



Appendix to Order No. 112/2023 of the Rector of the University of Łomża dated 28.12.2023

## **Procedure for appointing a research supervisor to a novice scientist at the University of Łomża**

This procedure specifies the rules for appointing a scientific supervisor to a novice scientist at the University of Łomża, taking into account adequate criteria for his/her selection, duties arising from serving as a supervisor, work/cooperation plan, schedule of meetings, care, assistance and monitoring of the work progress of the novice scientist. Each novice researcher is assigned a research supervisor.

### **Chapter I. A novice scientist**

1. A novice scientist is an employee of the University of Łomża without a doctoral degree, employed as an assistant in a group of research and teaching staff.
2. The term "novice scientist" refers to scientists in the first four years of research, as defined in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

### **Chapter II. A scientific supervisor**

1. Employees of the University of Łomża who have at least a habilitated doctor's degree may act as a scientific supervisor.
2. A scientific supervisor for a novice scientist employed as an assistant in a group of research and teaching employees is appointed by the Dean of the relevant Faculty.
3. When deciding to appoint a scientific supervisor from among the Faculty employees, the Dean takes into account the following selection criteria:
  - a) employment of a researcher at the University of Łomża in the group of research and teaching staff;
  - b) scientific achievements in a scientific discipline consistent with the research interests of the novice scientist or in a related discipline.
4. The duties of the research supervisor include in particular:
  - a) providing scientific care to a novice scientist, based on mutual trust and respect;
  - b) providing a novice scientist with the necessary substantive and organizational assistance in scientific work;
  - c) developing the scientific competences of a novice scientist;
  - d) holding regular consultations with a novice scientist;
  - e) assessing the progress of a novice scientist's scientific development;
  - f) initiating cooperation with a novice scientist in the scope of activities aimed at joint preparation of research projects, scientific articles, conferences and scientific seminars;



- g) providing assistance to a novice scientist in establishing contacts with the scientific community in Poland and abroad;
- h) recommending current scientific literature to a novice scientist;
- i) providing the Dean of the Faculty and the Vice-Rector for Science and International Cooperation with opinions on the development of a novice scientist.

### **Chapter III. Scientific supervision**

1. Scientific supervision is carried out on the basis of a work/cooperation plan, which is a document prepared jointly by a novice scientist and his scientific supervisor, specifying the schedule of meetings, the scope of care, assistance provided by a supervisor and scientific tasks planned to be carried out by a novice scientist during the plan implementation period.
2. The work/cooperation plan should include long-term goals planned to be achieved by a novice scientist over a period of at least four years, as well as scientific goals and objectives that a novice scientist will achieve in a given academic year.
3. The supervisor establishes organized and regular forms of contact with a novice scientist in order to record the progress of research work, evaluate their results and obtain feedback according to established schedules and deadlines.
4. Monitoring of the progress of the plan implementation should be carried out by the scientific supervisor at least once every trimester.
5. A novice scientist submits a report to the supervisor once a year on the implementation of the tasks specified in the work plan, no later than 1 month from the end of the academic year.
6. The scientific supervisor evaluates the progress of a novice scientist's research work and then submits such a report to the Dean of the Faculty of Faculty of the University of Łomża.
7. In matters not regulated by this procedure, decisions are made by the Dean of the relevant Faculty.