



REGULATIONS regarding recruitment and participation

within the project entitled 'On the road to excellence in unravelling the (epi)genetic landscape of hematologic neoplasms' - NEXT_LEVEL

The regulation defines the rules of recruitment of doctoral students and academic staff for training activities and international exchange within the frames of the project entitled 'On the road to excellence in unravelling the (epi)genetic landscape of hematologic neoplasms' - NEXT_LEVEL, grant agreement No 952304.

§ 1

BASIC CONCEPTS AND ABBREVIATIONS

1. Project: 'On the road to excellence in unravelling the (epi)genetic landscape of hematologic neoplasms' (acronym: NEXT_LEVEL), implemented by the consortium consisting: Institute of Human Genetics, Polish Academy of Sciences (IHG PAS), University Medical Center Groningen (NL), Ghent University (BE), Ulm University (DE), funded from the European Union's research and innovation programme- Horizon 2020 under grant agreement No 952304.
2. Institute or IHG PAS: Institute of Human Genetics, Polish Academy of Sciences, the project coordinator.
3. Partner institutions: leading research institutions in the field of hemato-oncology participating in the NEXT_LEVEL project: the University Medical Center Groningen (University of Groningen, the Netherlands), the Center for Medical Genetics Ghent (Ghent University, Belgium) and the Institute of Human Genetics (Ulm University, Germany).
4. Management board: decision making body of the project consisting of leaders of Work Packages - representatives of all members of the consortium.
5. Regulations: 'Regulations regarding recruitment and participation' of doctoral students and scientific staff of the IHG PAS and partner institutions in training activities and international exchange implemented within the framework of the project.
6. Recruitment committee: a committee appointed in each of the partner institutions to conduct the recruitment of participants from a given institution, in accordance with the adopted recruitment model: individual recruitment committees & common recruitment rules. Recruitment committees in each partner institution will be appointed according to local (institutional) regulations.
7. Applicant: a person who is eligible for application in the recruitment. The recruitment is open to:
 - a) Early Stage Researchers (R1) - up to the point of PhD
 - b) Recognized Researchers (R2) - PhD holders or equivalent, who are not yet fully independent
 - c) Established Researcher (R3) - Researchers who have developed a level of independence
 - d) Leading Researcher (R4)- Researchers leading their research area or fieldR1 - R4 are research profile descriptions defined by the European Commission.
8. Participant: a person, who was qualified to participate in the project by the Recruitment committee.



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 952304

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PROJECT INFORMATION

1. The project is being implemented in connection with the application submitted by consortium to the European Commission within the frames of the Twinning Action (Horizon 2020).
2. These regulations define the rules and basic criteria for the recruitment of participants and the conditions of participation in training activities and international exchange implemented within the project.
3. The aim of the project is to leverage the scientific excellence of the IHG PAS and partner institutions in the field of hemato-oncology by supporting the transfer of knowledge, in the form of training activities and international exchange of researchers.
4. Planned outcomes of project participants include, inter alia:
 - a) Leverage of knowledge level in subjects related to the ongoing doctoral thesis and research carried out in participating institutions and the ability to use it in the scientific work (e. g. use of research equipment, acquiring practical skills in research methods);
 - b) increase in professional competences, such as acquiring work-related knowledge (professional, specialist knowledge, work organisation, issues related to career development and mentoring, ethical issues in research, issues related to intellectual property rights);
 - c) ability to use the host institution's solutions (e. g. process management, organisation of work in a team, communication);
 - d) improvement of self-organizational competences, such as the ability to organize one's own work, the ability to search and process information;
 - e) increase of interpersonal competencies: ability to establish/maintain cooperation with foreign partners, ability to work in an international team;

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FORMS OF SUPPORT WITHIN THE PROJECT

1. The Project provides financing of participation of PhD students' and staff exchange in training activities and international exchange between partner institutions, aimed at training, education, and networking lasting from 2 days to 3 months.
2. Training activities and international exchange open for recruitment include the following activity:

Type of activity	R1	R2	R3	R4
SHORT STUDY VISITS (up to 1 week)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
WORKSHOPS	<input type="radio"/>	<input type="radio"/>		
TRAINING STAYS (up to 3 months)	<input type="radio"/>			



INCOMING STAFF EXCHANGE (up to 1 week, applies only to arrivals from partner institutions to the IHG PAS)	<input type="radio"/>			
ESR MEETING - Early Stage Researchers meeting on career development and mentoring (2 events)	<input type="radio"/>			

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RULES FOR THE RECRUITMENT OF PARTICIPANTS

1. Recruitment procedures for participation in the exchange will be conducted by the Recruitment committees appointed in IHG PAS and each partner institution.
2. The recruitment procedures will be carried out in accordance with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, developed by the European Commission as a part of the European Human Resources Strategy for Researchers aimed at improvement of working conditions and career development for researchers in Europe.
3. The recruitment announcement, deadline, place of submission of applications and required documents will be placed on the project website.
4. The condition for participation in the recruitment process is the submission of required documents within the way and the deadline specified in the recruitment announcement. Incomplete or incorrect applications will not be considered.
5. Participation in the project is determined by fulfilling formal and substantive criteria.
6. Formal criteria:
 - a) the status of R1/R2/R3/R4 researcher in IHG PAS or in the partner institutions (based on an employment contract or fellowship)
7. Substantive criteria:

The following criteria apply to all forms of training activities and international exchange
WORKSHOPS, SHORT STUDY VISITS, TRAINING STAYS, INCOMING STAFF EXCHANGE, ESR MEETINGS

- a) the importance of participation in the event for the implementation of the doctoral dissertation and research conducted by the applicant (in case of R1) or for the scientific and professional development of the applicant (in case of other groups) (0-50 points)
 - b) the importance of participation in the event for the research group of which the applicant is a member (0-30 points)
 - c) conducting research in the field of hemato-oncology (0-20 points)
- Maximum: 100 points
8. Applicants meeting the criteria and obtaining the highest number of points will be qualified to participate in particular forms of training activities and international exchange. In case of obtaining the same number of points, the Recruitment committee reserves the right to perform an interview with the applicants and to make the final selection.
 9. If the limit of places is reached, the remaining applicants, meeting the criteria specified above will constitute a reserve list.



10. In case of a vacancy on the ranking list, e.g. due to the applicant's resignation from participation in the event, applicants on the reserve list may be qualified to participate, in accordance with the ranking list of obtained points.
11. Additional recruitments will be organized during the project implementation, if necessary.
12. Recruitment will take place taking into account the principles of equal opportunities and non-discrimination, including accessibility for applicants with disabilities and the principle of equal opportunities for women and men. In case of special needs of disabled applicants the IHG PAS and the partner institutions will make every effort to eliminate potential barriers and inconveniences.
14. Applicants will be notified of the results of recruitment with justification of the score via email.

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THE CONDITIONS FOR PARTICIPATION IN THE PROJECT

2. The participant is obliged to immediately inform the Grant Office of IHG PAS or the Grant Office of a partner institution of any difficulties related to the implementation of mobility (e.g. the occurrence of a random situation).
3. The participant is obliged to have health insurance (e.g. ECUZ) and accident insurance for the whole period of the international training.
4. By entering the recruitment process, the Participant declares that she/he has read and accepts the Regulations regarding recruitment and participation in the NEXT_LEVEL project.
5. Management board of the NEXT_LEVEL project reserves the right to amend these Regulations. The change will be made in the form of an amendment to existing regulations and will be placed on the project website.

