

## **Recruitment Rules specified by Competition Documentation of the International Research Agendas (IRA) Programme and Operational Rules detailed in the application within the IRA Programme**

All employees of the Research Foundation MagTop, as well as doctoral students and students of the studies of the 1st and 2nd degree working at MagTop and receiving stipend from the Foundation for Polish Science, shall be selected in open competitions, according to the rules specified by Competition Documentation of the International Research Agendas (IRA) Programme. The rules for: (i) team leaders; (ii) young doctors; (iii) PhD students; (iv) doctors with advanced research and development experience; and (v) technical and administrative staff adopted by MagTop are summarized in this document.

### *Regulations of the international competition for MagTop's team leaders*

as prepared by Management Board of Research Foundation MagTop - International Centre for Interfacing Magnetism and Superconductivity with Topological Matter (MagTop) and communicated to the Chairperson of MagTop's International Scientific Committee on May 23, 2017

1. General information about MagTop's Recruitment Rules is presented in:

<http://www.magtop.ifpan.edu.pl/job-opportunities/Recruitment-at-magtop-rules/> and job details concerning recruitment of team leaders in:

<http://www.magtop.ifpan.edu.pl/job-opportunities/open-positions/>

2. The information about MagTop's international competition for team leaders is posted by MagTop's Management Board e.g. in:

<https://www.nature.com/naturejobs/science/jobs>

<https://www.researchgate.net/>

<http://ec.europa.eu/euraxess/index.cfm/jobs/>

and also in pages of the Foundation for Polish Science and local institutions. Furthermore, information on the competition is e-mailed to relevant laboratories around the world and posted at conferences. This information shall specify recruitment criteria, including outstanding research accomplishments and offered salaries for successful applicants.

3. As decided by the Chairperson of the MagTop's International Scientific Committee (ISC) all documents should be submitted by applicants to: [open\\_positions@MagTop.ifpan.edu.pl](mailto:open_positions@MagTop.ifpan.edu.pl) and [Hartmut.Buhmann@physik.uni-wuerzburg.de](mailto:Hartmut.Buhmann@physik.uni-wuerzburg.de)

4. All queries should be directed to: [open\\_positions@MagTop.ifpan.edu.pl](mailto:open_positions@MagTop.ifpan.edu.pl)

5. Application documents should contain:

- Detailed CV (up to 3 pages)
- Full list of publications
- Cover/motivation letter mentioning the earliest possible starting date (1 page)
- Contact details to three references

6. After the deadline for the applications the Chairperson of the MagTop's ISC or a member delegated by him/her shall send all applications to the members of ISC, organize a ISC meeting or a teleconference in order to grade all eligible candidates and forming a short list, i.e., selecting applicants who, according to the ISC, might be suitable candidates for the team leader(s). The Foundation for Polish Science shall be informed about the process, so that a person representing the Foundation for Polish Science can participate in the meeting or the teleconference.

7. In the case of the lack of a consensus, the short list shall be decided by voting.

8. A member(s) of the ISC having a conflict of interest with the applicant (family or partnership relationship, common publications in the last three years, professional dependence) shall inform the ISC about and sustain from discussing that applicant and voting.

9. The Chairperson of the MagTop's ISC or a member delegated by him/her shall ask for reference letters for applicants on the short list.

10. After the deadline for the reference letters the Chairperson of MagTop's ISC or a member delegated by him/her shall send all letters to the members of ISC, organize an ISC meeting or a teleconference for forming a ranking list of applicants suitable for the team leader position(s). The Foundation for Polish Science shall be informed about the process, so that a person representing the Foundation for Polish Science can participate in the meeting or the teleconference.

12. The Chairperson of the MagTop's ISC or a member delegated by him/her shall prepare minutes of the ISC meetings/teleconferences containing all decisions undertaken by the ISC. The minutes shall be submitted to the MagTop Management Board and to the Foundation for Polish Science.

13. The MagTop Management Board shall carry on the negotiation and hiring process in the order of the ranking list decided by the ISC and approved by the Foundation for Polish Science. The process may involve an in-site visit of the applicant at MagTop.

### *Regulations of the international competition for young doctors at MagTop*

1. General information about MagTop's Recruitment rules is presented in:

<http://www.magtop.ifpan.edu.pl/job-opportunities/Recruitment-at-magtop-rules/> and job details concerning young doctors in:

<http://www.magtop.ifpan.edu.pl/job-opportunities/open-positions/>

2. Information about MagTop's international competition for young doctors is posted by MagTop's Management Board at least in:

<http://ec.europa.eu/euraxess/index.cfm/jobs/>

and also in pages of the Foundation for Polish Science and local institutions. Furthermore, the information is e-mailed to relevant laboratories around the world and posted at conferences. This information shall specify recruitment criteria, including outstanding research accomplishments and salaries offered for successful applicants.

3. All documents should be submitted by applicants to:

[open\\_positions@MagTop.ifpan.edu.pl](mailto:open_positions@MagTop.ifpan.edu.pl)

4. All queries should be submitted to: [open\\_positions@MagTop.ifpan.edu.pl](mailto:open_positions@MagTop.ifpan.edu.pl)

5. Application documents should contain:

- Detailed CV (up to 3 pages)
- Full list of publications
- Cover/motivation letter mentioning the earliest possible starting date (1 page)
- Contact details to two references

6. The relevant team leader or team leaders, if competition for young doctors for more than one team is announced at the same time, in consultation with MagTop Management Board shall appoint the Recruitment Committee consisting of at least two members, one of whom will serve as a chair of the Committee. The obtained application documents shall be sent to all members of the Committee, who shall grade the applicants (on the 0 to 5 scale, where 5 is outstanding).

7. After the deadline for the applications the Committee shall organize a meeting for establishing a short list, i.e., selecting applicants who might be suitable candidates for the recruitment as young doctors. The Foundation for Polish Science shall be informed about the process, so that a person representing the Foundation for Polish Science can participate in the meeting.

8. If found necessary the Chair of the Committee shall ask for reference letters for applicants on the short list. Other form of acquiring references for candidates are also possible, including interviews with referees suggested by the applicant or some other referees who are considered to be more appropriate by the Committee.

9. The perspective candidates can also be asked to take part in an interview with the Committee.

10. After the deadline for the reference letters the Chair of the Committee shall send all letters to the members of the Committee, organize its meeting for establishing a final short ranking list of applicants suitable for doctor position(s). The Foundation for Polish Science shall be informed about the process, so that a person representing the Foundation for Polish Science can participate in the meeting.

11. The Chair of the Committee or a member delegated by him/her shall prepare minutes of the meetings containing all decisions undertaken by the Committee. The minutes shall be submitted to the MagTop Management Board and to the Foundation for Polish Science.

12. The MagTop Management Board shall carry on the negotiation and hiring process in the order of the ranking list decided by the Committee and approved by the Foundation for Polish Science.

### *Regulations of the international competition for doctoral studies at MagTop*

1. General information about doctoral studies at MagTop is presented in:

<http://www.magtop.ifpan.edu.pl/job-opportunities/Recruitment-at-magtop-rules/> and job conditions and the recruitment procedure of doctoral students in:

<http://www.magtop.ifpan.edu.pl/job-opportunities/open-positions/>

2. The information about international competition for MagTop's doctoral students is posted by MagTop's Management Board in:

<http://ec.europa.eu/euraxess/index.cfm/jobs/>

and also on pages of the Foundation for Polish Science and local relevant universities. Furthermore, the information shall be e-mailed to relevant laboratories around the world and posted at conferences.

3. According to the Agreement between MagTop and the Institute of Physics, Polish Academy of Sciences (IFPAN) concluded on March 28, 2017, MagTop doctoral students carry out their 4-year PhD study course under the scheme of International PhD Studies (IPhDS) conducted by the Institute of Physics of the Polish Academy of Sciences (PAS), jointly with the Center for Theoretical Physics PAS, Institute of High Pressure Physics PAS, and MagTop.

4. All queries and documents specified by IPhDS in

[http://www.ifpan.edu.pl/msdifpan/Studium/Info\\_for\\_candidates.html](http://www.ifpan.edu.pl/msdifpan/Studium/Info_for_candidates.html)

should be submitted by MagTop's applicants to:

[open\\_positions@MagTop.ifpan.edu.pl](mailto:open_positions@MagTop.ifpan.edu.pl).

Additionally, the applicants should send list of the grades acquired during completed BCs and MSc courses in physics or material science.

5. The MagTop Management Board shall appoint the Recruitment Committee consisting of relevant team leaders (at least two) and a member of the MagTop Board as well as shall appoint a Chair of the Committee from its members. The applications shall be sent to all members of the Committee.

6. After the deadline for the applications the Committee shall organize a meeting for selecting applicants suitable as MagTop' doctoral students. The Foundation for Polish Science shall be informed about the process, so that a person representing the Foundation for Polish Science can participate in the meeting. This meeting shall be organized prior to qualification interviews organized by IPhDS at IFPAN. The Recruiting Committee takes into account scientific achievements, other accomplishments, expected creativity and research profiles of the candidates. After the meeting the applicants are informed if they are accepted by MagTop. The accepted applicants shall take part and pass successfully interviews organized by IPhDS at IFPAN. The Recruiting Committee grades the candidates

(on the 0 to 5 scale, where 5 is outstanding). After the interviews the applicants shall be informed by MagTop and IPhDS Committees about the status of their application. The successful applicants are recommended to the Foundation for Polish Science to provide them with a stipend.

7. If an applicant has already been conducting doctoral studies, the Recruitment Committee together with the head of IPhDS in the Institute of Physics PAS shall decide about the enrolment year at IPhDS.

8. The Chair of the Committee or a member delegated by him/her shall prepare minutes of the meetings containing all decisions undertaken by the Committee. The minutes shall be submitted to the MagTop Management Board and to the Foundation for Polish Science together with documents informing about the visa status, the proposed stipend, and the enrolment year.

*Regulations of the international competition for doctors with advanced research and development experience at MagTop*

1. General information about MagTop's Recruitment rules is presented in: <http://www.magtop.ifpan.edu.pl/job-opportunities/Recruitment-at-magtop-rules/> and job details concerning doctors with advanced research and development experience in: <http://www.magtop.ifpan.edu.pl/job-opportunities/open-positions/>

2. Information about MagTop's international competition for doctors with advanced research and development experience shall be posted by MagTop's Management Board at least in: <http://ec.europa.eu/euraxess/index.cfm/jobs/> and also in pages of the Foundation for Polish Science and local institutions. Furthermore, the information is e-mailed to relevant laboratories around the world and posted at conferences. This information shall specify Recruitment criteria, including outstanding research accomplishments and offered salaries for successful applicants.

3. All documents should be submitted by the applicants to: [open\\_positions@MagTop.ifpan.edu.pl](mailto:open_positions@MagTop.ifpan.edu.pl)

4. All queries should be submitted to: [open\\_positions@MagTop.ifpan.edu.pl](mailto:open_positions@MagTop.ifpan.edu.pl)

5. Application documents should contain:

- Detailed CV (up to 3 pages)
- Full list of publications
- Cover/motivation letter mentioning the earliest possible starting date (1 page)
- Contact details to two references

6. The MagTop Management Board shall appoint the Recruitment Committee consisting of at least three members, as well as shall appoint a chair of the Committee from its members. The obtained application documents shall be sent to all members of the Committee, who shall grade the applicants (on the 0 to 5 scale, where 5 is outstanding).

7. After the deadline for the applications the Committee shall organize a meeting for establishing a short list, i.e., selecting applicants who might be suitable candidates for the Recruitment as doctors with advanced research and development experience. The Foundation for Polish Science shall be informed about the process, so that a person representing the Foundation for Polish Science can participate in the meeting.

8. If found necessary the Chair of the Committee shall ask for reference letters for applicants on the short list. Other form of acquiring references for candidates are also possible, including interviews with referees suggested by the applicant or some other referees who are considered to be more appropriate by the Committee.

9. The perspective candidates can also be asked to take part in an interview with the Committee.

10. After the deadline for the reference letters the Chair of the Committee shall send all letters to the members of the Committee, organize its meeting for establishing a final short ranking list of applicants suitable for doctor position(s). The Foundation for Polish Science shall be informed about the process, so that a person representing the Foundation for Polish Science can participate in the meeting.

11. The Chair of the Committee or a member delegated by him/her shall prepare minutes of the meetings containing all decisions undertaken by the Committee. The minutes shall be submitted to the MagTop Management Board and to the Foundation for Polish Science.

12. The MagTop Management Board shall carry on the negotiation and hiring process in the order of the ranking list decided by the Committee and approved by the Foundation for Polish Science.

### *Regulations of the competition for technical and administrative staff*

1. General information about MagTop's Recruitment rules is presented in: <http://www.magtop.ifpan.edu.pl/job-opportunities/Recruitment-at-magtop-rules/> and job details concerning doctors with advanced research and development experience in:

<http://www.magtop.ifpan.edu.pl/job-opportunities/open-positions/>

2. Information about MagTop's competition for technical and administrative staff shall be posted by MagTop's Management Board in: <http://www.magtop.ifpan.edu.pl/> and also in pages of the Foundation for Polish Science and local institutions.

3. All documents should be submitted by the applicants to: [open\\_positions@MagTop.ifpan.edu.pl](mailto:open_positions@MagTop.ifpan.edu.pl)

4. All queries should be submitted to: [open\\_positions@MagTop.ifpan.edu.pl](mailto:open_positions@MagTop.ifpan.edu.pl)

5. Application documents should contain:

- Detailed CV (up to 3 pages)
- Cover/motivation letter mentioning the earliest possible starting date (1 page)

6. The MagTop Management Board shall appoint the Recruitment Committee consisting of at least three members, as well as shall appoint a chair of the Committee from its members. The obtained application documents shall be sent to all members of the Committee, who shall grade the applicants (on the 0 to 5 scale, where 5 is outstanding).

7. After the deadline for the applications the Committee shall organize a meeting for selecting applicants who might be suitable candidates for technical and administrative staff. The Foundation for Polish Science shall be informed about the process, so that a person representing the Foundation for Polish Science can participate in the meeting.

9. The perspective candidates can also be asked to take part in an interview with the Committee.

10. The Chair of the Committee shall organize its meeting for establishing a final ranking list of applicants suitable for technical and administrative staff position(s). The Foundation for Polish Science shall be informed about the process, so that a person representing the Foundation for Polish Science can participate in the meeting.

12. The MagTop Management Board shall carry on the negotiation and hiring process in the order of the ranking list decided by the Committee.

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No open competition is required in the cases as follows:

- 1) Extension of the employment in the same position for a next period of time.
- 2) Extension of the employment in the same position but with a different fraction of the full time job.
- 3) Promotion to a higher position resulting from acquiring a higher scientific degree or title.
- 4) Prolongation of the stipend for a next period of time.

Approved by ISC, Nov 27<sup>th</sup>, 2017