

RECTOR
OF SGH WARSAW SCHOOL OF
ECONOMICS

ADOIL.021.474.2019

RECTOR'S ORDER NO. 61

of 5 December 2019

on compliance with the obligation to register a researcher digital ORCID iD by the persons conducting research activity at SGH Warsaw School of Economics

Pursuant to § 60.2.2 of SGH Statutes, in connection with art. 343.1.3 and art. 345.1.3 of the act of 20 July 2018 - the Law on Higher Education and Science (Journal of Laws of 2018 item 1668, as amended) and § 2.1.1 and § 4.1 of the ordinance of the Minister of Science and Higher Education of 6 March 2019 on processing data in POL-on Integrated Information System on Higher Education and Science (Journal of Laws item 496), it is ordered as follows:

§ 1

1. Persons conducting research activity at SGH Warsaw School of Economics, hereinafter referred to as "SGH", including academic teachers employed in research posts as well as research and teaching posts and doctoral candidates shall be obliged to obtain (via the website www.orcid.org/signin) a researcher digital ORCID iD (Open Researcher and Contributor ID), hereinafter referred to as the "ORCID iD" and its authorisation in POL-on Integrated Information System on Higher Education and Science, hereinafter referred to as "POL-on system", through:

- 1) establishing an individual user account with the system of the Polish Scientific Bibliography (one of POL-on systems), hereinafter referred to as the "PBN account";
- 2) connecting the PBN account with the ORCID iD;
- 3) connecting the PBN account with the POL-on identifier in POL-on system.

2. During the process of obtaining an ORCID iD, while entering the information concerning SGH, its official name in English must be used, i.e. "SGH Warsaw School of Economics".
3. The data entered during the process of obtaining an ORCID iD must be regularly and immediately updated at any one time when change occurs, and for the data relating to the publications issued, i.e. the information concerning:
 - 1) scientific articles,
 - 2) scientific monographs and scientific edition of monographs,
 - 3) chapters in scientific monographs- the update must be made not later than within 30 days of issuing the publication.
4. The Research Division shall be responsible for providing support in conducting the activities stipulated in sections 1 and 3, including the provision of specific instructions at all stages of the ORCID iD authorisation in POL-on system.

§ 2

After completing the actions stipulated in § 1.1, a Statement of holding a researcher digital ORCID iD, whose template has been included in the annex to this order, shall be filled in and submitted to the Research Division within the following deadlines:

- 1) for persons employed at SGH and SGH doctoral candidates - before this order becoming effective - by 31 December 2019;
- 2) for persons who will be employed at SGH after the order becomes effective - within 14 days of the employment date;
- 3) for doctoral candidates who are to start their education in the Doctoral School at SGH - within 14 days of the date of commencing education.

§ 3

The order shall become effective as of the date of signing.

RECTOR

dr hab. Marek Rocki, prof. SGH