

ORDINANCE 121/2021
of the Rector of the University of Wrocław
of 3 August 2021

**on the tasks connected with the evaluation of the quality of research activity
at the University of Wrocław**

Pursuant to Article 23 sections 1 and 2, in conjunction with Article 265 section 1 items 1, 2, 5 and 13 and Article 342 section 4, Article 343 sections 1 - 2 and sections 7 - 10 and Article 345 section 1 item 3 of the act of 20 July 2018 – *Law on Higher Education and Science* (consolidated text: Journal of Laws of 2021, item 478, as amended) and Article 324 sections 1 and 6 of the act of 3 July 2018 – Implementing provisions - *Law on Higher Education and Science* (Journal of Laws of 2018, item 1669, as amended) and the Regulation of the Minister of Science and Higher Education of 22 February 2019 on the evaluation of the quality of research activity (Journal of Laws of 2019, item 392, as amended) it is hereby ordered as follows:

§ 1. This Ordinance determines the tasks connected with the evaluation of the quality of research activity at the University of Wrocław, particularly:

- 1) rules for the submission of statements by the employees and PhD students pursuing education at the Doctoral School of the University of Wrocław which are necessary to carry out the evaluation of the quality of research activity, and the rules for the transmission of data in this regard to IT systems;
- 2) obligation to set up an individual researcher's account in the Polish Scholarly Bibliography (PBN), link the PBN account to ORCID iD and to the Integrated System of Information on Higher Education and Science POL-on, and the obligation to post information on one's publications in the individual researcher's account in ORCID system;
- 3) obligation to document information on the scientific achievements of the employees and PhD students of the University of Wrocław in HUESCA Scholarly Information System.

I

Rules for the submission of statements by the employees of the University of Wrocław which are necessary to carry out the evaluation of the quality of research activity, and the rules for the transmission of data in this regard to IT systems

§ 2.1. The following templates of statements necessary to carry out the evaluation of the quality of research activity on the basis of the act of 20 July 2018 – *Law on Higher Education and Science* are introduced at the University of Wrocław:

- 1) **Statement 1** – declaration on the field of science or art and the scientific or artistic discipline, constituting **Annex 1** to this Ordinance, hereinafter referred to as Statement 1;
- 2) **Statement 2** – declaration on the inclusion in the number of employees conducting research activity, constituting **Annex 2** to this Ordinance, hereinafter referred to as Statement 2;
- 3) **Statement 3** – declaration authorising to report scientific achievements for the purpose of evaluating the quality of research activity, constituting **Annex 3** to this Ordinance, hereinafter referred to as Statement 3.

2. Statements 1 and 2 are subject to registration pursuant to the Office Instruction of the University of Wrocław and the Uniform Material List of Files of the University of Wrocław.

§ 3.1. An employee of the University of Wrocław conducting research activity/taking part in conducting research activity submits **Statement 1 - declaration on the field of science or art and the scientific or artistic discipline** which they represent.

2. The selection of the scientific or artistic discipline is based on the classification laid down in the Regulation of the Minister of Science and Higher Education of 20 September 2018 on the fields of science and scientific and artistic disciplines.

3. Statement 1 referred to in section 1 is submitted considering:

- 1) last awarded scientific degree, degree in art or professorship or
- 2) current scientific or artistic achievements.

4. The declarant can provide up to two scientific or artistic disciplines in Statement 1.

5. A person conducting research activity/taking part in conducting research activity can represent no more than 2 scientific or artistic disciplines in total in all institutions they are employed in.

6. If one wishes to change the scientific or artistic discipline they represent, Statement 1 should be submitted as soon as possible, however, such a change can be introduced no more than once every 2 years.

7. In Statement 1 the employee determines the percentage of working time devoted to conducting research activity in each of the declared scientific or artistic disciplines. The following ratios are possible: 50/50, 75/25, 100/0. The sum of the shares in both declared disciplines must amount to 100%.

§ 4.1. A newly employed person submits Statement 1 along with employment documents.

2. An employee extending their employment at the University of Wrocław submits a new Statement 1 along with the documents connected with the extension of the employment.

§ 5.1. An employee of the University of Wrocław conducting research activity submits **Statement 2 - declaration on the inclusion in the number of employees conducting research activity** in the disciplines provided in Statement 1, the so-called N-number.

2. Statement 2 can be submitted only in one of the employing institutions.

3. If the employee has submitted Statement 2 in an institution other than the University of Wrocław, they are obliged to notify the University of Wrocław of the fact in writing by submitting a declaration according to a template constituting **Annex 4** to this Ordinance.

4. The disciplines provided in Statement 2 cannot differ from those declared in Statement 1.

5. If one has changed scientific or artistic discipline they represent, Statement 2 should be submitted as soon as possible, however, such a change can be introduced no more than once every 2 years.

§ 6.1. A newly employed person submits Statement 2 on the inclusion in the number of employees conducting research activity along with employment documents.

2. An employee extending their employment at the University of Wrocław submits a new Statement 2 along with the documents connected with the extension of the employment.

3. A transfer to a position which does not involve conducting research activity does not immediately result in the expiry of the Statement. The employee should submit a declaration on the withdrawal of the previously submitted Statement 2 according to a template constituting **Annex 5** to this Ordinance.

§ 7.1. Statements 1 and 2 are submitted to the Rector of the University of Wrocław through the dean of the faculty/head of the extra-faculty unit which employs a given person.

2. The dean of the faculty/head of the extra-faculty unit which employs the given person forwards Statements 1 and 2, within 7 days from their reception, to the chairpersons of the scientific councils of the disciplines represented by the employee.

3. The chairpersons of the scientific councils of the disciplines declared by the employee verify Statements 1 and 2 submitted by said employee in terms of their compliance with the terms laid down in § 3 section 3 of this Ordinance.

4. The chairpersons of the scientific discipline councils confirm with their signatures on the original copies that they have verified the statements and they immediately return them to the dean/head of the extra-faculty unit, who reads them and signs the original copies.

5. Statements 1 and 2, verified by the chairpersons of the discipline councils and the dean/head of the extra-faculty unit are immediately sent to the Department of Employee Affairs along with the documentation connected with employment or the extension of the employment.

6. The Department of Employee Affairs forwards Statements 1 and 2 to the Research Management and Monitoring Section without delay.

7. The Research Management and Monitoring Section enters data from Statements 1 and 2 into USOS system, makes their electronic copies, and without delay returns the original copies to the faculty where the council of the scientific discipline indicated as the primary one is established. The digital copies of the statements are kept in the digital repository of the statements maintained by the Research Management and Monitoring Section.

8. Statements 1 and 2 are kept along with the documentation connected with the evaluation of the quality of research activity of the disciplines represented at a given faculty. The copies of the statements are forwarded to the chairpersons of the councils of the scientific disciplines represented by the employee and to the deans of the faculties where those scientific discipline councils are established.

9. Statements 1 and 2 expire on the day the employment at the University of Wrocław is terminated, or on the day they are withdrawn.

10. The dean of the faculty/head of the extra-faculty unit where an employee of the University of Wrocław conducting research activity/taking part in conducting research activity is employed is obliged to monitor the timeliness of the submission of Statements 1 and 2 referred to in § 2.

§ 8. To correctly submit the statements referred to in § 2 section 1 it is necessary to obtain ORCID digital identifier.

§ 9.1. **Data from Statements 1 and 2** referred in § 2 are entered into USOS system through which they are exported to the Integrated System of Information on Higher Education and Science POL-on, hereinafter referred to as POL-on. The schedule for reporting data to POL-on along with the information on the scope, deadlines and the organisational units of the University of Wrocław responsible for preparing, entering, updating, archiving and deleting data in POL-on are determined in a separate ordinance of the Rector.

2. The expiration dates of the statements should be entered into USOS.

3. Data from Statements 1 and 2 in USOS are updated also due to a change of position or a withdrawal or change in a statement, pursuant to applicable provisions.

4. Data referred to in section 2 and 3 are entered into USOS by the Research Management and Monitoring Section.

§ 10.1. The employee whose scientific achievements are reported for the purpose of evaluating the quality of research activity submits **Statement 3 – Declaration authorising to report scientific achievements for the purpose of evaluating the quality of research activity** in respect of the disciplines they provided in Statement 1.

2. A PhD student of the Doctoral School whose scientific achievements are reported for the purpose of evaluating the quality of research activity submits a declaration authorising the University of Wrocław to report those achievements:

- 1) in the discipline in which the doctoral dissertation is being prepared or
- 2) in one of the disciplines included in the field in which the doctoral dissertation is being prepared.

3. The achievements of one person can be reported in no more than two disciplines, and a given achievement can be demonstrated by its author only once and in one discipline only.

4. One should indicate only the achievements resulting from the employment at the University of Wrocław or the educational process at the Doctoral School of the University of Wrocław, particularly: **scientific papers, scholarly monographs and granted patents** for inventions, utility models and plant breeders' rights.

5. An employee/PhD student submits Statement 3 without delay, no later than within 14 days from the date a given publication was released in its final form or from the date a given right was granted.

6. The employee/PhD student submits Statement 3 in the faculty library/library of the extra-faculty unit.

7. The librarian from the faculty library forwards Statement 3 to the dean.

8. The librarian of the extra-faculty unit forwards Statement 3 to the dean of the faculty where the appropriate discipline council is established.

9. If the Statement concerns a scientific discipline whose council is established in this particular faculty, the dean forwards a copy of the Statement to the chairperson of the scientific discipline council represented by the employee/PhD student within 7 days from the receipt of the Statement.

10. If the Statement concerns a scientific discipline whose council is established in another faculty, the dean forwards an original copy of the Statement to the dean of that faculty within 7 days, and they in turn forward a copy of the Statement to the chairperson of the scientific discipline represented by the employee/PhD student within 7 days.

11. The statements are kept along with the documentation on the evaluation of the quality of research activity of the disciplines represented at a given faculty in paper and digital forms.

12. The statements are verified by the persons responsible for the process of evaluation at the faculties.

13. After Statement 3 has been verified, a person designated by the dean enters data into IT systems according to the provisions of the applicable law, taking into account internal regulations.

14. The dean of the faculty/head of the extra-faculty unit where the employee of the University of Wrocław conducting research activity/employee of the University of Wrocław participating in conducting research activity is employed is obliged to monitor the timeliness of the submission of Statement 3 referred to in § 2.

II

Obligation to create a PBN account, link the PBN account to ORCID iD and the Integrated System of Information on Higher Education and Science POL-on and the obligation to post information on one's publications in the individual researcher's account in ORCID

§ 11. In order to fulfill statutory reporting obligations and for the purpose of evaluating the quality of research activity, and due to the need to process in the central systems of the minister of science and higher education (POL-on, PBN) authorised (verified by the owner) electronic identifiers complying with international standards, the employees of the University of Wrocław conducting research activity or participating in conducting research activity, as well as PhD students, are obliged to:

- 1) set up an individual user's account in the Polish Scholarly Bibliography system (PBN), a subsystem in the Integrated System of Information on Higher Education and Science POL-on;
- 2) link the PBN individual researcher's account to the electronic ORCID iD;
- 3) link the PBN account to the individual identifier in POL-on;

according to the Instruction published at the following website of the University of Wrocław:

<https://uni.wroc.pl/ewaluacja/pracownicy-raportowanie-osiagniec-pbn-orcid/>

§ 12. The persons referred to in § 11 are obliged to perform the tasks provided in § 11 within 14 days from the date of employment or the commencement of education at the Doctoral School.

§ 13. The author is obliged to timely post in their ORCID account information on their publications which have been released in their final form. The Instruction is published at the following website of the University of Wrocław: <https://uni.wroc.pl/ewaluacja/pracownicy-raportowanie-osiagniec-pbn-orcid/>

§ 14. The designated employees of the faculty libraries of the University of Wrocław are obliged to assist the persons referred to in § 11 in:

- 1) setting up a PBN account;
- 2) linking it to ORCID iD and the individual POL-on identifier and
- 3) posting information on publications in their individual ORCID accounts.

III

Huesca Scholarly Information System

§ 15.1. In order to fulfill statutory reporting obligations and for the purpose of evaluating the quality of research activity the employees and PhD students are obliged to document information on their scientific achievements in Huesca Scholarly Information System.

2. Huesca Scholarly Information System, hereinafter referred to as Huesca system, is a university database on the scientific output of the employees and PhD students of the University of Wrocław.

3. Huesca system is a resource on the scientific output regarding:

- 1) preparation of data for the purposes of: accreditation, unit's questionnaire, evaluation of the quality of research activity, PBN and POL-on systems;
- 2) individual evaluation of employees and PhD students;
- 3) promotions of employees in research, research-teaching, and teaching positions.

§ 16. Huesca system documents information on released in printed and digital form:

- 1) achievements recognised as scientific output, including:
 - a) articles in scientific journals and other serial publications,

- b) monographs, chapters in monographs,
 - c) articles published in conference materials,
 - d) reviews published in scientific journals,
 - e) translations,
 - f) source editions,
 - g) entries in encyclopedias and dictionaries,
 - h) applications for inventions, utility models, trademarks published in the Bulletin of the Polish Patent Office or an equivalent foreign bulletin,
 - i) granted patents for inventions, protective rights for utility models or trademarks, registrations for industrial designs, published in the Communications of the Patent Office or an equivalent foreign bulletin,
 - j) plant breeders' exclusive rights published in the Protection Book,
 - k) scholarly editorship of monographs and collective works,
 - l) scholarly editorship of scientific journals;
- 2) publications recognised as teaching output, including:
 - a) academic or school textbooks,
 - b) chapters in textbooks,
 - c) editorship of textbooks;
 - 3) science communication publications.

§ 17. The following information are not reported in Huesca:

- 1) materials submitted for edition or planned for publication;
- 2) reproduced materials;
- 3) tapescripts;
- 4) internal materials;
- 5) presentations delivered at conferences, if they have not been published;
- 6) articles and reviews from daily newspapers and popular magazines and internal letters of the University of Wrocław;
- 7) prefaces/editorials published in scientific journals, if they have not been given their own titles and back matter;
- 8) prefaces/afterwords published in scholarly monographs, critical editions of literary works, editions of literary works, if they have not been given their own titles and back matter;
- 9) subsequent editions of monographs, if they have not been updated or supplemented;
- 10) reprints.

§ 18.1. The scope of data on publications registered in Huesca system is determined on the basis of current regulations of the minister of science and higher education concerning the requirements on the publication output of scientific units reported to external reporting systems (POL-on) or UWr needs regarding reporting and the evaluation of output.

2. Any doubts arising when documenting publications without ISBN/ISSN are resolved by the material administrator of the system.

§ 19.1. The employees and PhD students of the University of Wrocław are obliged to report their scientific achievements on an ongoing basis, according to § 16, to the persons designated by the dean/head of the extra-faculty unit in order to have them entered into Huesca system, within 14 days from the day the publication was released in its final form.

2. The heads of organisational units are obliged to monitor the regularity of the submission of information on scientific achievements by the employees.

3. The following are documented:

- 1) original copies of publications;
 - 2) copies (scans, photocopies) along with the title and editorial page of the source with accurate bibliographic data necessary to make a description;
 - 3) Internet address or DOI of the works published exclusively in the digital form.
4. The persons responsible for registering publication output are obliged to return the materials entrusted to them, referred in section 3 item 1, on a mutually agreed date.

§ 20. Huesca terms of use are specified in a separate ordinance of the Rector.

IV Final provisions

§ 21. The performance of this Ordinance is entrusted to the Vice-Rector for Research.

§ 22. The following are hereby repealed:

- 1) Ordinance 30/2020 of the Rector of the University of Wrocław of 19 March 2020 on the obligation to create an individual researcher's account in the Polish Scholarly Bibliography (PBN), link it to ORCID iD and the Integrated System of Information on Higher Education and Science POL-on;
- 2) Ordinance 61/2020 of the Rector of the University of Wrocław of 19 May 2020 on Huesca Scholarly Information System;
- 3) Ordinance 68/2020 of the Rector of the University of Wrocław of 28 May 2020 on the templates and rules for the submission of statements by the employees of the University of Wrocław which are necessary to carry out the evaluation of the quality of research activity and the rules for the transmission of data in this regard to IT systems;
- 4) Ordinance 94/2020 of the Rector of the University of Wrocław of 15 July 2020 amending Ordinance 68/2020 of the Rector of the University of Wrocław of 28 May 2020 on the templates and rules for the submission of statements by the employees of the University of Wrocław which are necessary to carry out the evaluation of the quality of research activity and the rules for the transmission of data in this regard to IT systems.

§ 23. This Ordinance enters into force on the day of signature.

**Professor Przemysław Wiszewski
RECTOR**

Ref. No.

(name and surname)

(PESEL)

(ORCID ID)

.....
Place, date

STATEMENT 1

Declaration on the field of science or art and the scientific or artistic discipline *

I,, pursuant to Article 343 section 7 of the act of 20 July 2018 – *Law on Higher Education and Science* (consolidated text: Journal of Laws of 2021, item 478, as amended) declare that I represent the following fields of science or art and the scientific or artistic disciplines at the **University of Wrocław**:

1) field:..... discipline**: % ***

2) field:..... discipline: % ***

= 100%

.....
signature of the Dean/
Head of the extra-faculty
unit

.....
signature of the Chairperson
of the Scientific Discipline Council

.....
Declarant's signature

*Provide one or two scientific disciplines

** Scientific achievements in the Integrated System of Information on Higher Education and Science POL-on shall be attributed by default to the first of the disciplines provided. The order of the disciplines provided and the attribution of individual achievements can be changed at any time.

*** Degree of involvement in a particular discipline – percentage of working time devoted to conducting research activity in individual disciplines.

Instructions:

The persons conducting research activity and the persons who participate in conducting research activity employed at the University of Wrocław on the basis of an employment relationship are obliged to submit the statement.

Pursuant to Article 343 section 7 of the act – *Law on Higher Education and Science*, the statement **may be updated no more than once every 2 years**.

Pursuant to Article 343 section 8 of the act – *Law on Higher Education and Science* a person can indicate no more than 2 scientific or artistic disciplines in total in all institutions they are employed in.

Pursuant to Article 343 section 9 of the act – *Law on Higher Education and Science* the statement should be submitted while taking into account the latest awarded academic degree, academic degree in art or professorship, or current scientific or artistic achievements.

Pursuant to Article 343 section 10 of the act – *Law on Higher Education and Science* the newly employed person is obliged to submit the statement within 14 days from the day of employment, but no later than until 31 December in the year of employment.

Ref. No.

(name and surname)

(PESEL)

_____ - _____ - _____

(ORCID iD)

.....
Place, date

STATEMENT 2

Declaration on the inclusion in the number of employees conducting research activity

I,, pursuant to article 265 section 5 of the act of 20 July 2018 – *Law on Higher Education and Science* (consolidated text: Journal of Laws of 2021, item 478, as amended) I authorise the **University of Wrocław** to include me in the number of employees conducting research activity in the following scientific or artistic disciplines*:

1)

2)

.....
signature of the Dean/
Head of the extra-faculty
unit

.....
signature of the Chairperson
of the Scientific Discipline Council

.....
Declarant's signature

* The disciplines provided in this statement cannot differ from those indicated in Statement 1 - Declaration on the field of science or art and the scientific or artistic discipline, submitted pursuant to Article 343 section 7 of the act – *Law on Higher Education and Science* (one must provide the same disciplines or one of them).

Instruction:

Pursuant to Article 265 section 5 of the act – *Law on Higher Education and Science*:

- 1) the statement is submitted only by the persons conducting research activity, employed at the given institution on the basis of an employment relationship;
- 2) the statement should be submitted within 14 days from the day of employment, but no later than until 31 December in the year of employment;
- 3) if the scientific or artistic discipline has been changed in accordance with Article 344 section 7 of the act – *Law on Higher Education and Science*, the statement should be submitted as soon as possible;
- 4) **the statement can be submitted in one institution only and with respect to no more than 2 artistic or scientific disciplines.**

(name and surname)

____ - ____ - ____ - ____ - ____
(ORCID ID)

.....
Place and date

STATEMENT 3

Declaration authorising to report scientific achievements for the purpose of evaluating the quality of research activity

I,, pursuant to Article 265 section 13 of the act of 20 July 2018 – *Law on Higher Education and Science* (consolidated text: Journal of Laws of 2020, item 478, as amended) authorise the **University of Wrocław** to present my following scientific/artistic* achievements in scientific/artistic** disciplines for the purpose of evaluating the quality of research activity:

| Discipline/disciplines | List of achievements and score resulting from the applicable regulation of the MES on the evaluation of the quality of research activity |
|------------------------|--|
| 1. | |

I declare that I have accomplished the achievements above in connection with my research activity carried out at the University of Wrocław.

.....
Signature

*** Refers to the achievements defined in the applicable regulation of the MES on the evaluation of the quality of research activity accomplished in the period of employment/education at the University of Wrocław.**

** The achievements can be reported only in the discipline (disciplines) provided in Statement 1 – declaration on the area of science or art and the scientific or artistic discipline, submitted pursuant to Article 343 section 7 of the act *Law on Higher Education and Science*.

Instruction:

Pursuant to Article 265 section 12 of the act *Law on Higher Education and Science*, for the purpose of the evaluation the achievements of one individual can be presented in no more than 2 disciplines, where **a given achievement can be reported by its author only once and in one discipline only.**

Pursuant to Article 265 section 6 of the act one should report the **achievements which have been accomplished in connection with employment or education at the Doctoral School of the University of Wrocław.**

(name and surname)

(PESEL)

(ORCID)

.....
Place, date

Notification on the submission of the declaration on the inclusion in the number of employees conducting research activity in another institution

I,, pursuant to Article 265 section 5 of the act of 20 July 2018 – *Law on Higher Education and Science* (consolidated text: Journal of Laws of 2021, item 478, as amended) notify the **University of Wrocław** that I have submitted Statement 2 in another scientific institution.

.....
Signature

(Name and surname)

(PESEL)

(ORCID)

.....
Place, date

Notification on the withdrawal of the statement on the inclusion in the number of employees conducting scientific activity

I,, pursuant to Article 265 section 5 of the act of 20 July 2018 – *Law on Higher Education and Science* (consolidated text: Journal of Laws of 2021, item 478, as amended) withdraw

1. Statement 2 of (date)
2. Discipline/s

.....
Signature