

I approve the consolidated text
President of the Polish Academy of Sciences

Jerzy Duszyński
Warsaw, 2020

Statute

of the Jerzy Haber Institute of Catalysis and Surface Chemistry Polish Academy of Sciences

adopted by the Scientific Council on 17 February 2011,
approved by the President of the Polish Academy of Sciences on 11 April 2011

consolidated text
(approved by the Scientific Council on 28 May 2020)

I. General provisions

§ 1

1. Instytut Katalizy i Fizykochemii Powierzchni im. Jerzego Habera Polskiej Akademii Nauk hereafter referred to as „the Institute” is a research institute of the Polish Academy of Sciences.
2. The Institute may use the abbreviation IKiFP PAN.

§ 2

1. Jerzy Haber Institute of Catalysis and Surface Chemistry, Polish Academy of Sciences is the official translation of the Institute’s name into English.
2. The Institute may use the English abbreviation ICSC PAS.

§ 3

The Institute operates subject to in particular:

1. Act of 30 April 2010 on the Polish Academy of Sciences (Official Journal of Laws of 2019, item 1183, with further amendments);
2. Statute of the Polish Academy of Sciences which constitutes an annex to Resolution No 8/2010 of the General Assembly of the Polish Academy of Sciences of 24 November 2010;
3. Resolution No 17/78 of the Presidium of the Polish Academy of Sciences of 28 November 1978 on establishing the Institute of Catalysis and Surface Chemistry, Polish Academy of Sciences, approved by the Prime Minister on 14 December 1978;
4. Resolution No 8/2010 of the Presidium of the Polish Academy of Sciences of 13 April 2010 naming the Institute of Catalysis and Surface Chemistry, Polish Academy of Sciences, after Jerzy Haber;
5. this Statute.

§ 4

1. The Institute has its seat in Krakow.
2. The Institute may have its organizational units on the territory of the whole country.
3. The Institute is a legal person.

§ 5

1. The Institute uses a round stamp with image of the emblem of the Republic of Poland in the middle and the circumscription: Instytut Katalizy i Fizykochemii Powierzchni im. Jerzego Habera Polskiej Akademii Nauk.
2. The Institute uses a rectangular stamp containing the Institute’s name, address, telephone, fax, REGON and NIP.
3. Institute’s emblem consists of the initials IK PAN with a stylized benzene ring inscribed into letter K. The Institute’s emblem is also its logo.

4. (repealed)
5. Specimens of the emblem and the round stamp are given in Annex 1 which constitutes an integral part of the statute.

II. Institute's tasks

§ 6

1. The object of the Institute is to further scientific activity in the field of chemical and related sciences, dissemination and implementation of the results of this activity.
2. The Institute's tasks encompass in particular:
 - a) furthering scientific activity in the field of catalysis, physics and chemistry of phase interfaces, colloidal chemistry and related disciplines;
 - b) dissemination and implementation of the results of this activity;
 - c) supporting development of early-stage researchers within the meaning of Act of 20 July 2018 - Law on higher education and science (Official Journal of Laws of 2018, item 1668, with further amendments);
 - d) educating students in the doctoral school, post-graduate studies and other educational forms in compliance with the rules set out in Act of 20 July 2018 - Law on higher education and science;
 - e) collaboration with higher education institutions, federations of institutions of the system of higher education and science, research institutes and learned societies, in particular in the area of scientific research;
 - f) collaboration with the social and economic environment in the area of scientific research to implement its results;
 - g) development of international research collaboration through establishing research consortia and implementing research projects with foreign partners;
 - h) (repealed)
 - i) conducting other tasks resulting from applicable regulations or delegated by the authorities of the Polish Academy of Sciences.
3. The Institute implements the tasks referred to in section 2 in particular through:
 - a) conducting scientific research;
 - b) publishing results of the research;
 - c) awarding degrees in compliance with the authorisation held;
 - d) conducting activities in the area of education of students, doctoral students and other specialists through organizing courses, lectures, seminars, workshops and training activities;
 - e) protection of own original scientific and technical solutions in the country and abroad;
 - f) collaboration with the Academy Centres as well as national and foreign research institutions;
 - g) elaborating expert opinions and giving opinions in the Institute's research area;
 - h) organizing scientific meetings (conferences, congresses, scientific symposia, other);
 - i) collaboration with institutions disseminating knowledge in the areas specified in par. 6, section 1;
 - j) organization of library and documentation-information services within the field of Institute's scientific activity.

III. Organization of the Institute

§ 7

1. The governing bodies of the Institute are:
 - a) Director;
 - b) Scientific Council.

§ 8

1. The President of the Polish Academy of Sciences appoints a Director of the Institute selected through a competition for a term of office of 4 years.
2. The Director employs two Deputy Directors: for Research and for Operations.
3. The Deputy Directors are appointed and dismissed after consultation with the Scientific Council.

§ 9

1. The activities of the Director encompass in particular:
 - a) management of the Institute and representing it externally;
 - b) exercising activities within the labour law reserved for the employer in relation to members of staff of the Institute;
 - c) elaborating programmes of scientific and economic development of the Institute;
 - d) establishing the financial plan after consultation with the Scientific Council;
 - e) submitting to the Scientific Council plans for programmes, opinions and proposals within its area of activity;
 - f) preparing a proposed scheme of the organizational structure of the Institute;
 - g) developing the regulation for work;
 - h) establishing doctoral schools;
 - i) establishing the regulation for organization of the Institute;
 - j) evaluating activities of organizational units of the Institute;
 - k) appointing and dismissing heads of the organizational units of the Institute and establishing the scope of their powers and duties;
 - l) establishing representatives, when necessary.
2. The Director manages the day-to-day operation of the Institute and is responsible for:
 - a) property management according to applicable rules;
 - b) financial result of the Institute.

§ 10

1. Responsibilities of the Deputy Director for Research cover in particular ensuring day-to-day supervision of preparation and implementation of research plans of the Institute, organization of the implementation of the research results, educational activity, cooperation with Academy centres, institutions of higher education and learned societies as well as scientific supervision of the research equipment, supervision of the operation of the library, and of the publishing activities.
2. Responsibilities of the Deputy Director for Operations cover in particular ensuring day-to-day supervision of technical and utility facilities, technical supervision of the research

equipment, computer network and administration of the Institute, including supervision of the propriety in procurement procedures, health and safety, and fire protection procedures.

3. Detailed responsibilities for the Deputy Directors are defined by the Director of the Institute.

§ 11

1. The Director may appoint advisory or opinion making bodies.
2. Constitution, responsibilities and manner of operation of the bodies referred to in section 1 are set out by the Director in the appointment.

§ 12

1. The Scientific Council comprises 37 members.
2. The term of office of the Scientific Council is 4 years.
3. When necessary, the Director of the Institute acting in agreement with the authorities of Division III: Mathematics, Physics, Chemistry and Earth Sciences takes action leading to Scientific Council complementation.
4. (repealed)
5. Pursuant to art. 56, section 1 of the Act on the Polish Academy of Sciences, the Scientific Council comprises:
 - a) 15 representatives of members of staff with the title of professor or with the degree of doktor habilitowany, employed full-time in the Institute, elected by the general assembly of such persons;
 - b) 2 representatives of members of research staff other than referred to in subsection a, employed full-time in the Institute, elected by this group of staff;
 - c) an elected representative of doctoral students affiliated at the Institute;
 - d) 2 representatives of the Academy centre in whose activities the Institute participates;
 - e) members of the Polish Academy of Sciences nominated to participate in Council activities by Division III of the Polish Academy of Sciences;
 - f) persons with the title of professor or the scientific degree of doktor habilitowany and outstanding specialists not employed in the Institute or employed part-time in the Institute, elected by persons listed in subsections a and e from candidates proposed by the Director of the Institute and by persons with the title of professor or with the degree of doktor habilitowany, employed full-time in the Institute;
 - g) the total number of persons listed in sub-sections e and f is 15;
 - h) the Director of the Institute and the Deputy Director for Research.
5. Number of persons not-employed by the Institute is 17.

§ 13

1. The Director of the Institute organizes elections of members of the Scientific Council, described in par.12, section 5, sub-sections a, b, c, f, not later than 2 months before the end of the term of office of the Scientific Council.

2. Members of the Scientific Council described in par. 12, section 5, sub-sections a, b, c, f, are elected in a secret ballot, by a simple majority, in the presence of not less than half of those having the voting rights.
3. Before the election or the appointment of members of the Scientific Council pursuant to par. 12, section 5, subsections a, b, c, f, the candidates should express their consent (personally, in writing, by telephone or e-mail) and commit themselves, if elected, to the participation in the activities of the Council.

§ 14

Persons elected to the Scientific Council are appointed by Vice-President of the Polish Academy of Sciences supervising Division III: Mathematics, Physics, Chemistry and Earth Sciences or a person authorised by him or her.

§ 15

1. The Scientific Council exercises day-to-day supervision of the operation of the Institute, especially ensures high level of research and development of early-stage researchers.
2. In particular, the Scientific Council:
 - a) defines Institute's profile, considering directions in which the world science develops;
 - b) accepts programmes of research, collaboration with foreign research institutions and publishing activity;
 - c) approves reports on the operation of the Institute;
 - d) evaluates research activity of the research staff of the Institute;
 - e) conducts the doctoral assessment processes, the habilitation assessment processes and the assessment processes for the conferment of the degree of doktor or doktor habilitowany in compliance with the authorisation held;
 - f) adopts the statute of the Institute and its amendments;
 - g) approves the organization scheme of the Institute proposed by the Director;
 - h) adopts regulation for the Scientific Council and its changes;
 - i) adopts the method and procedure for conducting competitions for specific research positions;
 - j) appoints the disciplinary spokesman at the Institute;
 - k) adopts resolutions concerning other issues reserved for the competence of the Scientific Council in compliance with applicable regulations;
 - l) supervises operation of doctoral studies and doctoral schools in which the Institute participates or which it leads;
 - m) conducts the assessment process for the conferment of the title of Honorary Professor of the Jerzy Haber Institute of Catalysis and Surface Chemistry, Polish Academy of Sciences; the manner of operation for the conferment of the title is determined in a separate regulation;
 - n) establishes programmes for post-graduate studies and educational programmes in the doctoral schools led by the Institute;
 - o) adopts a regulation for management of intellectual property and related rights as well as industrial property rights and rules of commercialisation of the results of research and development activities;
 - p) performs tasks related to assignment of the levels of the Polish Qualifications Framework to qualifications awarded on completing postgraduate studies and to incorporating qualifications awarded on completing postgraduate studies or other

educational forms into the Integrated Qualification System, pursuant to Act of 22 December 2015 on the Integrated Qualifications System (i.e. Official Journal of Law 2018, item 2153, with further amendments);

- 2a. From among its members, the Scientific Council appoints and dismisses, by way of a resolution, its Representative who represents the Institute in the agreement between the Institute and the Director also in a dispute with him or her. The Representative is appointed for the term of office of the Director.
3. The Scientific Council has in particular the powers:
 - a) to nominate candidates for members of the Polish Academy of Sciences;
 - b) to nominate candidates for members of the Scientific Committees of the Polish Academy of Sciences;
 - c) to nominate candidates for scientific awards and to give opinions on such candidates;
 - d) to nominate candidates for members of the Polish Young Academy;

§ 16

Rules and manner of operation of the Scientific Council are defined in a regulation adopted by the Council.

§ 17

1. A research group is a basic organizational unit in the Institute.
2. Chart of the organizational structure is given in Annex 2 to the Statute.

IV. Manner of operation in electing members of disciplinary commissions giving judgement in disciplinary cases of research staff, research-technical staff and doctoral students in the first instance.

§ 18

1. The disciplinary commission comprises 5 members, four representatives of the research staff, including two professors, and one representative of the research-technical staff, elected in a secret ballot by the general assembly of such persons by a simple majority, in the presence of not less than half of those having the voting rights.
2. Term of the members of the disciplinary commission is 4 years in compliance with the term of office of the Scientific Council of the Institute.
3. The Director announces election to the disciplinary commission not later than one month before the end of commission's term.
4. Manner of operation of the commission is described in Act of 30 April 2010 on the Polish Academy of Sciences and detailed regulations.
5. The disciplinary commission for doctoral students and appeal disciplinary commission for doctoral students give judgement in disciplinary cases of the doctoral students.
6. The disciplinary commission for doctoral students consists of three members with the Deputy Director for Research as the chair, a member of the research staff appointed by the Director of the Institute and a representative of the doctoral students.

7. The appeal disciplinary commission for doctoral students consists of three members with the Head of Doctoral Studies and a member of the research staff appointed by the Director of the Institute and a representative of doctoral students.
8. Members of the disciplinary commission for doctoral students and appeal disciplinary commission for doctoral students who represent doctoral students are elected by members of doctoral student government in a secret ballot by a simple majority, in the presence of not less than half of those having the voting rights..
9. Terms of the disciplinary commission for doctoral students and appeal disciplinary commission for doctoral students are in compliance with the term of office of the Director of the Institute.
10. Manner of operation of the disciplinary commission for doctoral students and appeal disciplinary commission for doctoral students is determined by applicable regulations.

V. Property, finances and work organization.

§ 19

1. The Institute owns property and manages it.
2. The Institute can carry out commercial and service activities.
3. The financial management of the Institute is defined in separate regulations.

§ 20

Organization and order in the work process and the related powers, rights and duties of the employer and employees are defined in the regulation for work.

VI. Final provisions

§ 21

This statute was adopted by the Scientific Council of the Institute on 17 February 2011, and was given opinion by Division III: Mathematics, Physics, Chemistry and Earth Sciences of the Polish Academy of Sciences on 7 April 2011.

The statute comes into force after approval of the President of the Polish Academy of Sciences.

§ 22

Any change of the statute is made in manner prescribed for its approval.

§ 23

The statute approved by the President of the Polish Academy of Sciences on 8 December 1998 with further amendments is repealed.

Specimens of the emblem and the round stamp of the Jerzy Haber Institute of Catalysis and Surface Chemistry, Polish Academy of Sciences



Specimen of the emblem



Specimen of the round stamp

**CHART OF THE ORGANIZATIONAL STRUCTURE
OF THE JERZY HABER INSTITUTE OF CATALYSIS AND SURFACE CHEMISTRY, POLISH ACADEMY OF SCIENCES**



