



**Narodowe Centrum Badań Jądrowych**  
**National Centre for Nuclear Research**

## **Arrivals**

**One-off NCBJ and Ministry Documents**

BP4 - January 18, 2022

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# Chapter 1

## Introduction

Welcome to NCBJ. All new employees will need to fill out some online documents when they first arrive. You will be informed that you will need to do this by the HR department or the departmental secretariat. However, you may only get the instructions in Polish and not get an English translation. This document aims to collate all the instructions for these documents in English in one place.

If you are viewing this document on a computer, you can click on URLs to open them in your browser.

## Chapter 2

# ORCiD

If you are not familiar with ORCiD, an Open Researcher and Contributor ID is a simple way to keep track of you as an academic. The ORCiD pages can give you more information. Typically, people will use it to record publications, grants, affiliations, etc. but you can not provide any information beyond your name if you do not want to. Having said this, for the ORCiD to be used in the following documents, you will need to have NCBJ listed as your employer and visible.

While you will not be asked to make an ORCiD, you will be asked for it over and over again. So it is a good idea to create one, if you do not already have one. If you do not have an ORCiD, please go to <https://orcid.org/register> and register (it's free).

## Chapter 3

# Scientific Discipline

At some point early in your employment, you will be asked to fill in the forms “Oświadczenie o dziedzinie nauki lub sztuki i dyscyplinie naukowej lub artystycznej” and “Upoważnienie do zaliczenia do liczby pracowników prowadzących działalność naukową”. These documents are for stating the scientific discipline you are working in and confirming that you agree that you can be counted as an employee working in the field indicated in the first document.

1. Log in into <http://intranet.ncbj.gov.pl/oswiadczenie/login.php> (only available from within NCBJ or via VPN)
  - Login is *lastnamefirstletterofyourfirstname* (e.g. if your name is John Smith, your login is *smithj*), password is the same as for your @ncbj.gov.pl email account.
  - If your login does not work try - login: *ipj* password: *vvqqyy*
2. Complete the form:
  - Imię i nazwisko - Full name (e.g. John Smith)
  - Stanowisko - Position in NCBJ (e.g. adiunkt)
  - tytuł, stopień naukowy - Academic degree (e.g. dr)
  - Numer ORCID - ORCID number as [orcid.org/0000-0002-9079-593X](http://orcid.org/0000-0002-9079-593X)
  - Proszę wybrać jedna lub dwie dyscypliny naukowe - Mark the scientific discipline “nauki fizyczne” (physical science)
3. Click submit

This will generate a PDF file. Save and print it as a one sided document so each page is on a separate sheet of paper. Sign the document and give it to the department secretary.

“Nauki fizyczne” is used instead of “astronomia” (astronomy) when selecting the discipline for weird buracratc reasons.

## Chapter 4

# Polish Scientific Bibliography

The Polish Scientific Bibliography (PBN) records all Polish scientific achievements. It is linked to you as a researcher, so also records your contribution as a Polish scientist. This is mainly used for evaluations of the institute, so it is important that you have a PBN account. If you do not have one, you will be strongly encouraged to create one when it is evaluation time, so you may as well make it now and then forget about it.

For this procedure, you will need a POL-on account. Your POL-on will be made by NCBJ for you but it may take a few weeks for this to happen.

1. Create a PBN account
  - (a) Go to <https://pbn-ms.opi.org.pl/pbn-report-web>
  - (b) Click “Załącz konto” (Create account)
  - (c) Fill in the “Rejestracja” panel on the left
    - Email (login) - This will be your login
    - Imię - First name
    - Nazwisko - Surname
    - Hasło - Password
    - Powtórz Hasło - Repeat Password
    - Akceptuję regulamin serwisu - Mark to accept the service regulations
  - (d) Click “Zarejestruj” (Register)
  - (e) You will receive an email with an activation link.
  - (f) In the email, click “Przejdź do serwisu” (go to the website) or the link. Your PBN account has been created.
2. Link your ORCID to your PBN account

- (a) Login to PBN at <https://pbn.nauka.gov.pl/auth/login>
  - (b) When you first login, you will be asked to link your PBN account with your ORCID number. A screen “Połącz z ORCID” (Combine with ORCID) will show up.
  - (c) Click “ORCID” button
  - (d) The ORCID login window will show up
  - (e) Login to your ORCID account and click “Sign into ORCID”.
  - (f) Click “Authorize access”. At this point your ORCID number should be linked to PBN.
  - (g) The PBN login page will show up again asking you to link your account with the POLON database: “Połącz z POL-on” (Combine with POL-on).
3. Link your PBN account with your data in the POL-on system
- (a) Click the “POL-on” logo
  - (b) Give your PESEL number. If your PESEL number is not found, give your two-letter country code and passport number (e.g. INxxxxx for India)
  - (c) Click “Zarejestruj” (Register)

If this has been successful, you should be able to check your data in PBN. In the upper right of the PBN site (when logged in) click on your name, then “Konto użytkownika” (User’s account). You should see a page with all your data (name, surname, title, employing institution) and you should be able to see that your ORCID has been linked in the bottom left.