

**Regulations of recruitment for Research Group Leaders in the project
“Near-term quantum computers, optimal implementations and applications”
financed by the Polish Science Foundation in frames of the TEAM-NET scheme**

Chapter I General provisions

§ 1.

1. *The Regulations* specify the rules of recruitment and requirements applicable to the candidates for Research Group Leader

§ 2.

1. The recruitment process for Research Group Leaders is a part of the implementation of the project entitled *Near-term quantum computers, optimal implementations and applications* (Project), (Project number POIR.04.04.00-00-17C1/18), funded by Foundation for Polish Science (FPS) in frames of the TEAM-NET scheme, run by a consortium of three Polish scientific institutions: Center for Theoretical Physics of the Polish Academy of Sciences (CTP PAS, the leader of the consortium), Jagiellonian University (JU), and Institute of Theoretical and Applied Informatics of the Polish Academy of Sciences (ITAI PAS)
2. Over the period of financing from the FPS-provided funds, the recruitment procedure for Research Group Leaders shall follow the principles specified in these *Regulations of recruitment*.
3. Two separate calls will be announced, for a leader and for a junior leader at the Jagiellonian University.

Chapter II Candidates

§ 3.

1. A candidate for a Leader of Research Group should be a scientist of global recognition in his/her field, with an outstanding scientific achievements, and an experience in management of a research group.
2. A candidate may be a citizen of Poland or another country, including persons from outside the European Union.
3. A candidate for a group leader and a junior group leader must hold at least a doctoral degree; a candidate for a junior group leader should obtain the degree not earlier than nine years before the closing of the call.
4. Persons employed by JU, CTP PAS, and ITAI PAS in last two years before the closing of a call are excluded from competition.
5. Candidates who, before the closing of the call, concluded projects of similar type, in particular projects in the program LEADER financed by the National Centre for Research and Development and the program SONATA Bis financed by the National Science Center are excluded from the competition for the position of a young leader.

§ 4.

1. Candidates should meet the requirements of art. 109 section 1 of the Act on higher education of 27 July 2005 (Journal of Laws of 2012, item 572, as amended):
 - a. They must have qualifications specified in the Act;
 - b. They must have full legal capacity;
 - c. They cannot have a record of being punished by a valid court sentence for an intentional offense;

- d. They cannot have a record of being punished with the disciplinary penalty mentioned in art. 140 section 1 point 4 (withdrawal of the right to act as an academic teacher permanently, or for a definite period);
- e. They must enjoy full public rights.

2. Candidates for the position of a young group leader

§ 5.

1. The Candidates must declare, that in the case of being selected for a position of a Research Group Leader, they accept that the position implies:
 - full-time work (100% time commitment);
 - work at the;
 - indication of JU as the primary employer, in declarations of this kind requested by the Ministry of Science and Higher Education;
 - transfer his/her current externally funded research projects to JU, as the seat of their execution, provided their research topic is in concurrence with the research agenda of the Project.

Chapter III Recruitment procedures

§ 6.

1. Research Group Leaders must be selected in open calls, of a competitive character.
2. Research Group Leaders will be selected in an open international competition by the Scientific and Economic Committee (SEC), according to Regulations of recruitment of the Jagiellonian University (appendix no 1.) which are concurrent with the rules on employment of researchers as put in *the European Charter for Researchers and the Code of Conduct for Recruitment*.
1. The recruitment will be based on equal opportunities and gender equality rules.

§ 8.

1. The call is announced publicly so that it is available to all interested candidates who meet the criteria. Recruitment offers will be published at least on the website of the Project (nisq.eu), the website of the Ministry for Science and Higher Education, the website of the Jagiellonian University (<https://fais.uj.edu.pl/wydzial/zatrudnienie>) and on the European mobility portal for researchers: Euraxess.
2. The information in the call includes, in particular:
 - a description of the position;
 - financial conditions (including salary and other terms of employment, information about the rules and funding of the research group);
 - information about required documents and required information to be provided by the candidate;
 - information on the recruitment procedures, deadlines, etc.

Chapter IV Submission

§ 9.

1. The candidate must submit the application, required documents and information by e-mail to the address: jobs@nisq.eu, within the deadline announced in the Call.
2. All the above must be in English.

3. A recruitment form and all required documents should be attached to a single e-mail in the form of pdf files. All candidates before submitting the application are required to formally accept the information clause regarding the processing of personal data (appendix no. 2)

§ 10.

1. List of required documents:
 - a. curriculum vitae;
 - b. research record with a list of publications, and list of research projects (especially those in which the candidate was the principal investigator);
 - c. PDF files of five most important papers;
 - d. a list of talks at conferences and workshops, and a list of academic prizes and awards;
 - e. a letter of motivation (including description of immediate and long-term research plans, innovation potential and possible prospects to establish industrial connection, all discussed in relation with the research aims of the project) – up to five pages;
 - f. documents confirming the scientific degrees (copies of Master, PhD, other degrees diplomas);
 - g. names and contact details (e-mail addresses) of at least two senior researchers who may act as references for the candidate (The candidate is expected to contact the references and ask them to email reference letters to jobs@nisq.eu. The letters must be sent before the deadline)..
2. Candidates who do not provide a complete set of documents within the deadline, will be asked to deliver missing documents in:
 - a. three days, in the case of CV, list of publications, reference letters, letter of motivation,
 - b. seven days, in the case of documents confirming the scientific degrees.
3. Candidates who do not submit all required documentation within the required time, would be rejected on formal grounds .

Chapter IV Selection Commission

§ 11.

1. In order to conduct a recruitment procedure, SEC may nominate a Selection Commission (SC).
2. The SC shall be composed of at least four members of SEC.
3. The responsibilities of SC members include:
 - assessing the applications at the first stage of recruitment procedure;
 - issuing the recommendation to the interview of the most suitable candidate or candidates.
4. In case of a conflict of interest members of the ISC may withdraw himself/ herself from the process of selection in a specific call. Such conflict of interest may arise in case of present or past collaboration with one of candidates.

Chapter V Evaluation process

§ 12.

1. Selection of candidates for positions of a Leader of Research Group will be carried out in two stages:
 - assessing the applications by the Selection Commission,
 - interview with the selected candidates by Scientific and Economic Committee.

§ 13.

1. The first stage involves the assessment by SC. Documents submitted by the candidates are evaluated in terms of:

- Research record (including research projects, invited talks at conferences and workshops, successful applications for external funding);
 - Publications (quality, relevance for the call, impact, role of applicant);
 - Reference letters & awards or fellowships received;
 - Competence level of candidate;
 - Letter of motivation (including description of research plans, innovation potential and possible prospects to establish industrial connection, all discussed in relation with the research aims of the Project).
2. The SC, after assessment procedure, creates a ranking list of candidates and nominates up to three candidates, who scored best in the selection, and may be invited to an interview.
 3. The position on the ranking list of each candidate is determined by summing scores given by each member of SC. Candidates will be evaluated by each member of the SC in three aspects: a) scientific excellence (scale 0-5 points), b) research plans in relation with the aims of the Project (scale 0-5 points), c) provided reference letters (scale 0-3 points).
 4. Candidates qualified for the interview, and those who failed will be informed about the decision of the Selection Commission via e-mail.

§ 14.

1. The second stage is an interview with the selected candidates with particular emphasis on their research plans, experience in managing research groups and successes in obtaining external funding for research tasks. The interview is conducted and evaluated by SEC or the chosen SC. The interview may be attended by representatives of the Foundation for Polish Science (FPS).
2. The interview will take place at the Center for Theoretical Physics, PAS, however it is also possible to interview the candidate by means of a teleconference system.
3. The final date and time of the interview will be determined individually with each candidate
4. At the second stage each member of the SC will evaluate candidates in two aspects: a) presentation of candidate's scientific achievements during the interview (scale 0-3 points), b) presentation of candidate's research plans during the interview (scale 0-5 points). The results are communicated to SEC.

§ 15.

1. After the interviews, SEC decides to recommend the highest evaluated candidate for the position of the Leader of Research Group. Any selected candidate for the position of a Leader of Research Group must be approved by FPS. The approval by FPS is the final decision.
2. In the case of resignation of a candidate recommended for the position of a Leader of Research Group, or failure to receive the FPS's approval, SEC is re-assembled to re-evaluate the candidates based on the list provided by SC. This procedure can be repeated.
3. In the event of none of the candidates being selected by SEC or a failure of the selected candidate to get FPS's approval, the recruitment procedure will be started anew.
4. The selected and approved candidate for a Leader of Research Group, as well as the non-selected candidates will be informed about the final decision via e-mail.
5. The results of the recruitment procedure may be appealed by the candidates within the period of one week after obtaining information about the decision of SC. The SEC will call the Board of Appeal that shall be responsible for deciding on appeals against decisions or measures taken by the SC.

§ 16.

1. For the needs of the recruitment process, SEC members have access to all files related with applications and recruitment results at every stage of the selection.

§ 17.

1. The SC and SEC document the recruitment process in a report.

2. The report contains the list of candidates, names of units they come from, scores received by the candidates during the recruitment, and details about notices, selection criteria and competition dates as well as decisions taken by the Board of Appeal

Chapter VI Closing provisions

§ 18.

1. These Rules may be amended by the Scientific and Economic Committee.