

**RECRUITMENT ANNOUNCEMENT**  
**for one member of the research team**  
**"The Reform of the Administrative Judiciary", tasked with analyzing the**  
**Ukrainian legal system**

**Principal:**

State Treasury - Institute of Justice, with registered office in Warsaw (ul. Krakowskie Przedmieście 25, 00-071 Warsaw), represented by the Director of IJ - dr hab. Marcin Wielec, hereinafter referred to as the "Principal", invites you to submit applications in the competition **for one member of the research team "The Reform of the Administrative Judiciary" within the implementation of the research project "POLISH-UKRAINIAN RESEARCH PLATFORM 2022"**.

**I. Employment Information:**

1. **Form of Employment:** Contract of mandate with a monthly salary of PLN 3,500 gross (in words: three and a half thousand PLN gross).
2. **Work hours:** up to 30 hours per calendar month. There must be constant phone and email contact throughout the project.
3. **Anticipated duration of employment:** 7 months (June 2022-December 2022)

**II. Terms of reference for member of the research team will include:**

- 1) Developing a research concept for the research team, allowing to achieve the main result in the form of developing proposals for an appropriate legal framework to facilitate administrative proceedings in Poland, based on solutions developed in this area in Ukraine. Among other things, the concept must include a clear and precise statement of 1) research objectives (including research questions and hypotheses); 2) the research methods planned to be used; 3) the significance of the planned research for the development of legal science and the situation of society; 4) the planned timelines for achieving each of the anticipated partial deliverables to achieve the research team's main research outcome over the course of the project. The research concept of the research team shall be prepared in English and sent to the Principal for approval no later than June 20, 2022. The research team member shall inform the Principal of the consideration of any of the Principal's possible comments. If the Principal's comments are not considered, the research team member shall justify his position;
- 2) preparation of a report in English on the conducted research during the months of June-November, in a form suitable for publication in a scientific monograph, and submission of this report no later than November 30, 2022. In the report, the Contractor shall present the results of its research resulting from the research team's research concept referred to in clause 1. The report should meet the following formal requirements: max. 80 000 characters with spaces, text boxes and footnotes, without the final references; the report should contain *de lege ferenda* postulates for the Polish and international legislator and information on other possibilities of using the research results in legal theory and practice;
- 3) participation in an international scientific conference, organised by the Principal, to summarize the results of the research conducted in June-November, by December 15, 2022;
- 4) presentation at an international scientific conference, as referred to in point 3, of the research results resulting from the research concept of the research team referred to in clause 1;
- 5) preparation of monthly research progress reports in the form of a scanned signed document no later than the 5th day of the month following the month to which the report pertains;
- 6) performance of other tasks commissioned by the Principal related to the subject scope of the project.

*The member of the research team selected in this competition will be tasked with analyzing the issues addressed by the research team from the perspective of the Ukrainian legal system.*

**III. Essential requirements for a candidate for research team member:**

- 1) a doctoral degree in law or higher,

- 2) participation in at least 1 (one) scientific research project as a leader or contractor (externally funded projects are preferred),
- 3) publishing at least 3 (three) scientific publications in scientific journals or collective scientific monographs (publications published in English and in journals indexed in Scopus or Web of Science are preferred),
- 4) presentation of a paper in at least 3 (three) national or international scientific conferences (papers in English and delivered at international conferences are preferred);
- 5) very good knowledge of the Ukrainian legal system as demonstrated by the Candidate's statement and confirmed by scientific publications and papers at scientific conferences.

**IV. Application evaluation criteria:**

The criterion for evaluating applications is qualifications and professional experience - criterion weight 100%. The criterion consists of four sub-criteria:

1) scientific degree (15%):

- doctor of juridical sciences - 5 points,
- habilitated doctor of juridical sciences - 10 points,
- professor of juridical sciences - 15 points;

2) active participation in scientific research projects (30%):

- up to 5 projects - 5 points,
- 6-10 projects - 10 points,
- more than 10 projects - 15 points,
- managing at least one project - 5 points,
- participation in a project financed from external funds - 5 points;

3) scientific publications (30%):

- up to 5 scientific publications - 5 points,
- 6-10 scientific publications - 10 points,
- more than 10 scientific publications - 15 points,
- authorship of at least one publication in English - 5 points,
- authorship of at least one publication in a journal indexed in Scopus or Web of Science - 10 points;

4) presenting a paper at a scientific conference (25%):

- up to 5 presentations - 5 points,
- 6-10 presentations - 10 points,
- more than 10 presentations - 15 points,
- at least one paper at an international conference - 5 points,
- at least one paper at an international conference organized abroad - 10 points;
- at least one paper in English - 5 points.

**V. Stages of evaluating submitted applications:**

There are three stages in the evaluation of submitted applications:

- formal assessment of the submitted applications (meeting all the requirements specified in the advertisement);
- substantive evaluation of the applications taking into account the criterion and sub-criteria for evaluation of applications;
- listing the Candidates according to the score obtained in the second stage. The highest scoring Candidate will be selected.

**VI. Documents required of Candidate for research team member:**

The application should include information on meeting all the requirements defined in clause III. The following must be specified:

- 1) year in which the doctor of juridical science degree (or higher) was earned and the unit that conferred the credential,
- 2) information about scientific research projects (name, year completed, role in project, source of funding) in which the Candidate has actively participated,
- 3) full literature details of publications produced by the Candidate,
- 4) titles of papers delivered by the Candidate, language of the papers, titles of scientific conferences, information about their status (national/international), organizers, venue and date.

The application should be submitted on the form set forth in Appendix 1.

Applications must be accompanied by a CV detailing academic accomplishments.

**VII. Information on the manner of communication with Candidates and submission of statements and documents:**

All applications, statements, requests, notifications and information may be submitted by the Principal and Candidates in writing or via electronic mailbox (e-mail).

**VIII. The person on the side of the Principal authorised to contact the Candidates and provide explanations regarding this competition is:**

Konrad Burdziak and Agata Wróbel, e-mail: phrp2@iws.gov.pl

**IX. Application requirements:**

1. The application should be sent electronically to the e-mail address: phrp2@iws.gov.pl or delivered in hard copy to the address of the Principal's registered office (Instytut Wymiaru Sprawiedliwości, ul. Krakowskie Przedmieście 25, 00-071 Warszawa) by **June 5, 2022 until 12:00**;
2. The application must meet formal requirements, be complete and delivered before the deadline referred to in clause 1;
3. Late or incomplete applications will not be considered;
4. The Principal reserves the right to cancel the procedure without giving any reason at any stage of the procedure, as well as to leave the procedure without selecting the Contractor;
5. The Principal may request Candidates to clarify the content of submitted applications and to supplement the requested documents and statements;
6. This announcement does not constitute a commitment by the Principal to enter into a Contract.

**X. Additional information:**

1. Statements must be signed in own hand (both the offer and the CV);
2. The Contractor whose application is selected will be notified by e-mail to the email address provided in the application no later than **June 6, 2022 at 21:00**;
3. Individuals who do not meet the formal requirements will not be returned the documents provided;
4. For additional information, write at: phrp2@iws.gov.pl

**XI. Information clause**

Pursuant to Article 13 sections 1 and 2 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (Official Journal of the EU L 119, 04.05.2016, p. 1, as amended), hereinafter "GDPR", the Institute for Justice informs you that:

1. The controller of the personal data is the Institute of Justice with its seat at ul. Krakowskie Przedmieście 25, 00-071 Warsaw, tel. 22 826-03-63, e-mail: iws@iws.gov.pl.
2. The data protection officer at the Institute of Justice is Łukasz Boryczka, e-mail: lukasz.boryczka@iws.gov.pl.
3. Personal data is processed by the controller:

- 1) in order to conclude a contract - the legal basis for the processing is the necessity to take steps at the request of the data subject prior to concluding a contract - Article 6(1)(b) GDPR or the consent of the data subject - Article 6(1)(a) GDPR, and if the documents contain the data referred to in Article 9(1) GDPR - the express consent to their processing referred to in Article 9(2)(a) GDPR;
- 2) in order to comply with legal obligations incumbent on the controller resulting from universally binding regulations - the legal basis for processing is the necessity to fulfil a legal obligation incumbent on the controller - Article 6(1)(c) GDPR.
4. Personal data shall be retained for no longer than is necessary for the purposes for which they are processed, in accordance with the applicable legal provisions in this regard.
5. The data subject is entitled to:
  - 1) access the content of their personal data, request their rectification or deletion, on the principles set out in Articles 15-17 GDPR;
  - 2) restrict the processing of their data, in the cases specified in Article 18 GDPR;
  - 3) data portability, on the principles set out in Article 20 GDPR, i.e. the right of the data subject to receive from the controller personal data concerning them in a structured, commonly used and machine-readable format;
  - 4) withdraw consent at any time without affecting the lawfulness of the processing performed on the basis of consent before its withdrawal, insofar as processing is based on Article 6(1)(a) or Article 9(2)(a) GDPR;
  - 5) lodge a complaint with the President of the Personal Data Protection Office, address: ul. Stawki 2, 00-193 Warsaw, in case the processing of personal data concerning him violates the provisions GDPR.
6. In order to exercise the rights referred to in clause 5 subclause 1-4, please contact the controller or the Data Protection Officer using the contact details indicated above.
7. The provision of personal data is necessary to take action at the request of the data subject before entering into a contract and to conclude a contract. Refusal to provide personal data prevents participation in the proceedings and conclusion of the contract.
8. The Principal informs that with regard to your personal data, decisions will not be taken by automated means, pursuant to Article 22 GDPR.

  
DYREKTOR  
Instytutu Wymiaru Sprawiedliwości  
prof. ucz. dr hab. Marcin Wielec

.....

(place, date)

.....

(reference of proceedings)

## APPLICATION FORM

**Competition procedure for member of the research team**

**"The Reform of the Administrative Judiciary"**

**"POLISH-UKRAINIAN RESEARCH PLATFORM 2022",**

**tasked with analyzing the Ukrainian legal order**

**Entity data:**

1. Full name: .....

2. PESEL number or other national identification number:  
.....

3. Contact details:  
A/ phone number: .....  
B/ e-mail address: .....  
C/ correspondence address: .....  
.....

**I. I declare that:**

1. I hold the degree/title ..... conferred on me  
by ..... on ..... [date];

2. I have actively participated in the following scientific research projects:

Item	Name of scientific research project	Role in project	Year of scientific research project completion and funding source


3. I am the author(s) of the following publications:

<b>Item</b>	<b>Publication title</b>	<b>Author/Co-author</b>	<b>Periodical (name, year, issue, volume)/Publishing house (name, place, year of issue)</b>	<b>DOI/URL/ISBN/ISSN</b>	<b>Type of publication (scientific article, chapter in monograph, monograph)</b>	<b>Language</b>

4. I have presented the following papers at scientific conferences:

<b>Item</b>	<b>Conference title</b>	<b>Date and place</b>	<b>Organizer</b>	<b>Presented paper (subject and language)</b>

5. I have a very good knowledge of the Ukrainian legal system, as evidenced by the following academic publications and papers at academic conferences:

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**List of attachments: CV along with scholarly accomplishments.**

\_\_\_\_\_  
*Place, date*

\_\_\_\_\_  
*Signature of Contractor*

*I hereby declare my consent to the processing by the Institute of Justice with its registered seat at ul. Krakowskie Przedmieście 25, 00-071 Warsaw, tel. 22 826 03 63, e-mail: iws@iws.gov.pl of my personal data other than those provided in this form, including personal data referred to in Article 9(1) GDPR<sup>2</sup> contained in the documents submitted on my initiative, for purposes related to participation in the proceedings.*

\_\_\_\_\_  
*Place, date*

\_\_\_\_\_  
*Signature of Contractor*

\_\_\_\_\_  
<sup>2</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (Official Journal of the EU L 119 of 04.05.2016, p. 1)