

Fundamental principles governing recruitment procedures for competitions for
academic staff positions at the SGH Warsaw School of Economics

§ 1

General provisions

1. The fundamental principles governing recruitment procedures for competitions for academic staff positions at the SGH Warsaw School of Economics, hereinafter referred to as the “Principles”, specify the assumptions and requirements whose application is intended to ensure (internationally) comparable, open, effective, and transparent recruitment procedures for academic staff positions at SGH.
2. The Principles have been developed with due regard to the values set out in the Code of Ethics referred to in § 2(3), and in accordance with the Recommendations referred to in § 2(9), and also constitute – within the scope of recruitment for academic staff positions at SGH – the implementation of the provisions of § 2(3) of the Statute referred to in § 2(7).

§ 2

Definitions

Whenever the Principles refer to:

- 1) personal data – this shall mean personal data referred to in Article 4(1) of 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) (OJ EU L 119 of 4 May 2016, p. 1, as amended), namely any information relating to an identified or identifiable natural person (data subject);
- 2) the Researcher Charter – this shall mean the European Charter for Researchers constituting Section 1 of the Annex to the Recommendations;
- 3) the Code of Ethics – this shall mean the Code of Ethics of Employees of the SGH Warsaw School of Economics constituting an annex to Resolution No. 332 of the SGH Senate

of 19 December 2018 on the adoption of the Code of Ethics of Employees of the SGH Warsaw School of Economics;

- 4) the Code of Conduct – this shall mean the Code of Conduct for the Recruitment of Researchers constituting Section 2 of the Annex to the Recommendations;
- 5) the Committee – this shall mean the competition committees conducting competitions for academic staff positions at SGH referred to in the Principles and procedures for conducting competitions for academic staff positions, i.e. Annex No. 9 to the Statute;
- 6) SGH or the University – this shall mean the SGH Warsaw School of Economics;
- 7) the Statute – this shall mean the Statute of SGH constituting an annex to Resolution No. 499 of the SGH Senate of 29 May 2019 on the Statute of the SGH Warsaw School of Economics, as amended;
- 8) the Act – this shall mean the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2022, item 574, as amended¹⁾);
- 9) the Recommendations – this shall mean Commission Recommendation 2005/251/EC of 11 March 2005 on the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (OJ UE L 75 of 22 March 2005, p. 67).

§ 3

Principles governing the conduct of recruitment procedures

1. The procedure, conditions, and general principles governing competitions for academic staff positions at SGH, as well as the basic requirements applicable to persons employed in academic staff positions at SGH, are specified in the Statute.
2. While maintaining compliance with the requirements referred to in section 1:
 - 1) recruitment procedures for competitions for academic staff positions at SGH shall be conducted in accordance with the following principles:
 - a) the procedure should be conducted in an open and transparent manner,
 - b) candidates for academic staff positions at SGH should not be discriminated against in any way on the grounds of sex, age, ethnic, national or social origin, religion or belief, sexual

¹⁾ Amendments to the consolidated text of the aforementioned Act were published in the

Journal of Laws of 2022, items 583, 655, 682, 807, 1010, 1079, 1117, 1459, 2185, 2306 and of 2023 item 212.

- orientation, language, disability, political opinions, or social or material status,
- c) the requirements imposed on candidates for academic staff positions at SGH and the criteria for their assessment should be appropriate to the position offered,
 - d) the requirements and criteria applied in the assessment of candidates for academic staff positions at SGH should be defined in a precise, unambiguous, and non-discriminatory manner, enabling the proper evaluation of the qualifications of all candidates, taking into account international and professional mobility,
 - e) the determination of the degree of suitability of a candidate for an academic staff position at SGH should be based on an assessment of the candidate's achievements rather than on the reputation acquired at the institution where those qualifications were obtained;
- 2) the following principles shall apply with regard to the Committee:
- a) in order to ensure equal treatment of each candidate for an academic staff position at SGH, its members should possess diverse experience and qualifications, i.e. the Committee should include – where possible – representatives of different scientific fields and disciplines as well as different countries, while ensuring equal participation of women and men, and at the same time possessing appropriate qualifications enabling them to carry out a proper assessment of candidates,
 - b) its members shall be required to familiarise themselves with the Principles, the Researcher Charter, the Code of Conduct, and the Code of Ethics, confirming the above in a declaration submitted to the Chair of the Committee, the template of which constitutes an annex to the Principles,
 - c) its members shall be required to maintain the confidentiality of all information, including personal data, obtained during the recruitment procedure and to possess the appropriate authorisations granted by the Rector for the processing of personal data,
 - d) a person having a relationship with a candidate for an academic staff position at SGH referred to in Article 118 of the Act may not serve as a member of the Committee,
 - e) in order to ensure equal opportunities for employment for each candidate for an academic staff position at SGH, Committee members are required to demonstrate impartiality and diligence in the assessment of candidates,

and in particular:

- not to meet candidates privately,
- not to provide candidates with professional advice,
- not to inform candidates of the preliminary results of the recruitment procedure before its completion,
- not to disclose the planned format or concept of the recruitment interview,
- not to undertake any other actions or commitments that could influence the outcome of the recruitment procedure.