



UNIwersytet Jagielloński
w Krakowie

75.0200.138.2022

**Ordinance no. 4
by the Rector of Jagiellonian
University of 12 January 2023**

on: the procedure for registering publication track records of Jagiellonian University employees and doctoral students and quoting Jagiellonian University when stating the affiliation of publications

Pursuant to Article 23.1 of the Act of 20 July 2018, Law on Higher Education and Science (Journal of Laws of 2022, item 574 as amended) I hereby order the following:

§ 1

1. Publication track records of Jagiellonian University employees and doctoral students shall be registered with the Repository of Jagiellonian University in the collection “Bibliography of Publications of Jagiellonian University’s Employees”, hereinafter referred to as the “BP JUE”, in accordance with the procedure described in § 3, subject to section 8.
2. Publication track records of employees and doctoral students of Jagiellonian University subject to registration with the BP JUE may include scholarly, popular science, educational and other publications that have been reproduced by any technique for dissemination, containing publisher’s information, place and year of publication and an ISBN, eISBN or ISSN, eISSN number. An electronic publication is defined as a publication available and disseminated in electronic form (e.g. text on a CD-ROM or on a website).
3. The BP JUE is run by the Department of the Digital Resources of Jagiellonian Library and is available at: <https://ruj.uj.edu.pl/>.
4. The BP JUE is the official source of information as regards publication track records of Jagiellonian University employees and doctoral students.
5. The BP JUE is the exclusive source of data:
 - 1) of an employee, in particular when it comes to:
 - a) carrying out an interim evaluation,
 - b) assessing achievements in promotion procedures,
 - c) awarding prizes for research activity
 - 2) of a doctoral student, in particular when it comes to:
 - a) submitting a report on the performance of duties in a given academic year as part of doctoral studies,
 - b) interim and mid-term evaluation at a doctoral school of Jagiellonian University,
 - c) awarding scholarships.
6. The BP JUE is the only source of data taken into account also in other circumstances requiring the presentation of publication track record by an employee or doctoral student

or by Jagiellonian University, in particular in reporting and evaluation of the quality of the University's research activity

7. Registration of a publication means publishing in the BP JUE a bibliographic description of this publication, verified by authorised persons.
8. Data concerning publication track records of employees and doctoral students of Jagiellonian University – Medical College are transferred to the BP JUE on an ongoing basis upon prior registration kept by the Department of Scientific Information of the Medical Library of Jagiellonian University Medical College in the Knowledge Management Portal of JU MC under the “UJ CM Bibliography” module. The detailed procedure for registering publications in JU MC Knowledge Management Portal will be determined by the Vice-Rector for Medical College.

§ 2

1. A publication shall be subsumed under the track record of Jagiellonian University only if it has affiliation to Jagiellonian University.
2. A Jagiellonian University employee shall provide affiliation by placing the name of Jagiellonian University and the name of a faculty, extra-faculty unit or inter-faculty unit appropriate for the place of employment, next to their name in the publication.
3. A doctoral student who had commenced doctoral studies at Jagiellonian University before the academic year 2019/2020 shall provide affiliation by placing the name of Jagiellonian University and the name of a faculty appropriate for the place of education next to their name in the publication.
4. A doctoral student of a doctoral school of Jagiellonian University shall provide affiliation by placing the name of Jagiellonian University and the name of a doctoral school appropriate for the place of education next to their name and surname in the publication. If research results included in the publication have been obtained using resources at the disposal of a faculty, extra-faculty unit or inter-faculty unit, including in particular research infrastructure, the doctoral student shall provide a double affiliation: the name of the doctoral school and the name of the faculty, extra-faculty unit or inter-faculty unit in which the research results included in the publication have been obtained.
5. The official name of Jagiellonian University to use when giving affiliation is:
 - 1) in Polish:
Uniwersytet Jagielloński
Uniwersytet Jagielloński Collegium Medicum;
 - 2) in English:
Jagiellonian University
Jagiellonian University Medical College.
6. When providing affiliation, it is recommended that a name of an internal organisational unit of a faculty, extra-faculty unit or inter-faculty unit be additionally provided, e.g.:
Uniwersytet Jagielloński, Wydział ..., Instytut ...
Uniwersytet Jagielloński, Szkoła Doktorska ...
Jagiellonian University, Faculty of ..., Institute of ...
Jagiellonian University, Doctoral School ...
Uniwersytet Jagielloński Collegium Medicum, Wydział ..., Instytut ...
Jagiellonian University Medical College, Faculty of ..., Institute of ...

1. Publication data are entered by employees and doctoral students of Jagiellonian University to the BP JUE independently or through:
 - 1) an employee of a faculty, extra-faculty unit or inter-faculty unit appointed by the dean, the head of the extra-faculty unit or the head of the inter-faculty unit, hereinafter referred to as the "publication coordinator", appropriate for the place of employment, in the case of a publication by an employee;
 - 2) the publication coordinator of a faculty appropriate for the place of education of the doctoral student – in the case of a publication by a doctoral student who had commenced doctoral studies before the academic year 2019/2020;
 - 3) an employee of a doctoral school, appointed by the director of a doctoral school appropriate for the place of education – in the case of a publication by a doctoral student of a doctoral school.
2. The persons referred to in section 1 shall enter the data on an ongoing basis, forthwith after the emergence of publication in the final form, no later than within one month from the emergence of the publication, and in the case of publication issued in December of the year preceding the year of evaluation of the quality of research activity, by 5 January of the year in which the evaluation is being carried out.
3. The employees and doctoral students are required to prepare a bibliographic description of the publication. The description should be verified by:
 - 1) the publication coordinator at a faculty, in an extra-faculty unit or in an inter-faculty unit appropriate for the place of employment – in the case of employee's publication,
 - 2) the publication coordinator at a faculty appropriate for the place of education – in the case of publications by a doctoral student who had commenced doctoral studies before the academic year 2019/2020,
 - 3) the employee of a doctoral school, referred to in section 1 point 3, appropriate for the place of education – in the case of a publication by a doctoral student of a doctoral school

on the basis of the full text of the publication in printed or electronic form or a link to the full text of the publication, provided by the employee or doctoral student. The bibliographic description for each publication may also be verified by a librarian from the department of the Digital Resources of Jagiellonian Library.
4. The verified bibliographic description, after checking its correctness and completeness, is approved for publication in the BP JUE by a librarian from the Department of the Digital Resources of Jagiellonian Library.
5. It is obligatory for the employees and doctoral students to provide an English version of the publication title, should it not appear in the source text, and to add it in the appropriate bibliographic description field in the BP JUE.
6. Where there is no information about the publication's affiliation to Jagiellonian University, the employees and doctoral students submit a written declaration that the publication is affiliated to Jagiellonian University. The declaration on affiliation, the template of which is set out in the Attachment to the Ordinance:
 - 1) shall be submitted by an employee to the publication coordinator in a faculty, extra-faculty unit or inter-faculty unit appropriate for the place of employment;
 - 2) shall be submitted by a doctoral student who had commenced doctoral studies before the academic year 2019/2020 to the publication coordinator at a faculty appropriate for the place of education;
 - 3) shall be submitted by a doctoral student of a doctoral school to the employee of the doctoral school referred to in section 1 point 3 appropriate for the place of education.

It is possible to submit electronic declarations on affiliation within the functionalities made available in the Repository of Jagiellonian University, provided that the requirements resulting from the law are met.

7. When registering a publication at the BP JUE, an employee of Jagiellonian University who performs work in more than one organisational unit is obliged to unambiguously assign the publication to only one unit.
8. When registering a publication at the BP JUE, a doctoral student of Jagiellonian University assigns the publication to the appropriate doctoral school.

§ 4

The employees and doctoral students of Jagiellonian University are obliged to register their publications in a timely manner.

§ 5

The Ordinance by the Rector of Jagiellonian University of 23 October 2018 on the mode of registration of publication track records of Jagiellonian University employees and doctoral students, and quoting Jagiellonian University when stating the affiliation of publications shall cease to be valid.

§ 6

The Ordinance shall enter into force on the date of its signing.

Rector

Prof. dr hab. Jacek Popiel

.....

(name and surname)

.....

(organisational unit)

.....

(phone, e-mail)

DECLARATION

**of the author of the publication on affiliation to Jagiellonian University/ Jagiellonian
University Medical College**

I declare that the following publications of my (co-)authorship:

1)

.....

2)

.....

constitute part of the publication track record of the organisational unit of Jagiellonian
University / Jagiellonian University Medical College¹

.....

(name of a faculty, extra-faculty unit, inter-faculty unit, or a doctoral school)²

.....

(place, date)

.....

(signature)

¹ Strike out inapplicable

² The name of an internal organisational unit (institute/chair/department/other) may also be provided.