector of the University of Szczecin for evaluation and scientific monitoring and in consultation with the Vice-Rector responsible for science.
3. The Declaration of field and discipline is submitted, taking into account the most recently obtained academic degree or the title of professor or current scientific achievements.
4. An academic teacher agrees with the director of the institute or the dean of the faculty established under the principles specified in § 36(3) and (3a) of the Statute on the choice of the represented discipline. The agreements should consider the institute's development strategy and the anticipated evaluation goal.
5. In the Declaration of field and discipline, an academic teacher may indicate no more than 2 scientific disciplines. The scientific discipline or disciplines indicated in the Declaration of Field and Discipline must be identical to the scientific discipline or disciplines indicated in the Declaration of Number N.
6. An academic teacher who intends to indicate in the Declaration of field and discipline 2 scientific disciplines or a discipline which is unevaluated at the University of Szczecin, before submitting this declaration, obtains the opinion of the director of the institute or the dean of the faculty established under the principles specified in § 36(3) and (3a) of the Statute in the scope of the scientific discipline proposed by the academic teacher. Indicating the scientific discipline or disciplines in the declaration occurs after consultation with the authorized representative of the Rector of the University of Szczecin for evaluation and scientific monitoring and in agreement with the relevant Vice-Rector for Science.
7. In the event of declaring scientific activity in 2 disciplines, an academic teacher agrees on the choice of represented disciplines and the percentage of working time in each discipline with the directors of the relevant institutes or with the director of the relevant institute and the dean of the faculty established in accordance with the principles specified in § 36(3) and (3a) of the Statute. The agreements should consider the institute's development strategy and the anticipated evaluation goal.
8. The scientific discipline indicated in the Declaration of field and discipline must be consistent with the list of fields and disciplines specified in the regulation of the minister responsible for education and science as of the date of submitting the declaration.
9. In the event of a change of scientific discipline, the academic teacher submits the declaration immediately, provided that the change can be made no more often than once every 2 years.
10. An academic teacher submits a Declaration of field and discipline within 14 days from the date of employment, but no later than 31 December of the year in which they were employed.
11. The declaration is indefinite and expires on the date of termination of employment at the University of Szczecin or on the date of change of the Declaration of field and discipline (by submitting a new declaration) in the event of a change of discipline or the percentage of working time associated with conducting scientific activity in various disciplines.

**§ 4.**

1. An academic teacher is obliged to submit a Declaration of achievements containing a list of publications and a list of patents. The Declaration of achievements is also submitted by an academic teacher who conducted scientific activity and has been continuously employed at the University of Szczecin for a period of at least 12 months but has not submitted a Declaration of number N because such a declaration has been submitted to another entity.
2. A doctoral student studying at the Doctoral School of the University of Szczecin, who prepared a doctoral thesis in a scientific discipline or scientific disciplines or in the field of science to which a given discipline belongs, is obliged to submit a Declaration of achievements containing a list of publications and a list of patents.
3. The Declaration of achievements containing a list of publications and a list of patents is submitted by 31 December of the year preceding the year of evaluation and no later than two weeks before the termination of employment at the University of Szczecin or education at the Doctoral School of the University of Szczecin. However, upon obtaining information about the publication in its final form, appropriate for the given journal or publication, an academic teacher or a doctoral student studying at the Doctoral School of the University of Szczecin immediately reports it to the PUBLI database of the Main Library of the University of Szczecin and assigns it to the relevant discipline.
4. The Declaration of achievements covers scientific accomplishments arising in connection with employment at the University of Szczecin or studying at the Doctoral School of the University of Szczecin.
5. An academic teacher who, in accordance with the content of the Declaration of field and discipline, represents 2 disciplines is obliged to submit a Declaration of achievements containing a list of publications and a list of patents, assigning them to the represented disciplines.
6. A doctoral student studying at the Doctoral School of the University of Szczecin who has prepared a doctoral thesis in 2 scientific disciplines is obliged to submit a Declaration of achievements containing a list of publications and a list of patents, assigning them to the represented disciplines.
7. The Declaration of achievements is submitted for an indefinite period. In the event of termination of employment at the University of Szczecin or education at the Doctoral School of the University of Szczecin, it is valid for the period covered by the evaluation and for the scope of achievements arising in connection with employment at the University of Szczecin or education at the Doctoral School of the University of Szczecin and authorizes the University of Szczecin to report the achievements of the former employee or doctoral student for evaluation.

**§ 5.**

1. The director of the institute or the dean of a faculty established under the principles specified in § 36(3) and (3a) of the Statute is obliged to:
	1. make arrangements with the academic teacher regarding the declaration to submit within 5 days from the date of employment or change of the employment group; the arrangements should consider the institute's development strategy and the anticipated evaluation goal;
	2. agree with the academic teacher on changes to the declaration and supervise the timely submission of the corrected declaration to the relevant Science Section.
2. The Office of Evaluation and Scientific Monitoring of the University of Szczecin is obliged to:
	1. supervise the procedure of submitting declarations;
	2. verify the formal aspects of the submitted declarations;
	3. notify the academic teacher and the director of the institute or the dean of the faculty established on the principles specified in § 36(3) and (3a) of the Statute about the necessity to submit new declarations in the event of a break in employment, termination of employment (in relation to the Declaration of achievements), or correction of incorrectly submitted declarations;
	4. enter the information contained in the declarations and scan of the declarations into the university system;
	5. enter data into the POL-on system through the user interface in case the data cannot be transferred through mass import due to technical reasons.
3. Science sections coordinate the process of submitting declarations by academic teachers employed at the University of Szczecin.
4. The Office of the Doctoral School of the University of Szczecin coordinates the process of submitting declarations by doctoral students studying at the Doctoral School of the University of Szczecin.

**§ 6.**

Declarations specified in § 1(1) and (2) of the order, submitted by academic teachers employed at the University of Szczecin and doctoral students studying at the Doctoral School of the University of Szczecin before the effective date of the order, remain in force.

**§ 7.**

Order No. 193/2020 of the Rector of the University of Szczecin of 21 December 2020 on the submission by employees of the University of Szczecin of declarations of field of science and scientific discipline, declarations on inclusion in the number of employees conducting scientific activities and declarations authorizing the entity to present scientific achievements for the purposes of evaluating the quality of scientific activities, is repealed.

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

