



UNIwersytet Jagielloński
w Krakowie

75.020.45.2023

**Ordinance No. 38
by the Rector of Jagiellonian University
of 31 March 2023**

on: the procedure for submitting by the employees of Jagiellonian University a declaration on the represented field of science or the arts and the discipline of science or the arts and a declaration authorising Jagiellonian University to incorporate the employee into the number of the employees conducting scientific activity (the “N” number) and to demonstrate the publication track record of the employee for the purpose of evaluating the quality of scientific activity

Pursuant to Article 23.1 with regard to Article 265.5 and 265.13 and Article 343.7-10 of the Act of 20 July 2018, Law on Higher Education and Science (Journal of Laws of 2022, item 574 as amended) and the Regulation of the Minister of Science and Higher Education of 6 March 2019 on data processed in the Integrated Information System on Higher Education and Science POL-on (Journal of Laws of 2022 item 700) I hereby order the following:

§ 1

Wherever the ordinance makes reference to:

- 1) organisational unit conducting scientific activity – it should be understood as a faculty of Jagiellonian University or an extra-faculty or inter-faculty unit of Jagiellonian University conducting scientific activity;
- 2) head of an organisational unit conducting scientific activity – it should be understood as a dean of a faculty of Jagiellonian University or a director of an extra-faculty or inter-faculty unit of Jagiellonian University conducting scientific activity;
- 3) science coordinator – it should be understood as an employee of an organisational unit conducting scientific activity, designated by the head of this unit to perform tasks related to the submission by employees of declarations on the represented field of science or the arts and the discipline of science or the arts and declarations authorising Jagiellonian University to incorporate the employee into the number of the employees conducting scientific activity (the “N” number) and to demonstrate the publication track record of the employee for the purpose of evaluating the quality of scientific activity, including to register these declarations in the SAP system;
- 4) publication coordinator – it should be understood as an employee of an organisational unit conducting scientific activity, referred to in the ordinance of Jagiellonian University Rector 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;
- 5) chairperson of the research discipline board – it should also be understood as the chairperson of the Rector's committee for discipline development strategies;

- 6) SAP system – it should be understood as the Integrated IT System for Supporting University Management functioning at Jagiellonian University;
- 7) SCIENCE system – it should be understood as an IT system entitled "Analytics

and scientific records" used at Jagiellonian University for recording

and analysis of scientific achievements of employees and doctoral students and transfer of data for the purpose of evaluating the quality of scientific activity to external systems.

§ 2

1. A JU employee conducting scientific activity and an employee of Jagiellonian University participating in the conduct of a scientific activity at Jagiellonian University shall submit, no more than once every 2 years, a declaration to the Rector of JU on a field of science or the arts and a discipline of science or the arts they represent. The declaration template constitutes Annex 1 to the ordinance, while the classification of fields of science and scientific disciplines as well as artistic disciplines specified in the regulation of the minister competent for higher education and science is available on the website of the Research Support Centre.
2. An employee of Jagiellonian University, employed simultaneously in an entity or entities other than Jagiellonian University, may represent a total of no more than 2 disciplines in all entities in which he or she is employed.
3. The declaration referred to in section 1 shall be submitted by the JU employee taking into account:
 - 1) recently obtained academic degree, degree in the arts or the title of professor, or
 - 2) scientific or artistic track record.
4. The submission of the declaration referred to in section 1 is preceded by the employee obtaining an electronic researcher identifier, the ORCID, pursuant to the rules laid down in the Ordinance by the Rector of Jagiellonian University on the obligation to obtain an electronic identifier of an ORCID researcher and its registration in the Repository of Jagiellonian University.
5. A newly recruited employee of Jagiellonian University submits a declaration referred to in section 1 within 14 days from the day of employment commencement, but no later however than by 31 December of the year in which they were employed.
6. If an employee of Jagiellonian University decides to change the discipline or disciplines represented, the declaration shall be submitted immediately, but not earlier than after 2 years from the date of submission of the previous declaration.
7. In the case of:
 - 1) changes in the classification of fields and disciplines of science as well as artistic disciplines consisting in a change:
 - a) of a name of a discipline,
 - b) assignment of a discipline to a field– a JU employee shall submit the declaration referred to in section 1 within 30 days from the day of commencement of the amended classification;
 - 2) separation of fields and disciplines of science as well as disciplines of the arts of a new discipline, a JU employee may submit the declaration referred to in section 1, without observing the deadline of 2 years specified in this provision;
 - 3) inclusion of the discipline in another discipline or in other disciplines, a JU employee shall submit the declaration referred to in section 1 within 30 days from the date of commencement of the amended classification.

8. Information on the change in the classification of fields and disciplines of science and disciplines of the arts is published on the website of the Research Support Centre and announced via the Centre's newsletter.

§ 3

1. A JU employee conducting scientific activity at Jagiellonian University submits to the Rector of Jagiellonian University a declaration on the authorisation of Jagiellonian University to:
 - 1) the inclusion in the number of employees conducting scientific activity (the “N” number) and
 - 2) demonstrate the employee's publication achievements for the purpose of evaluating the quality of scientific activity.
2. The declaration referred to in section 1 shall be submitted by a JU employee in accordance with the template set out in Annex 2 to the Ordinance.
3. A JU employee, who is also an employee of other entities, may authorise only one entity to be included in the number of employees conducting scientific activity (the “N” number) and only in the discipline or disciplines indicated in the declaration on the represented field of science or the arts and scientific or artistic discipline.
4. A newly recruited employee of Jagiellonian University submits a declaration referred to in section 1 within 14 days from the day of employment commencement, but no later, however, than 31 December of the year in which they were employed.
5. If an employee decides to change the discipline or disciplines represented, or if the discipline or disciplines change due to the occurrence of the circumstances listed in § 2.7, the declaration referred to in section 1 shall be submitted immediately along with the new declaration referred to in § 2.1.
6. A JU employee is obliged to terminate the validity of the declaration referred to in section 1:
 - 1) to the extent indicated in point 1 of the declaration – in the event of a decision to change the entity authorised to include them in the number of employees conducting scientific activity (number N);
 - 2) to the extent indicated in points 1 and 2 of the declaration – in the event of loss of the status of an employee conducting scientific activity.In the cases referred to in the preceding sentence, the declaration shall be submitted immediately in accordance with the template constituting Annex 2 to the ordinance.

§ 4

The declarations referred to in § 2.1 and § 3.1 shall be submitted in the form of a paper document or in the form of an electronic document signed using only one form of signature by all parties to the declaration, i.e. only handwritten signatures or only qualified electronic signatures, respectively.

§ 5

1. The head of an organisational unit conducting scientific activity is obliged to:
 - 1) collect the declarations referred to in § 2.1 § 3.1 as well as declarations referred to in § 7.2 at due time;
 - 2) to introduce information and attachments to the SAP system and assign publications to disciplines in the SCIENCE system at due time;

- 3) store and archive the declarations referred to in point 1.
2. The head of an organisational unit conducting scientific activity and the chairperson of the research discipline board are obliged to:
 - 1) verify the correctness of the data contained in the declarations referred to in § 2.1 and § 3.1;
 - 2) trigger necessary corrections in the submitted declarations referred to in point 1;
 - 3) accept the declarations referred to in point 1.

§ 6

1. Preparation and registration of the declarations of JU employees referred to in § 2.1 and § 3.1, takes place in the SAP system in the ZHR_HZD1_DS application.
2. The basic data of a JU employee are imported into the declaration on the represented field of science or the arts and the scientific or artistic discipline from the SAP system. The science coordinator prints the declaration or generates it as a file from the SAP system

and then immediately after receiving an e-mail notification from the SAP system

on employment, conveys the declaration to a newly employed employee of Jagiellonian University conducting scientific activity or participating in conducting scientific activity at Jagiellonian University declaring a change in the discipline or disciplines represented in connection with the occurrence of the circumstances listed in § 2.7, for the purpose of the document being completed and signed. A JU employee submitting the declaration is obliged to supplement in the declaration, date, field and discipline or disciplines or fields and disciplines and percentage share of working time in each declared discipline, and then submit the signed declaration for verification and approval to the head of the organisational unit conducting scientific activity in which they are employed.

3. After verification and acceptance of the declaration on the represented field of science or the arts and scientific or artistic discipline by the head of the organisational unit conducting scientific activity in which the JU employee submitting the declaration is employed, the science coordinator enters the information forthwith into the ZHR_HZD1_DS application and then pre-saves the data in the SAP system.
4. Basic data of a JU employee and disciplines that have been declared in the declaration on the represented field of science or the arts and scientific or artistic discipline are imported from the SAP system to the declaration on authorisation of Jagiellonian University to include the employee in the number of employees conducting scientific activity (number N) and to demonstrate the employee's publication track record for the purpose of evaluating the quality of scientific activity. The science coordinator prints the declaration or generates it in the form of a file from the SAP system, and then immediately forwards the declaration to the JU employee for completion and signature. The JU employee:
 - 1) newly employed, declaring a change in the discipline or disciplines represented or making a change of discipline or disciplines in connection with the occurrence of the circumstances listed in § 2.7 and conducting scientific activity at Jagiellonian University as part of the classification to the number N shall be obliged to supplement in the declaration, date and indicate the discipline or disciplines in which they authorise Jagiellonian University to include them in the number of employees conducting scientific activity (the "N" number);
 - 2) conducting scientific activity at Jagiellonian University, who has agreed to be included in the number of employees conducting scientific activity (number N) in another entity employing them or who has decided to change the entity authorised to include them in

the number of employees conducting scientific activity (the “N” number) to another than Jagiellonian University, is obliged to complete the date in the declaration and indicate the discipline or disciplines in which they do not authorise Jagiellonian University to include them in the number of employees conducting scientific activity (the “N” number);

- 3) who has lost the status of an employee conducting scientific activity at Jagiellonian University is obliged to complete the date in the declaration and indicate the discipline or disciplines in which they do not authorise Jagiellonian University to include them in the number of employees conducting scientific activity (the “N” number) and to terminate the validity of the declaration of consent for Jagiellonian University to demonstrate their publication track record for the purpose of evaluating the quality of scientific activity by deleting the content contained in point 2 of the declaration. Science Coordinator prints the declaration or generates it in the form of a file from the SAP system, and then forwards the declaration to the JU employee who has lost the status of an employee conducting scientific activity at Jagiellonian University, immediately after receiving an e-mail notification from the SAP system about the change in the terms of employment of this employee.
5. Signed declaration on the authorisation of Jagiellonian University to include the employee in the number of employees conducting scientific activity (the “N” number) and demonstrate the employee's publication track record for the purpose of evaluating the quality of scientific activity, Jagiellonian University employee submits for verification and approval to the head of the organisational unit conducting scientific activity in which they are employed.
After verification and acceptance of the declaration by the aforementioned head of the organisational unit conducting scientific activity, the science coordinator enters the information forthwith into the ZHR_HZD1_DS application and pre-saves the data in the SAP system, and then forwards the declaration to the Research Support Centre.
6. The declarations referred to in § 2.1 and § 3.1 shall be submitted for verification by an employee of the Research Support Centre to the competent chairperson of the research discipline board or the competent chairpersons of the research discipline boards. The Chairperson of the relevant research discipline board either approves the declaration or returns it to the JU employee with a suggestion of changing the selected discipline. In case of further doubts as to the legitimacy of the choice of a given discipline, the final decision in this matter is made by the Rector of Jagiellonian University in consultation with the head of the organisational unit conducting scientific activity in which Jagiellonian University employee is employed, and the competent chairperson of the research discipline board or the relevant chairpersons of the research discipline boards.
7. The declarations referred to in § 2.1 and § 3.1 accepted by the head of the organisational unit conducting scientific activity in which the JU employee is employed and the chairperson of the research discipline board or chairpersons of the research discipline boards shall be submitted by the employee of the Research Support Centre to the science coordinator, who shall upload scans of hand-signed declarations or files signed with a qualified electronic signature in the SAP system. After entering the relevant documents, the science coordinator notifies the employee of the Research Support Centre via e-mail about the registration of a set of required data in the SAP system. An employee of the Research Support Centre verifies the compliance of the entered information with the attached scans or files, and then finally saves the data in the SAP system.
8. Based on the data registered in the SAP system:

- 1) The Office of Institutional Analysis and Reporting enters into the Integrated Information System on Higher Education and Science POL-on and updates data resulting from the declarations referred to in § 2.1 and § 3.1.1;
- 2) The Jagiellonian Library and the Medical Library of Medical College, enter into the Polish Scientific Bibliography as part of the Integrated Information System on Higher Education and Science POL-on data resulting from the declarations referred to in § 3.1.2.

§ 7

1. On the basis of the submitted declaration referred to in § 3.1.2, the publication track record affiliated to Jagiellonian University of an employee representing one discipline is assigned to that discipline for the purpose of evaluating the quality of scientific activity in the SCIENCE system, regardless of the employee's employment also in other entities.
2. An JU employee representing more than one discipline, in order to assign publication track record for the purpose of evaluating the quality of scientific activity to individual disciplines, immediately after registering a given publication in Jagiellonian University Repository in accordance with the Ordinance by the Rector of Jagiellonian University on the procedure for registering the publication track records of employees and doctoral students of Jagiellonian University and providing the name of Jagiellonian University when affiliating publications, however, no later than within one month from the date of registration of the publication in Jagiellonian University Repository, and in the case of publication published in December of the year preceding the year of evaluation of the quality of scientific activity, by 5 January of the year in which the evaluation is carried out, submit to the publication coordinator a declaration on the assignment of a given publication to the discipline. The declaration is submitted in the form of a paper document or in the form of an electronic document according to the template constituting Annex 3 to the ordinance. On the basis of the declaration, the publication coordinator immediately assigns the publication to a discipline in the SCIENCE system. If a publication of a JU employee is entered into Jagiellonian University Repository by the publications coordinator, a JU employee representing more than one discipline shall submit a declaration on the assignment of a given publication to a discipline at the same time as submitting the publication data necessary for its registration in Jagiellonian University Repository.
3. Changing the assignment of a given publication to a discipline is possible at any time, but no later than by the date of completion of the process of preparing data for the purpose of evaluating the quality of scientific activity for the appropriate period. The amendment shall be made by submitting a new declaration.
4. The publication track record referred to in § 3.1.2 may be demonstrated by a JU employee representing more than one discipline for the purpose of evaluation of the quality of scientific activity in no more than two disciplines, and a given publication may be demonstrated by a JU employee only once and only within one discipline.
5. On the basis of data registered in the SCIENCE system, information on the assignment of publications to the discipline is transferred to the Polish Scientific Bibliography as part of the Integrated Information System on Higher Education and Science POL-on.

§ 8

By 30 September 2023, the science coordinators shall publish in the SAP system scans of the declarations referred to in § 2.1 and § 3.1, submitted on the current basis by JU employees included in the evaluation of the quality of scientific activity for the years 2022–2025.

§ 9

By 30 September 2023, Jagiellonian University employees included in the evaluation of the quality of scientific activity for the years 2022–2025, representing more than one discipline, shall submit a declaration referred to in § 7.2 regarding the assignment to individual disciplines of publications published in the period from 1 January 2022 to 30 March 2023. The publication coordinators shall assign these publications in the SCIENCE system by 31 October 2023.

§ 10

The ordinance No. 152 by the Rector of Jagiellonian University of 23 December 2020 on submitting by Jagiellonian University employees the declaration on the field of science or art and the discipline of science or art, the declaration authorising Jagiellonian University to classify to the research staff (the “N” figure), and the declaration authorising Jagiellonian University to provide the employee’s research achievements for the purposes of research activity evaluation expires.

§ 11

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

Rector

Prof. dr hab. Jacek Popiel

**Declaration on the represented field of science or the arts
and the discipline of science or the arts¹**

Kraków,
(date of signing the declaration)

.....
(forename and surname and academic title/degree)

.....
(SAP personal number)

.....
(ORCID number)

I,, pursuant to Article 343.7 of the Act of 20 July 2018, Law on Higher Education and Science (Journal of Laws of 2022, item 574 as amended) hereby declare that I represent at Jagiellonian University the following fields of science or the arts and disciplines of science and the arts²:

1) field:

discipline: %

2) field:

discipline: %

Total: 100%

.....
(signature by the employee)

.....
(signature by the head of JU
organisational unit conducting
scientific activity)

.....
(signature by the chairperson of the
research discipline board - discipline No.
1)

.....
(signature by the chairperson of the
research discipline board - discipline No.
2)

¹ Pursuant to Article 343, section 7 of the Act: Law on higher education and science, it is obligatory that the declaration be submitted by a person conducting scientific activity and a person participating in conducting scientific activity.

² One or two disciplines should be indicated in accordance with the applicable classification of fields and disciplines of science and disciplines of the arts, specified in the regulation of the minister competent for higher education and science. By default, scientific achievements in the ICT system of the ministry competent for higher education and science will be assigned to the first of the indicated disciplines. Changing the order of the indicated disciplines and assigning individual achievements can be made at any time. Each discipline indicated in the declaration should be assigned a percentage of working time. The percentage share of working time in disciplines must add up to 100%. Information on the share of working time in a discipline must be provided with an accuracy of 1/4, therefore the following options are possible: 50/50, 75/25 and 100/00.

Notes on terms:

1. Pursuant to Article 343.7 of the Act: Law on Higher Education and Science the declaration shall be submitted no more than once every two years.
2. Pursuant to Article 343.7a of the Act of Law on Higher Education and Science, in the case of:
 - 1) changes in the classification of fields and disciplines consisting in a change:
 - a) of a name of a discipline,
 - b) assignment of a discipline to a field
 - 2) separation of fields and disciplines of a new discipline, a person conducting scientific activity and a person participating in conducting scientific activity shall submit the declaration referred to in section 7, without observing the deadline specified in this provision;
 - 3) inclusion of a discipline in another discipline or disciplines a person conducting scientific activity and a person participating in conducting scientific activity shall submit the declaration referred to in section 7, in which they indicate the discipline or one of the disciplines indicated by the Research Discipline Board in accordance with Article 5, section 4, point 3, within 30 days from the date of entry into force of the regulations issued on the basis of Article 5, section 3, by virtue of which the discipline was incorporated into another discipline or into other disciplines.
3. Pursuant to Article 343.8 of the Act: Law on Higher Education and Science, no more than 2 disciplines may be indicated in total in all units in which the person is employed.
4. Pursuant to Article 343.9 of the Act: Law on Higher Education and Science, the declaration shall be submitted taking into account the most recently obtained academic degree, degree in the arts or the title of professor or scientific or artistic track record.
5. Pursuant to Article 343.10 of the Act: Law on Higher Education and Science, a newly recruited employee is obliged to submit the declaration within 14 days from the date of employment commencement, but no later than by 31 December of the year in which they were employed.

Declaration authorising Jagiellonian University to incorporate the employee into the number of the employees conducting scientific activity (the “N” number) and to demonstrate the publication track record of the employee for the purpose of evaluating the quality of scientific activity

.....
(forename and surname and academic title/degree)
.....
(SAP personal number)
.....
(ORCID number)

Kraków,.....
(date of signing the declaration)

I....., pursuant to Article 265.5 of the Act of 20 July 2018, Law on Higher Education and Science (Journal of Laws of 2022, item 574 as amended):

1. Authorise Jagiellonian University to incorporate me into the number of the employees conducting scientific activity within the following disciplines of science or the arts¹:

1)..... [] YES [] NO

2)..... [] YES [] NO

2. Simultaneously, having read the text of Article 265.12 and 265.13 of the Act of 20 July 2018: Law on Higher Education and Science, I agree that my publication track record affiliated to Jagiellonian University be incorporated into the achievements taken into account in the evaluation of the quality of scientific activity in the aforementioned disciplines for the appropriate period².

.....
(signature by the employee)

.....
(signature by the head of JU
organisational unit
conducting
scientific activity)

.....
(signature by the chairperson of the
research discipline board - discipline
No. 1)

.....
(signature by the chairperson of
the research discipline board -
discipline No. 2)

¹ The disciplines indicated in this declaration cannot be divergent from those indicated in the declaration on the represented field and discipline submitted on the basis of Article 343.7 of the Act: Law on Higher Education and Science. Indicate the same or one of them.

² In the event of loss of the status of a person conducting scientific activity, the discipline or disciplines in which the employee does not authorise Jagiellonian University to be included in the number of employees conducting scientific activity (the N number) should be indicated and the validity of the declaration of consent for JU to demonstrate the publication track record of the employee for the purpose of evaluating the quality of scientific activity should be terminated by deleting the content of the statement in point 2.

Notes on terms:

1. Pursuant to Article 265.5 of the Act: Law on Higher Education and Science:

- the declaration shall be submitted by a person conducting scientific activity (the declaration is not submitted by a person participating in conducting scientific activity), remaining in an employment relationship with a given entity,
- the declaration shall be submitted within 14 days from the day of employment commencement, no later however than 31 December of the year in which the employee was employed,

- should the discipline of science or the arts be changed, the declaration shall be submitted forthwith,
 - the declaration may be submitted only in one entity and in no more than 2 scientific or artistic disciplines.
2. Pursuant to Article 265.6 of the Act: Law on Higher Education and Science, the evaluation covers achievements that have arisen in connection with employment or education at Jagiellonian University.
 3. Pursuant to Article 265.12 of the Act: Law on Higher Education and Science, for the purpose of evaluation, the achievements of one person may be demonstrated within no more than 2 disciplines, whereby a given achievement may be demonstrated by the person who is its author only once and only within one discipline.
 4. Pursuant to Article 265.13 of the Act: Law on Higher Education and Science, the person whose achievements are reported for evaluation purposes shall submit a declaration authorising the entity concerned to demonstrate those achievements within the disciplines referred to in Article 343.7 and 343.8.

**Declaration on the assignment of the publication
for the purpose of evaluating the quality of scientific activity**

Kraków,

(date of signing the declaration)

.....
(forename and surname and academic title/degree)

Pursuant to Article 265.12 and 265.13 of the Act of 20 July 2018: Law on Higher Education and Science (Journal of Laws of 2022, item 574 as amended) I assign the following publication(s) according to the following list for the purpose of evaluating the quality of scientific activity:

1. discipline:

(name of discipline No. 1¹)

1).....²

(author(s), title of publication, place of publication: 1) journal article: journal title, year of publication, volume, number, page numbers, ISSN; 2) monograph: publisher, year of publication, number of pages, ISBN; 3) chapter in a monograph: publisher, year of publication, page numbers, ISBN)

2)

2. discipline:

(name of discipline No. 2¹)

1).....²

(author(s), title of publication, place of publication: 1) journal article: journal title, year of publication, volume, number, page numbers, ISSN; 2) monograph: publisher, year of publication, number of pages, ISBN; 3) chapter in a monograph: publisher, year of publication, page numbers, ISBN)

2).....

.....

(signature by the employee)

¹ Discipline included in the declaration of the represented field and discipline of science.

² Optionally, an appendix may be attached with data on the publication or publications and an indication of the discipline to which the assignment is made.

Notes on terms:

1. Pursuant to Article 265.12 of the Act: Law on Higher Education and Science, for the purpose of evaluation, the achievements of one person may be demonstrated within no more than 2 disciplines, whereby a given achievement may be demonstrated by the person who is its author only once and only within one discipline.
2. Pursuant to Article 265.6 of the Act: Law on Higher Education and Science, it is required to indicate those achievements that have arisen in connection with employment or education at Jagiellonian University.
3. Achievements may be demonstrated only in the discipline which is included in the declaration on the represented field and discipline of science, referred to in Article 343.7 of the Act: Law on Higher Education and Science.