Order No. 12/2026

of the Director of the Institute of Organic Chemistry of the Polish Academy of Sciences

of August 6, 2026

regarding: introducing regulations for the implementation of the MATERIALIZE postdoctoral program at the Institute of Organic Chemistry of the Polish Academy of Sciences

Pursuant to § 11 item 2 of the Statute of the Institute of Organic Chemistry of the Polish Academy of Sciences in Warsaw, dated January 22, 2026,

in connection with Grant Agreement No. 101260829 MATERIALIZE: "Methodology and Synthesis Advancement To Empower Researchers In Advanced optoeLectronIc matErials", concluded between the European Research Executive Agency (REA) and the Institute of Organic Chemistry of the Polish Academy of Sciences, together with its annexes, in particular Annex 1 and Annex 5,

and in connection with Agreement No. 6373/HE/2026/21 for the implementation of an international project co-financed No. W 32/HE/2026, concluded with the State Treasury represented by the Minister of Science and Higher Education under the "International Co-financed Projects" programme (hereinafter referred to as PMW),

having regard to the obligation to carry out the project in accordance with European Union and national law, the European Charter for Researchers, the principles of open, transparent and merit-based recruitment OTM-R, the European Code of Conduct for Research Integrity and all regulations, orders, procedures and principles applicable at the Institute, I hereby order the following:

§ 1

1. The "Regulations for the Implementation of the MATERIALIZE Postdoctoral Program at the Institute of Organic Chemistry of the Polish Academy of Sciences" are hereby introduced, constituting an annex to this order.

2. The Regulations encompass, in a single document, the principles of program organization and management, project financing and documentation, candidate recruitment and evaluation, appeals procedures, employment and participation of Researchers, implementation of individual research projects, training and career development, mobility, ethics, open science, data protection, intellectual property, communication, reporting, monitoring, and termination of participation in the program.

§ 2

1. All Institute employees and associates participating in the project, members of project bodies and teams, external experts, MATERIALIZE Researchers, and – to the extent permitted by concluded agreements – associated partners and other entities participating in project activities are obligated to comply with the Regulations.

2. The heads of the relevant organizational units of the Institute shall ensure the implementation of the tasks assigned to them in the Regulations and promptly provide the Project Coordinator and the Project Administrator with any information that may affect the proper, timely, or on-budget implementation of the project.

§ 3

1. The Project Coordinator and Project Administrator are responsible, respectively, for the strategic and operational implementation of this order, the preparation of an internal project handbook, ensuring the consistency of procedures, and ongoing monitoring of project implementation compliance with the agreements specified in the invocation.

2. Detailed recruitment schedules, document templates, instructions for candidates and experts, program information, and organizational updates are published on the website materialize.edu.pl.

§ 4

1. This order comes into effect on the date of its signing.

Annex to Order No. 12/2026 of the Director of the Institute of Organic Chemistry of the Polish Academy of Sciences of August 6, 2026

Regulations for the Implementation of the MATERIALIZE Postdoctoral Program at the Institute of Organic Chemistry of the Polish Academy of Sciences

CHAPTER I. GENERAL PROVISIONS

§ 1. Subject and Purpose of the Regulations

1. These Regulations define the internal rules for the implementation of project no. 101260829 MATERIALIZE, a postdoctoral program under the MSCA COFUND program under the Horizon Europe program, the sole beneficiary and coordinator of which is the Institute of Organic Chemistry of the Polish Academy of Sciences, hereinafter referred to as the "Institute" or "IOC PAS."

2. The program aims to recruit and employ 15 postdocs (Researchers) for 36-month periods and provide them with the conditions to carry out independent, interdisciplinary research projects, along with a comprehensive training program, mentoring, career planning, and international and/or interdisciplinary mobility.

3. The program covers research in the broad field of organic synthesis and organic chemistry methodology, with emphasis on selected topics in materials chemistry. Research may, in particular, involve the development of new reactions, methods, and strategies for the synthesis of complex molecular structures, including extended aromatic and π-conjugated systems, with controlled structural, electronic, and photophysical properties.

4. The Researcher's participation in the program is free of charge. The Researcher may not be charged for the implementation of the activities described in the Grant Agreement, except for personal expenses that are not project costs or the responsibility of the Institute.

§ 2. Legal Basis and Documentation

1. The project is carried out in accordance with:

a) Grant Agreement No. 101260829 MATERIALIZE, as amended by the European Research Executive Agency (REA);

b) Agreement No. 6373/HE/2026/21 for the implementation of the international project co-financed No. W 32/HE/2026, as amended by the Ministry of Science and Higher Education;

c) the terms of the HORIZON-MSCA-2025-COFUND-01 call, the principles of the Horizon Europe program, and the REA guidelines for MSCA COFUND;

d) generally applicable European Union law, international law, and Polish law;

e) the European Charter for Researchers, the OTM-R principles, the European Code of Conduct for Research Integrity, and the principles of HR Excellence in Research (European Charter for Researchers);

f) the Statute of the Institute of Organic Chemistry of the Polish Academy of Sciences, the Work Regulations, the Remuneration Regulations, regulations regarding intellectual property, research data, open access, information security, procurement, business trips and travel, personal data protection, counteracting discrimination and mobbing, reporting violations, and other applicable internal regulations of the Institute;

g) the Code of Ethics for Researchers developed by the Committee for Ethics in Science and adopted by the General Assembly of the Polish Academy of Sciences.

2. The Regulations should be interpreted in a manner ensuring simultaneous compliance

with the documents indicated in paragraph 1. If discrepancies, doubts, or a risk of violation of project obligations are identified, the responsible person shall suspend the activity

to the extent necessary to clarify the matter and forward it to the Project Administrator, the Project Coordinator, and, if necessary, the appropriate organizational unit of the Institute.

3. Any changes to external documents or internal regulations affecting the project shall be implemented immediately. The Project Administrator shall inform beneficiaries and ensure that instructions, forms, and information in the materialize.edu.pl domain are updated.

§ 3. Definitions

1. Researcher – a person holding a doctoral degree, selected through a competitive process and employed by the Institute to carry out MATERIALIZE research and training activities; the Researcher holds the status of Marie Skłodowska-Curie Fellow;

2. PC – Project Coordinator – the person responsible for the strategic direction of the project and the Institute's main contact with the European Research Executive Agency (REA);

3. YPC – Young Project Coordinator – the person supporting the PC in activities related to project management.

4. PM - Project Manager – Project Administrator – the person responsible for the day-to-day, operational, administrative, and organizational management of the project;

5. SC – Steering Committee – the central supervisory and advisory body of the MATERIALIZE program;

6. IRE - International Review Expert – an independent international expert who evaluates applications and candidates;

7. IPM – Independent Panel Member – an independent member of the interview panel, ensuring consistency and comparability of assessments;

8. PI – Principal Investigator – the head of a research group at the Institute, selected by the candidate as the main scientific supervisor of the project;

9. Co-supervisor – a scientific supervisor from a partner institution, i.e., the organization hosting the Researcher for a secondment;

10. Associated Partner – the entity designated in the Grant Agreement as the Associated Partner;

11. Secondment – the temporary implementation of research or training activities at the host entity while maintaining an employment relationship with the Institute;

12. Conflict of interest – a situation in which the impartial and objective performance of duties may be compromised due to family, emotional, political, national, economic, professional, or other direct or indirect interests.

CHAPTER II. PROGRAM ORGANIZATION AND MANAGEMENT

§ 4. Responsibility of the Institute and the Director

13. The Institute, as the sole beneficiary and coordinator, is fully responsible to the REA and the Minister of Science and Higher Education for the proper implementation of the project, the eligibility of expenses, the accuracy of reporting, and compliance with all obligations arising from the agreements concluded within the project.

14. The Director of the Institute:

a) ensures conditions for the implementation of the program and makes decisions requiring the authorization of the unit head;

b) appoints and dismisses members of the SC, the Appeals Committee, and persons performing project functions, unless these arise directly from the approved project documentation;

c) approves final decisions in appeal proceedings;

d) decides on matters not reserved for other bodies, after consulting the relevant organizational unit of the Institute and/or persons performing project functions.

§ 5. Project Coordinator (PC)

1. The PC is responsible for the strategic management of the project, ensuring its implementation is consistent with MATERIALIZE's objectives, and representing the project to REA and other funding institutions.

2. The PC's responsibilities include, in particular:

a) chairing the SC and preparing strategic decisions regarding the program;

b) overseeing the entire recruitment process, while maintaining the independence of experts and the PI's absence from the candidate evaluation;

c) approving recruitment results;

d) approving significant organizational changes;

e) monitoring the individual research projects (IRP) progress, key indicators, milestones, and results;

f) collaborating with the PM and the Training and Career Development Officer (TO) in the development and implementation of the training and mentoring program;

g) overseeing the preparation of reports, project deliverables, and communication with REA and the Ministry of Science and Higher Education;

h) approving corrective actions and reporting significant risks to the Director or SC;

i) ensuring that strategic decisions take into account ethics, equality, the Institute's interests, and the principles of open science, data protection, and intellectual property;

j) the Project Coordinator is supported in these activities by a designated Young Project Coordinator (YPC).

§ 6. Project Administrator (PM)

1. The PM conducts the daily operational management of the project and serves as the permanent point of contact for candidates, researchers, experts, PIs, partners, and organizational units of the Institute.

2. In particular, the PM:

a) coordinates: recruitment, expert selection, application evaluation, interview process, and the creation of candidate ranking lists;

b) maintains the current activity schedule, risk register, list of deliverables, decisions, changes, and corrective actions;

c) coordinates the preparation of the project manual, forms, website, instructions, and document templates; in this area, the Administrative Manager is supported by the Promotion Department (Press Office);

d) manages the flow of information and maintains a shared project documentation space;

e) cooperates with other organizational units of the Institute to the extent necessary for project implementation;

f) monitors the budget, employment documentation, records of investigators' person-months, secondments, reports, and surveys;

g) supports researchers in organizing research, training, travel, secondments, and administrative matters;

h) oversees the completeness of documentation;

i) reports conflicts of interest to the Ethics Officer;

j) coordinates reporting to the REA and the Ministry of Science and Higher Education and ensures the completeness of data for inspections and audits;

k) immediately informs the PC of events that may significantly affect the implementation of the project.

§ 7. Project Functions

1. The Director entrusts the following functions to individuals with appropriate competencies:

a) Training and Career Development Coordinator (Training Officer) – coordinates the training program and internships, oversees the preparation and annual update of the Career Development Plans (CDP), monitors competency development and participation in training;

b) Ethics Coordinator (Ethics Officer) – oversees ethical compliance, monitors ethical requirements, supports ethical self-assessment, verifies approvals, and prepares ethics reports;

c) Dissemination, Exploitation, and Communication Coordinator (Dissemination, Exploitation, and Communication Officer) – coordinates dissemination, communication, exploitation of results, monitoring intellectual property, and the preparation and update of the Dissemination, Exploitation, and Communication Plan (DEC Plan);

d) Open Science Coordinator (Open Science Officer) – supports the implementation of open access, compliance of data obtained during research with FAIR principles, deposit of publications, data, and other results, and co-creates the Data Management Plans (DMP);

e) Gender Equality Officer – supports the equal and non-discriminatory nature of the program, materials on reducing prejudice, and equality monitoring;

f) Data Protection Officer – advises on data processing compliance, including data transfers to experts outside the EEA.

2. One person may hold more than one position as long as this does not result in a conflict of interest and does not compromise the independence required for recruitment, audit, or appeals proceedings.

3. Project implementation is supported by the relevant organizational units of the Institute, in particular the Grants Department, Human Resources Department, Accounting Department, Procurement Department, IT Department, Welcome Center, Health and Safety Department, legal services, persons responsible for social media and communications, the library, and research infrastructure.

4. The division of tasks between the Institute's organizational units is determined by the project manual and current PM arrangements, but it cannot violate the Institute's organizational regulations.

§ 8. Steering Committee (SC)

1. The SC serves as the central supervisory and advisory body for the implementation of the Program. It supports the PC in making strategic decisions and monitors and evaluates the implementation of the Program, in particular its compliance with the adopted objectives.

2. The SC consists of at least: the PC as Chairperson, the Institute Director, the Project Manager, a representative of the European Projects Office, a representative of the Human Resources Department, two PIs appointed by the Institute Director for one-year terms, two representatives of the Researchers, the Ethics Coordinator, the Training and Career Development Coordinator, and the Coordinator for Dissemination, Exploitation of Results, and Communication. The Director may expand the composition to include other persons, including a representative of the financial administration, open science, the economic sector, or partners, while maintaining effective and balanced representation.

3. Researcher Representatives are elected from among all Researchers for one-year terms by direct election.

4. The SC meets at least twice a year. Meetings may be held remotely.

Minutes of each meeting are prepared, including decisions, recommendations, risk assessment, corrective actions, and the individuals responsible for implementing the recommendations.

5. The SC's responsibilities include, in particular:

a) overseeing the proper implementation and quality of management;

b) assessing progress, results, indicators, and risks;

c) reviewing and recommending significant changes to the project;

d) assessing the training program, individual career development programs for researchers, mentoring, and secondments;

e) assessing the implementation of the principles of equality, ethics, open science, and intellectual property protection;

f) considering serious or recurring problems in the implementation of individual research plans and conflicts between the researcher and the PI;

g) approving or recommending corrective actions, including changes to the supervisor or research plan;

h) reviewing the risk register at least once every six months.

6. A SC member recuses themselves from discussion and voting on any matter in which a conflict of interest exists or may arise.

7. The SC shall strive to reach decisions by consensus. If consensus is not possible, it shall make decisions by a simple majority vote; in the event of a tie, the chairperson shall have the casting vote.

§ 9. PI and Co-Supervisors

1. The PI provides the researcher with the conditions to implement their individual research plan, includes them in the research group, supports their scientific independence and career development, and monitors research progress.

2. The Co-Supervisor provides ongoing supervision during the researcher's stay at the host institution. The Co-Supervisor remains available for consultations even outside the secondment period.

3. Neither the PI nor the unit with which they are affiliated may evaluate the candidate or their application during the recruitment or appeal process.

CHAPTER III. WORK PLAN, QUALITY, RISK AND PARTNERS

§ 10. Work Plan

1. The detailed project implementation schedule, scope of tasks and project deliverables, milestones, and indicators are specified in the Grant Agreement and the current project manual.

§ 11. Project Deliverables and Reports

1. The PM maintains a central list of project deliverables.

2. The list of project deliverables includes, in particular: a progress report on program implementation, a mid-term review meeting agenda, individual data management plans, reports on the evaluation and selection of researchers for each call, proof of publication of vacancy announcements on the Euraxess portal, reports on the dissemination activities, reports of researcher’s projects, a data dissemination plan, reports on training and career development plans for researchers, and ethics reports.

§ 12. Quality and Risk Management

1. The PM is responsible for the operation of the quality assurance system and for maintaining and regularly updating the risk register. The register includes, in particular, a risk description, an assessment of the likelihood of its occurrence and possible impact on program implementation, planned preventive measures, and current status.

2. Risk monitoring covers, at a minimum, risks related to: insufficient number or quality of recruitment applications, withdrawal of an researcher from the program, ethical issues, limited communication coverage, lack of availability of the host institution during the secondment, low attendance at training sessions, institutional or legal disruptions, poor coordination between work packages, and non-compliance with FAIR requirements and data management plans.

3. Anyone involved in the program who identifies a risk, irregularity, or circumstance that may affect the proper implementation of the program is obligated to immediately inform the PM. Risks of significant significance are reported to the PC and SC by the PM, along with an assessment of their potential impact and a proposal for appropriate preventive or corrective actions.

§ 13. Associated Partners

1. Associated Partners carry out the tasks assigned to them in Annex 1 (of the Grant Agreement), in particular hosting Researchers, providing mentoring, providing infrastructure, and supporting scientific collaboration.

2. An Associated Partner does not charge the project for the costs of its tasks.

3. Before commencing activities with a partner, the Institute shall ensure an appropriate agreement regulating, at a minimum, the tasks, confidentiality, data protection, intellectual property, access to infrastructure, supervision, reporting, and the right of inspection by competent authorities.

CHAPTER IV. FINANCING, RECORDING, REPORTING AND CONTROL

§ 14. Sources of Financing

1. The project is financed from a European Union contribution of up to a maximum of EUR 2,538,000, as well as from national and internal funds provided in accordance with the approved budget. The Minister of Science and Higher Education has allocated PLN 8,087,888 for project co-financing, representing 90%

of the total national funds covered by the PMW agreement. The remaining 10% of the national funds are provided by the Institute.

2. The framework budget categories per Researcher's person-month are specified in the Grant Agreement.

3. Salaries and benefits paid in Poland are determined and settled in accordance with the employment contract, the IChO PAN Remuneration Regulations, the approved project budget, and the appropriate currency conversion method.

§ 15. Eligibility and Prohibition of Double Financing

1. The Researcher's remuneration may be paid from project funds only for the period in which the Researcher actually carries out research and training activities within MATERIALIZE, and this period is duly documented, clearly identifiable and verifiable, and meets the eligibility conditions specified in the Grant Agreement.

2. The Researcher is employed under an employment contract, generally full-time and exclusively for the implementation of the activity. Part-time employment for personal, family, or professional reasons requires compliance with the terms of the Grant Agreement and prior consent, if required.

3. The same activities, months, costs, or benefits may not be financed from two sources in a way that leads to double financing. Each person approving an expense verifies the source of financing and the relationship of the expense to the project.

4. Funds awarded by the Ministry of Science and Higher Education may not be used to cover costs incurred before the start of the funding period or spent for purposes other than those specified in the co-financing agreement. Funds unused in a given year may be used in subsequent years of project implementation, in accordance with the principles set forth in that agreement.

§ 16. Financial Management and Accounting Documentation

1. The Institute maintains separate accounting records enabling the identification of each transaction.

2. Funds are transferred to a separate account designated solely for their collection, disbursement, and settlement, within no more than 5 business days of receipt.

3. Purchases, services, business trips, secondments, civil law contracts, and other financial obligations are executed in accordance with the Institute's procedures, the principles of expediency, economy, cost-effectiveness, transparency, and competitiveness, and with the requirements of the Grant Agreement and the agreement with the Ministry of Science and Higher Education.

4. Transferring Ministry of Science and Higher Education funds between budget items, up to 15% of the funds allocated for the given items, does not constitute an amendment to the agreement, unless it leads to

a change in the project scope or a violation of other project implementation conditions. Other changes require an annex.

5. Equipment, apparatus, materials, and items financed from Ministry of Science and Higher Education funds are recorded in accordance with the Institute's regulations.

§ 17. Individual Researcher Budget

1. Each Investigator receives access to an individual spending limit for research, training, and business travel, as defined in the project budget. This limit does not constitute funds freely available to the Investigator, but rather the right to request the implementation of justified expenses incurred by the Institute.

2. The individual budget may finance expenses solely for the Researchers' needs, in particular reagents, materials, small laboratory equipment, conference and research trips, visits, specialized training, and Open Access fees, provided the expense is consistent with the research plan and the Institute's regulations.

3. Each expense requires a request from the Researcher, is approved, and then implemented in accordance with the Institute's financial policy. Non-standard expenses are approved by the PC after consultation with the relevant Organizational Unit of the Institute.

§ 18. Reporting to the REA and the Ministry of Science and Higher Education

1. The Institute conducts continuous reporting in the Funding & Tenders Portal, covering milestones, results, indicators, risks, and other data required by the REA.

2. Periodic reports to the REA, including technical and financial sections, are submitted by the deadlines specified in the Data Sheet Grant Agreement.

3. Reports to the Ministry of Science and Higher Education are submitted in accordance with the agreement. The annual report is submitted by March 31 of the following year, the preliminary final report within 60 days of project completion, and the final report within 30 days of receiving the financial settlement from the EU.

4. Researchers, PIs, and the relevant organizational units of the Institute submit data and documents to the PM in accordance with the document flow, within deadlines that allow for timely report submission.

§ 19. Documentation Retention and Audits

1. Project documentation shall be retained for at least 5 years after the end of the grant, and if an inspection, audit, investigation, dispute, or claim is pending, until its final conclusion.

2. The Institute and the individuals and entities involved in the project's implementation shall cooperate with authorized bodies during inspections, reviews, and audits, ensuring timely access to the required information and documents.

3. Information provided to auditing bodies must be accurate, complete, and consistent with the actual state of affairs. Sensitive and personal data shall be transferred in compliance with confidentiality and data protection requirements.

CHAPTER V. GENERAL RECRUITMENT RULES

§ 20. Recruitment Procedure and OTM-R Rules

1. Admission to the program takes place exclusively through an open, international competition announced by the Project Coordinator.

2. The recruitment process is conducted in a transparent, impartial, non-discriminatory manner, based on merit-based criteria and international expert evaluation, ensuring equal treatment of all candidates. Research team leaders at IChO PAN do not participate in any stage of the merit-based evaluation of candidates.

3. Recruitment announcements are published on the program website materialize.edu.pl, on Euraxess, as well as other appropriate scientific portals, social media channels, partner networks, and, in particular, channels targeted at underrepresented groups.

4. The recruitment schedule, opening and closing dates, deadlines for individual stages, and the planned decision date are published on materialize.edu.pl. Any change to the schedule requires immediate publication, along with justification.

§ 21. Eligibility Criteria

1. The candidate must meet all of the following conditions as of the application deadline:

a) hold a doctoral degree in chemistry, physics, biology, or a related field;

b) meet the transnational mobility requirement, meaning that in the 36 months immediately preceding the application deadline, they have not resided or conducted their primary professional or educational activity in Poland for a period longer than 12 months;

c) are not permanently employed by the Institute of Organic Chemistry of the Polish Academy of Sciences;

d) have submitted a complete application, and the proposed project falls within the scope of MATERIALIZE and can be implemented within the Institute's research environment.

2. The mobility period does not include mandatory military service or the duration of the refugee status application process under the Geneva Convention. Questions regarding the qualification of remote work, short stays, and other special circumstances will be resolved in accordance with the current MSCA guidelines.

3. The program is open to individuals of all nationalities. There is no age limit or time limit for obtaining a doctoral degree. Achievement is assessed based on actual research time and documented career breaks.

§ 22. Advertisement Content

1. Advertisements on the materialize.edu.pl portal must include at least:
   a) the name and a brief description of the program;
   b) the number of positions, the planned period, and the place of employment;
   c) employment conditions, the planned gross salary, net of employer contributions, benefits, and allowances;
   d) information about the research groups and PIs working at the Institute;
   e) eligibility criteria, documents, application submission process, and deadline;
   f) a description of the evaluation stages, criteria, and the method of communicating results;
   g) information about the appeal procedure;
   h) information about secondments and training;
   i) information about the processing of personal data.
2. Other advertisements must include at least:
   a) the name and a brief description of the program;
   b) the number of positions, the planned period, and the place of employment;
   c) employment conditions, the planned gross salary, excluding employer contributions, benefits, and allowances;
   d) a link to the project website with detailed information about the terms and conditions of the program.

§ 23. Application Documents

1. The candidate submits in English:
   a) an application form (proposal - template published on materialize.edu.pl) containing a project description (maximum 4 A4 pages) and a mandatory ethical self-assessment, prepared according to the template and guidelines of the European Commission;

b) a research CV containing contact details, career history, countries of residence and activities, publications, patents, projects, international experience, and an explanation of career breaks, if the candidate wishes to include them;

c) a copy of the doctoral diploma;

d) a cover letter indicating the chosen PI, the relevance of the project to career plans, and the expected impact of the program on their future academic career;

e) a declaration of compliance with the mobility principle;

f) a declaration of having read the regulations and information on data processing;

g) confirmation of the candidate's acceptance by the selected PI;

h) optional letters of recommendation from previous supervisors.

2. Candidates may submit one application per recruitment round and designate one PI as their primary supervisor. Candidates are responsible for ensuring the accuracy, completeness, and timeliness of the information provided.

§ 24. Application Submission Procedure

1. Applications must be submitted exclusively on forms downloaded from the materialize.edu.pl website, by email to materialize@icho.edu.pl or via the application form located on the materialize.edu.pl website (if possible).

2. All correspondence with the candidate, including requests, results, and appeal information, should be sent to the email address provided in the application. The candidate is responsible for ensuring the correctness of the address and regularly checking their inbox, including their spam folder.

3. If there are any missing or unclear documents, the Recruitment Team will request the candidate to provide additional information within 7 calendar days from the day following the request. This additional information may not lead to a significant change to the project or the replacement of a document being assessed substantively after the application deadline.

§ 25. Equality, Accessibility, and Bias Reduction

1. The recruitment process will be conducted with full respect for the principles of non-discrimination, equality, and minimizing the risk of bias. IOC PAS will make every effort to ensure the broadest and most equal access to the positions offered, in accordance with the principles of HR Excellence in Research.

CHAPTER VI. EVALUATION BODIES AND RECRUITMENT PROCESS

§ 26. Recruitment Team

1. The Recruitment Team is appointed by the PC from among employees of the relevant departments of the Institute and operates under the coordination of the PM.

2. The Recruitment Team is responsible for registering applications, verifying completeness and formal criteria, communicating with candidates, preparing expert packages, organizing interviews, and archiving documentation. The Recruitment Team does not participate in the substantive evaluation of the project or candidates.

§ 27. International Experts (IRE)

1. Each eligible application is assessed by three IREs from outside Poland, representing different countries; at least one member of this group is a woman. The selection takes into account global reach, gender balance, geographic diversity, and a close match of expertise to the project's topic.

2. The IRE must have recognized scientific achievements, experience in evaluating projects or candidates, and be independent of the Institute, Associated Partners, the candidate, the PI, the candidate's current and former units, and institutions directly involved in the candidate's application.

§ 28. Independent Panel Members (IPMs)

1. Two IPMs – one female and one male – participate in all interviews for a given recruitment process, ensuring consistency and comparability of assessments.

2. IPMs are recognized reviewers from Poland with at least five years of experience in panels evaluating candidates or research projects and knowledge of the conditions for conducting research in Poland.

3. One person serves as the panel chair. This position is alternately assigned to a female and a male in subsequent panels or recruitment processes, to the extent organizationally feasible.

§ 29. Selection, Contracts, and Impartiality of Experts

1. Experts are appointed by the PC.

2. The PM identifies potential experts based on the Institute's database of reviewers and scientific collaborators and by searching scientific databases, taking into account the thematic compatibility of their publications with the scope of the projects being evaluated. The process begins concurrently with the application submission period, and the assignment of a specific application occurs after the formal evaluation of the application is completed.

3. Before appointment, the expert submits a CV, signs an agreement specifying the scope, number of applications, deadlines, remuneration, confidentiality, data protection, ownership of materials, and responsibility, and submits a declaration of impartiality, non-discrimination, and absence of a conflict of interest.

4. Conflicts of interest are assessed separately for each application. An expert who is affected by a conflict or reasonable doubt is excluded before receiving the materials and replaced by another expert.

5. Experts receive a briefing covering the program objectives, OTM-R principles, criteria and scoring scale, career break assessment, equality, ethics, confidentiality, data protection and feedback process.

§ 30. Recruitment Stages

1. Recruitment includes: application submission, formal verification, and supplementation of missing information. Stage I – evaluation of applications and candidates. Stage II – interviews, acceptance of offers, employment, and appeals procedures.

2. Detailed evaluation criteria and the possible scores for each stage are specified in the Grant Agreement.

3. The exact dates and deadlines for each stage are published on materialize.edu.pl. The planned duration of each stage corresponds to the process described in the Grant Agreement.

§ 31. Formal Verification

1. The Recruitment Team verifies the application for completeness, compliance with the mobility requirement, possession of a doctoral degree, and the eligibility of the project under MATERIALIZE.

2. The result is communicated to the candidate along with information about admission to Stage I or justification for rejection and instructions on appeal.

§ 32. Stage I – Project and Candidate Assessment

1. Three IREs independently assess the application based on the documents. They then participate in a remote meeting to adopt a common assessment result.

2. If consensus cannot be reached or the individual assessments differ significantly, the IREs may request an additional assessment from the PM. The PM appoints an additional independent expert and documents the method used to determine the final score.

3. The Stage I assessment includes 70 points for the IRP proposal and 30 points for the candidate's experience and competencies.

4. Candidates who score at least 70 points advance to Stage II, with no more than the three highest-ranked candidates being invited for each available position. Each candidate receives expert comments and notification of the results.

§ 33. Stage II – Interview

1. The interview takes place remotely in English before a panel composed of three IREs who assessed the application in Stage I and two IPMs.

2. The interview includes approximately 15 minutes of questions testing knowledge of organic chemistry and the project area, a 5-minute presentation by the candidate, and approximately 10 minutes of discussion of the presentation and research concept. In projects identified as ethically sensitive, the panel also asks questions regarding ethics and required safeguards.

3. The panel jointly agrees on the results. In the event of disagreement, the chairperson makes the final decision regarding the panel's score. Only candidates who scored at least 70 points in Stage II may be recommended for employment.

4. Based on the results, the PM prepares a ranking list of candidates recommended for employment and, if necessary, a reserve list.

§ 34. Rules of Ex aequo, Lists, and Offers

1. In the event of a tie, the following will be applied in the following order:

a) priority to a person with refugee status, if applicable;

b) priority to a person with a documented career break;

c) a higher score in the Excellence category in Stage I or Scientific Knowledge in Stage II;

d) priority to a person representing the underrepresented gender in the program;

e) contribution to increasing the geographic diversity of the selected group.

2. Anonymized ranking lists are published on materialize.edu.pl. Each candidate receives individual information about their score, comments, status, and right of appeal.

3. After the appeals process is closed, the PC approves the final list. Candidates on the main list confirm their acceptance of the offer within the deadline specified in the notification. Refusal or failure to confirm within the deadline allows the next candidate on the reserve list to submit an offer.

4. If not all positions are filled or the Researcher resigns prematurely, the PC may initiate supplementary recruitment.

§ 35. Recruitment Documentation and Report

1. The PM is responsible for the preparation, completeness, and storage of documentation for each recruitment process. This documentation includes, in particular, competition announcements with confirmation of their publication, submitted applications, results of the formal evaluation, CVs of experts, agreements concluded with them, declarations of impartiality and absence of conflicts of interest, meeting minutes, evaluation sheets, consensus reports, recordings or transcripts of interviews, ranking and reserve lists, correspondence with candidates, and documentation of appeals proceedings and decisions issued.

2. After the completion of each recruitment process, the PM prepares a report on its progress. The report includes at least: the number of applications meeting and failing to meet the formal criteria, the dates of each stage of the process, information about the experts by country, gender, and field of specialization, a description of the evaluation procedure used, the number of experts evaluating each application, information about the briefing conducted, the number of candidates qualified and not qualified for the subsequent stages, the number of selected researchers, and the number of individuals on the reserve list.

CHAPTER VII. APPEALS AND COMPLAINTS PROCEDURE

§ 36. Right of Appeal

1. A candidate may appeal the decision of the formal verification process, the result of Stage I, or the result of Stage II. An appeal may concern a procedural violation, incorrect application of criteria, conflict of interest, unequal treatment, manifest error, or a substantive assessment, to the extent permitted by these Regulations.

2. An appeal must be submitted electronically to the Director, via the email address provided on materialize.edu.pl, within 7 calendar days of the date of electronic communication of the decision.

3. An appeal will be decided based on the materials submitted or created during the original procedure. New materials will only be considered if they constitute evidence of a procedural irregularity, conflict of interest, or a circumstance that the candidate could not objectively demonstrate previously and which does not change the substantive content of the application.

4. A complaint regarding the conduct of a process participant, discrimination, confidentiality, data protection, or the technical conduct of the recruitment process may be filed independently of the appeal. If it may affect the candidate's outcome, it will be considered in conjunction with the appeal.

§ 37. Appeal Committee

1. The Director appoints an independent Appeal Committee for a given recruitment process. No member may participate in any other stage of the recruitment process involving the appealing candidate or have any conflict of interest with the candidate, the PI, the experts, or the project.

2. The Committee shall consist of at least three persons: two independent IRE experts, one female and one male, and a recruitment specialist from an institution outside the MATERIALIZE partnership. The Director may appoint additional members, maintaining the independence and balance of the composition.

3. Before receiving the files, Committee members shall submit written declarations of impartiality, confidentiality, and absence of conflict of interest.

§ 38. Procedure for Considering Appeals

1. The Committee analyses the validity of the allegations, the completeness of the documentation, equal treatment, the correct application of the criteria, and the impact of any potential misconduct on the result. It then submits a written recommendation to the Director along with a justification.

2. In the case of an appeal against the formal review, the Committee re-examines the documents submitted by the deadline and the correctness of the request for supplementation. It may recommend upholding the decision or admitting the candidate to Stage I.

3. In the case of an appeal against Stage I, the Committee may determine that the evaluation was conducted correctly and recommend upholding the result or order an independent re-evaluation by three new IREs if the misconduct could have affected the scientific evaluation. The result of the re-evaluation replaces the original result within the scope specified in the decision.

4. In the case of an appeal against Stage II, the Committee evaluates the assessment sheets, justifications, the minutes, and—if available—the recording of the interview. As a rule, it does not conduct a new interview or allow supplementation of responses. It may recommend correcting the scoring, leaving the score unchanged, or, exceptionally, repeating the interview before a completely new panel when a serious procedural or technical deficiency prevents a reliable assessment and cannot be remedied in any other way.

§ 39. Appeal Resolution

1. The Director, after reviewing the Committee's recommendation, makes a final decision to uphold, amend, or overturn the appealed decision. The decision, along with the justification, is delivered to the candidate electronically.

2. If the appeal is upheld, the candidate is reinstated to the appropriate, ongoing stage or their score and position on the list are adjusted.

3. The Director's decision concludes the internal appeals process.

CHAPTER VIII. EMPLOYMENT AND CONDITIONS OF PARTICIPATION OF RESEARCHERS

§ 40. Employment Contract

1. The selected Researcher is employed by IChO PAN on a full-time basis, for a fixed term corresponding to 36 months of the Individual Research Plan, subject to the limitations resulting from the project period, start date, and approved changes.

2. The employment contract is concluded upon fulfilment of labour-law requirements, including obtaining a certificate from an occupational medicine physician confirming the absence of contraindications to work in the given position.

3. The project annex to the Employment Contract specifies at least:

a) the PI and, if already designated, the co-supervisor;

b) the start date and period of training activities;

c) the monthly support or remuneration resulting from the project, in EUR and in the currency of payment;

d) the amount and organization of working time;

e) the obligation to work exclusively for the project;

f) obligations of confidentiality, reporting of events affecting the project, and the obligation to provide information for the project;

g) other obligations arising from the provisions of the Grant Agreement, including the obligation to report research results.

4. The researcher benefits from at least the same standards and working conditions as other research workers in a comparable position at the Institute.

§ 41. Remuneration and Allowances

1. The remuneration amount specified in the Grant Agreement specifies the gross remuneration rate, including all employer-related charges.

2. The planned gross remuneration and allowances are specified in the announcement and contract, in accordance with the approved budget.

3. The mobility allowance is granted according to the terms specified in the project documentation. The family allowance is granted to a Researcher with a spouse or dependent child, in accordance with the project criteria; any change in family circumstances is reported immediately and taken into account in accordance with the funding rules.

§ 42. Employee Rights and Support

1. The researcher enjoys employee rights under the Labor Code, including vacation leave in an amount dependent on seniority, sick leave, parental rights, job protection, social benefits, and access to health insurance.

2. The researcher has access to the research infrastructure, library, computer network, IT, Occupational Health and Safety, Human Resources, Accounting, and other organizational units of the Institute under the same rules applicable to employees.

3. The Institute provides relocation and integration support through the Welcome Center, including assistance with visa and residence permits, accommodation, bank accounts, PESEL numbers, and healthcare, to the extent legally and organizationally possible.

4. The researcher may use additional benefits currently offered to Institute employees, including private medical care and sports programs, in accordance with separate rules and availability.

§ 43. Long-Term Leave, Special Needs, and Part-Time Work

1. In the case of maternity, paternity, parental leave, long-term illness, or other leave exceeding 30 days, the Institute will consider the possibility of applying a long-term leave allowance and appropriately adjusting the participation period, contract, schedule, and budget, in accordance with the Grant Agreement and labour law.

2. Adjustments or extensions are not automatic and depend on eligibility, availability of funds, project duration, and required approvals from the REA and the Ministry of Science and Higher Education.

3. Researchers with long-term disabilities documented by the relevant authorities may receive support under the special needs allowance for essential items or services, provided they are not funded from another source and participation in the project would not be possible without them.

This support will be granted for documented periods indicating these special needs. It will be granted after approval by the REA.

4. In justified cases, researchers may request part-time work for personal, family, or professional reasons. The decision requires compliance with employment law, the Grant Agreement and, where necessary, prior approval from the REA.

§ 44. Employment

1. Before commencing work, the Researcher will undergo occupational health and safety examinations, fire safety training, data protection training, ethics, integrity training, IT policies, intellectual property training, and project procedures.

2. The Researcher will receive a Fellows' Welcome and Support Package containing practical information about employment, relocation, and the rules of participation in the project.

CHAPTER IX. RESEARCH IMPLEMENTATION, SUPERVISION, TRAINING AND MOBILITY

§ 45. Individual Research Project (IRP)

1. The Researcher shall carry out the Individual Research Project (IRP) submitted in the competition while maintaining scientific independence and compliance with the MATERIALIZE objectives, ethical principles, safety regulations, and other regulations applicable at the Institute.

2. Implementation of the IRP, to the extent requiring ethical, administrative, safety, personal data protection, or other required authorization, may begin only after obtaining and properly documenting all necessary consents and approvals.

3. Any significant change to the objectives, methodology, scope, or location of the IRP requires written justification and the opinion of the PI and PM. The change is subject to approval by the PC or SC.

4. A change in the PI position requires written justification from the Researcher and approval by the SC.

§ 46. Career Development Plan (CDP)

1. The Researcher prepares a CDP that is thematically consistent with the application assessed during the recruitment process within the first two months of employment, in close consultation with the PI and with

the support of the Training Coordinator. A Co-supervisor is designated no later than the preparation or first update of the CDP.

2. The CDP includes, at a minimum, the Researcher's scientific and professional goals, publication plan, competency development, participation in training, planned secondments, communication and dissemination activities, and the use of results, as well as a self-assessment of ethical issues.

3. The CDP is a document that is updated on an ongoing basis. It is reviewed at least annually and whenever there is a significant change to the IRP, secondment, or training needs of the Researcher.

§ 47. Supervision and Monitoring of Progress

1. The Researcher meets individually with the PI at least once a month and participates in PI research team meetings and seminars organized as part of MATERIALIZE.

2. Every six months, the Researcher submits a written report on the implementation of the IRP. The report covers, at a minimum, the course and results of the research, deviations from the adopted plan, participation in training, implementation of the CDP and secondments, ethical and data management issues, communication activities, dissemination and exploitation of results, intellectual property issues, and the action plan for the next reporting period. The report is first reviewed by the PI and then assessed by the SC or their authorized representatives.

3. If delays, difficulties, or other circumstances are identified that may jeopardize the proper implementation of the IRP, the PI and PM will agree on a remedial plan with the Researcher r, specifying the required actions, forms of support, and a deadline for reassessing progress. Recurring, significant, or unresolved issues within the specified timeframe will be reported to the SC.

§ 48. Training Program

1. The thematic scope of the training program is specified in the Grant Agreement. The program includes, in particular, advanced scientific training, the development of transferable and leadership competencies, research and career management, innovation, ethics, open science, intellectual property, scientific communication, and cooperation with the non-scientific sector. The detailed scope of the program may be modified by the SC, provided that it is consistent with the Grant Agreement and the objectives and expected results of MATERIALIZE.

2. Participation in events designated as mandatory in the training program or in the CDP is part of the Researcher's obligations. The program does not provide for the awarding of ECTS credits. The detailed schedule, topics, agenda, and format of individual events are published on the materialize.edu.pl website and may be adjusted by the SC, provided that the required program quality is maintained and its objectives and results are achieved.

§ 49. Secondments and Research Visits

1. Each Researcher will complete at least one secondment to a host organization during the Program, generally lasting 3 to 6 months and directly related to the IRP and the CDP. In justified cases, more than one secondment or shorter research stays are permitted if they meet the Researcher's scientific and training objectives and comply with MSCA rules.

2. The Researcher selects the host organization in consultation with the PI, the co-supervisor (if appointed), and the Training and Career Development Coordinator. The host organization may be a MATERIALIZE affiliated partner or another entity with the appropriate competences and infrastructure, which will confirm its willingness to host the Investigator and conclude the required agreement with the Institute.

3. Before the secondment begins, the following shall be agreed upon and documented: the research and training objectives, the scope of planned work, the location and duration of the secondment, the supervisor at the host organization, the rules for access to infrastructure, the financing of travel and stay, as well as requirements regarding security, ethics, data protection, confidentiality, intellectual property, publication of results, reporting, and the Researcher's contact with the Institute.

4. The secondment outside the European Union may only begin after an assessment of the related ethical issues and after confirmation of compliance of the planned activities with applicable legal restrictions and European Union sanctions.

5. The PMs provide administrative and organizational support for the secondment and monitor its proper implementation. The Training and Career Development Coordinator oversees the secondment's compliance with the CDP and the Researcher's training objectives. During the secondment period, the Researcher remains an employee of the Institute and maintains regular contact with the PI and the persons responsible for the implementation of the Program.

CHAPTER X. ETHICS, INTEGRITY, DATA, INTELLECTUAL PROPERTY AND COMMUNICATION

§ 50. Ethical Principles and Research Integrity

1. All activities carried out within MATERIALIZE are conducted in accordance with the highest ethical standards, the Code of Ethics for Researchers of the Polish Academy of Sciences, the Charter of Fundamental Rights of the European Union, the European Code of Conduct for Research Integrity, and applicable provisions of European Union law, international law, and national law.

2. Researchers, PIs, and other individuals participating in research are obligated to adhere to the principles of integrity, honesty, respect, and responsibility at all stages of the research process – from planning and conducting research to developing, disseminating, and publishing its results.

3. Research and other activities carried out within MATERIALIZE are intended solely for civilian use.

§ 51. Ethics Procedure

1. Ethics self-assessment is a mandatory element of the application and the CDP. In Stage I of the evaluation, the IRE identifies ethical requirements for the IRP, establishes a deadline for their fulfilment, and includes them in a report provided to the candidate along with the evaluation results.

2. The Ethics Coordinator maintains a register of ethical issues, monitors compliance with specific requirements, and prepares ethics reports. Monitoring covers, in particular, personal data protection, the safe use of hazardous substances, the responsible use of AI tools, activities conducted in third countries, and the environmental impact of research. AI tools may not be used to make recruitment decisions or profile candidates.

3. The Ethics Coordinator reports any serious or unresolved ethical issues to the PC and SC.

§ 52. Confidentiality and Data Protection

1. Information marked as sensitive or confidential may be used solely for the purpose of implementing the project and made available only to those who need it to perform the assigned tasks and who are obligated to maintain confidentiality. This obligation lasts for the period specified in the Grant Agreement, no less than five years from the final payment, unless a longer period is agreed.

2. Personal data are processed in accordance with the GDPR, applicable national law, and the regulations in force at the Institute.

3. Access to the data of candidates, researchers, and experts is granted only to authorized persons, to the extent necessary to perform their tasks. Transfer of data outside the European Economic Area requires the use of an appropriate legal basis, in particular standard contractual clauses or another instrument compliant with the GDPR.

4. Candidates and researchers are provided with the required information regarding the principles and purposes of processing their personal data.

§ 53. Data management and open science

1. Research data and project results are managed in accordance with the FAIR principles. Detailed rules for collecting, describing, storing, securing, quality control, sharing, licensing and long-term archiving, as well as the scope of responsibility of individual persons, are specified in the Data Management Plan (DMP).

2. The researcher is responsible for the quality, completeness and correct organization of data generated within the IRP. Applies standards and formats appropriate for a given field and maintains documentation enabling the reconstruction of the methods used, analyses and results obtained.

3. Scientific publications are made available open access in the repository. Research data that is not subject to reasonable restrictions shall be made available with a persistent identifier, appropriate metadata and a license enabling its re-use, in particular CC BY 4.0, ODC-BY or equivalent.

4. The results are made available after securing the legitimate interests of the Institute and partners, in particular after assessing the possibility of their legal protection, adopting a related publication or filing a patent application. Any restriction of access must be justified, proportionate and recorded in the DMP.

§ 54. Intellectual Property and Results

1. The principles regarding ownership of results, authors' rights, patent protection, know-how, trade secrets, publication, and commercialization of results are specified in the Grant Agreement, regulations applicable at the Institute of Organic Chemistry of the Polish Academy of Sciences, and agreements concluded with project partners.

2. The REA does not acquire ownership of the project results; however, it retains the rights specified in the Grant Agreement to use materials, documents, and information for informational, communication, promotional, and dissemination of results purposes.

3. The Researcher is provided, to the extent necessary to implement the IRP, free access to previous research results, data, materials, and know-how held by the Institute or the PI, while respecting third-party rights, confidentiality principles, and applicable contractual restrictions.

4. Before any planned public disclosure of a result, in particular in a publication or conference presentation, the Researcher shall notify the PI, the PC, and the relevant intellectual property unit of the Institute in advance. The information should enable an assessment of the possibilities of protecting the result, maintaining confidentiality and safeguarding the legitimate interests of the Institute and partners.

§ 55. Communication, Visibility, and Disclosure Obligations

1. The principles for communicating research results, including their communication, dissemination, and identification of funding sources, are specified in the Grant Agreement and the agreement concluded with the Ministry of Science and Higher Education. These activities are conducted in consultation with the Coordinator for Dissemination, Exploitation of Results, and Communication.

2. All publications and results of the Program implementation should be accompanied by the information clause "Project co-financed by the Polish Ministry of Science and Higher Education under the International Co-financed Projects program" (or its English equivalent). The Grant Agreement requires the display of the EU flag and the clause "Funded by the European Union" or "Co-funded by the European Union."

3. General promotional activities related to the Program are agreed upon with the Press Office Coordinator.

CHAPTER XI. RIGHTS, OBLIGATIONS, LIABILITY AND TERMINATION OF PARTICIPATION

§ 56. Obligations of the Researcher

1. The Researcher is obligated in particular to:

a) diligently and systematically implement the IRP under the supervision of the PI, while maintaining scientific independence;

b) perform, within the time specified in the employment contract, only research and training activities related to MATERIALIZE;

c) prepare, implement, and update the CDP, DMP, and ethical self-assessment;

d) participate in mandatory training, seminars, conferences, mentoring and secondments;

e) submit required reports, surveys, and other project documents in a timely manner;

f) immediately inform the PM of planned secondments and travel, as well as

of changes, risks, or events that may affect the implementation of the project, the eligibility of expenses, or compliance with funding conditions;

g) comply with the principles of research ethics and integrity, confidentiality, data protection, security, intellectual property, open science, and disclosure of funding sources;

h) properly use the Institute's property, equipment, data, and infrastructure, and protect its reputation;

i) complete the MSCA evaluation survey after completing the Program and a supplementary survey two years later;

j) comply with legal regulations, the Institute's internal regulations, and employee obligations, particularly those relating to occupational health and safety, fire protection, business trips, secondments, and medical examinations.

§ 57. Researcher Rights

1. Researchers are entitled to:

a) safe, stable, and non-discriminatory working conditions and equal treatment;

b) appropriate research supervision, mentoring, career development support, and regular feedback;

c) access to infrastructure, data, materials, and previous research results necessary to implement the IRP, while respecting applicable confidentiality and intellectual property rules;

d) access to an individual research and training budget;

e) participation in training, secondments, and scientific and integration events provided for in the Program and other events organized by the Institute;

f) protection of privacy, personal data, dignity, and reputation.

§ 58. Conflicts and Irregularities during Employment

1. A researcher may report a conflict, including a conflict with a PI, to the PM, PC, Institute Director, or other appropriate person, depending on the nature of the matter.

2. The conflict is resolved primarily through mediation and agreement on corrective actions, if the nature of the matter allows. If this does not lead to resolution, the PC refers the matter to the SC, which determines the next course of action.

3. Reports are handled confidentially, impartially, and without undue delay. Retaliation against a person who reports in good faith is prohibited.

§ 59. Failure to Perform Obligations and Termination of Participation

1. Corrective actions, the application of measures provided for in labour law, or termination of employment may occur in particular in the event of:

a) the lack of a medical certificate authorizing the Researcher to work or the loss of capacity to perform work in the position held;

b) the lack of satisfactory progress in two consecutive reporting periods, despite the support provided and the implementation of a recovery plan;

c) serious or repeated failure to perform obligations arising from the Program, the employment contract, or regulations in force at the Institute;

d) violation of the rights of others, the principles of confidentiality, data protection, intellectual property, ethics, research integrity, or security;

e) the presentation of false documents or failure to document compliance with the basic criteria for participation in the Program, in particular the possession of a doctoral degree or meeting the mobility criterion;

f) the occurrence of other circumstances justifying termination of employment in accordance with applicable regulations.

§ 60. Completion of the Program by the Researcher

1. Completion of the Program is contingent upon completion of the employment period and basic obligations arising from the IRP, CDP, training program, mobility, reporting, ethical principles, data management, and communication.

2. Upon termination of participation in the Program, the Researcher submits a final report, submits structured documentation and research data, accounts for entrusted funds and assets, fulfils obligations regarding publication and intellectual property, and completes formalities related to termination of employment in accordance with the Institute's procedures.

3. Obligations regarding confidentiality, data protection, intellectual property, publication, identification of funding sources, evaluation surveys, and cooperation in inspections and audits remain in effect after termination of employment, to the extent and for the period specified in legal provisions and concluded agreements.

CHAPTER XII. FINAL PROVISIONS

§ 61. Implementing Documents and Publication

1. The PM prepares and updates the implementing documents for the Program, which are published in English on the materialize.edu.pl website.

§ 62. Unregulated Matters

1. In matters not regulated, the documents indicated in § 2, as well as the decisions and guidelines of the REA, the Ministry of Science and Higher Education, and the relevant bodies of the Institute, shall apply.

§ 63. Entry into Force of the Regulations

1. These Regulations shall enter into force together with the order attached hereto and shall remain in force until all obligations related to the project are completed, including obligations after the end of funding.