Siedlce University of Natural Sciences and Humanities

A Human Resources Strategy for Researchers incorporating The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers

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I. INTRODUCTION

Siedlce University of Natural Sciences and Humanities is a multi-profile institution of higher education with four faculties within: Faculty of Economic and Legal Sciences, Faculty of Humanities, Faculty of Natural Sciences, and Faculty of Sciences. Our aim is excellent education of our students, future social and economic elites of the country, enhancing their responsibility for the Polish state, strengthening democratic principles and respect for human rights. We also believe that developing scientific research and transferring its scientific findings into business is our main strategic objective. Internationalisation is recognised as an integral part of the university's development strategy, therefore we look for opportunities to internationalise the university's activities. Our mission is the promotion of research staff, dissemination and multiplication of scientific achievements, national culture, and technology. Cooperation with foreign universities and access to their scientific experience have been so far, and will be in the future, a big stimulus to the improvement of the quality of education and research.

Date of Foundation: 1969

Total number of the following:

Academic Staff : 492

Administrative Staff: 422

Bachelor Students: 4204

Master Students: 2228

Doctoral Students: 221

1. THE COMMITTEE IMPLEMENTING THE CHARTER FOR RESEARCHERS AND THE CODE OF CONDUCT FOR THE RECRUITMENT OF RESEARCHERS

In May 2016 Prof. Kazimierz Jankowski, the Vice- Rector for Research, called a meeting with the aim of starting action to implement the Charter for Researchers and the Code of Conduct tor the Recruitment of Researchers. A committee was appointed to take active steps in order for the university to be awarded HR Excellence in Research.

The committee consists of the following members:

1) Representatives of the university authorities: Prof. Kazimierz Jankowski (President), the Vice- Rector for Research, Prof. Zbigniew Karczmarzyk (Vice-President), Vice-Rector for Development, Prof. Barbara Gąsiorowska, Vice-Rector for Studies.
2) Representatives of the administrative staff: Mariusz Duda, the manager of HR, Jarosław Szynkarczyk, the manager of the Organisational-Legal Department, Katarzyna Sobolewska, the manager of the Office for Research and International Relations, Monika Ociesa , the secretary of the Committee,
3) Representatives of Faculties: Humanities – Sławomir Sobczak, PhD, Natural Sciences – Wojciech Kolanowski, PhD, Sciences – Danuta Branowska, PhD, Economic and Legal Sciences – Jolanta Brodowska – Szewczuk, PhD.

In October 2016 under the new management of the University the Implementation Committee changed its members. In June 2017 the Rector in Ordinance 49/2017 of June 7 appointed the following members of the Committee do deal with the application for the 'HR excellence in research' award: Mirosław Minkina, PhD – the Vice- Rector for Research, as the president, Anna Charuta, PhD – the Vice-Rector for Studies, and Adam Szpaderski, PhD – a representative of the Faculty of Economic and Legal Sciences. At the same time Prof. Kazimierz Jankowski, Prof. Barbara Gąsiorowska, and Jolanta Brodowska – Szewczuk, PhD, were dropped from membership.

2. IMPLEMENTATION PLAN

The tasks of the committee:

1) Planning, drawing up, and carrying out an evaluation of the compliance of internal procedures with the Charter and the Code;
2) Drawing up an evaluation survey and preparing its analysis to evaluate the current state of affairs;
3) Drawing up a plan of action in the areas where discrepancies are visible;
4) Monitoring the activities implementing the Charter and the Code.

II. INTERNAL GAP ANALYSIS – THE CURRENT STATE OF THE IMPLEMENTATION OF THE CHARTER AND THE CODE AT THE UNIVERSITY OF NATURAL SCIENCES AND HUMANITIES

1. THE SURVEY

The Web Survey was directed at the researchers of the University of Natural Sciences and Humanities of all academic ranks. To ensure elimination of unauthorised access and motivate the academic teachers to take part in the survey, the link to the website was sent to all the Deans to be distributed to selected academic staff members taking part in it. The survey, apart from the respondent's particulars, contained 40 questions or statements divided into four parts, according to particular aspects. Academic staff members were asked to present their opinion on a 5 point scale, where 1 meant 'I definitely don't agree', 2 – 'I don't agree', 3 – 'I have no opinion', 4 – 'I agree', 5 – 'I definitely agree'. It was based on a standard template for the internal analysis available online. The survey was carried out between 17 June and 2 July 2016. During this time 171 academics out of 492 staff members authorised for the survey, that is 35%, completed it. . The results of the survey were presented at the meeting of the Implementation Committee on 5 July 2016. The Committee analysed the answers to each question, discussing motivation of the respondents to choose a particular one and possible consequences of putting the results into practice. The authors of the survey included answer 3, 'I have no opinion", so as not to force respondents to give a definite answer in a situation when they were reluctant to take a firm stance, even if this complicated interpretation of the results. Additionally, the Committee held a view that such an option was necessary, considering the complexity and diversity of the survey questions. The relatively high number of questions and issues also contributed to difficulty in maintaining an adequate level of focus to give sincere answers. All these aspects were taken into account during the analysis of the results and were the basis for a decision to

initiate an action. The results of the analysis and decisions concerning the scope and nature of corrective actions were clarified in specific chapters of this paper.

Table 1 -Survey results, questions 1-20

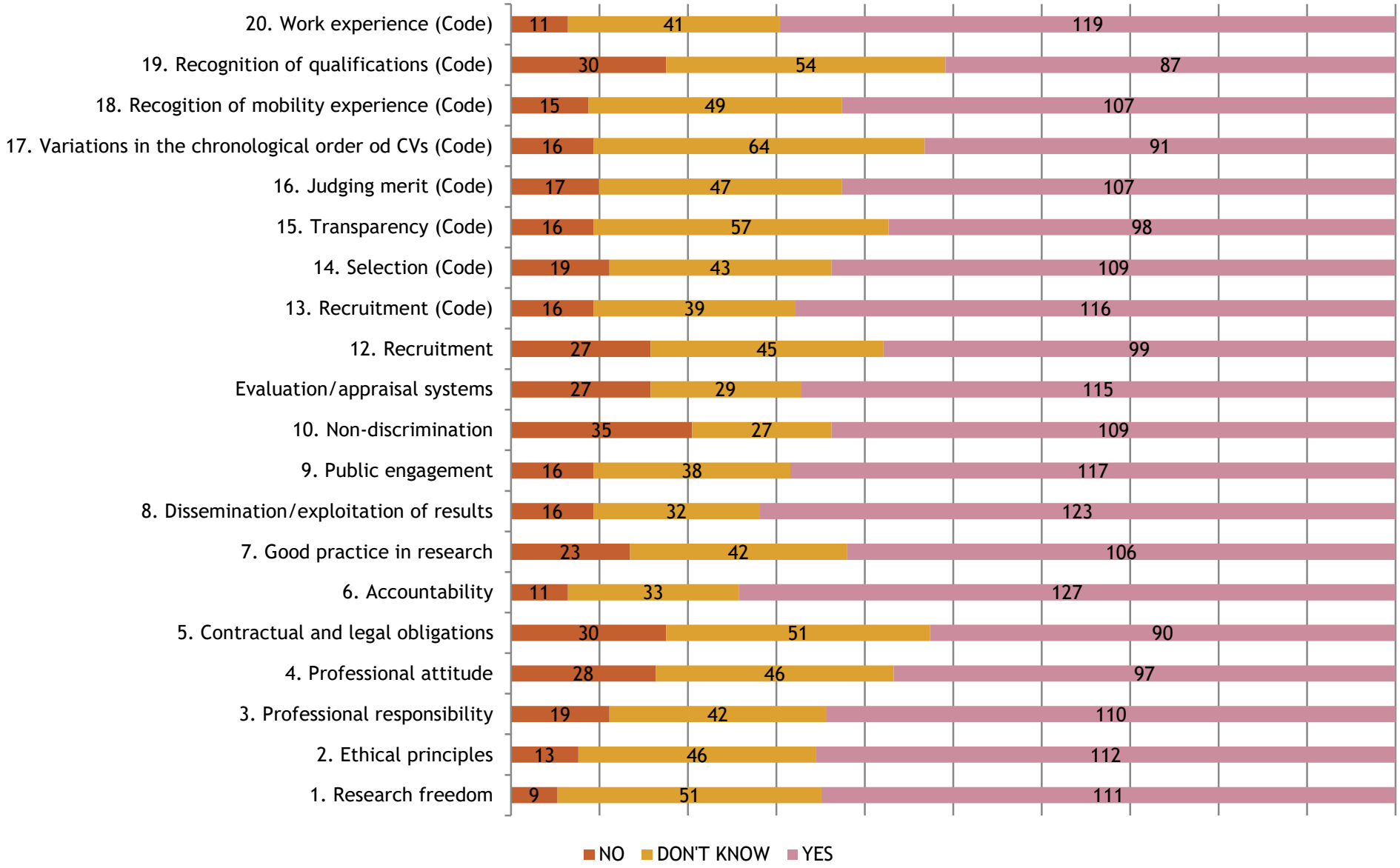
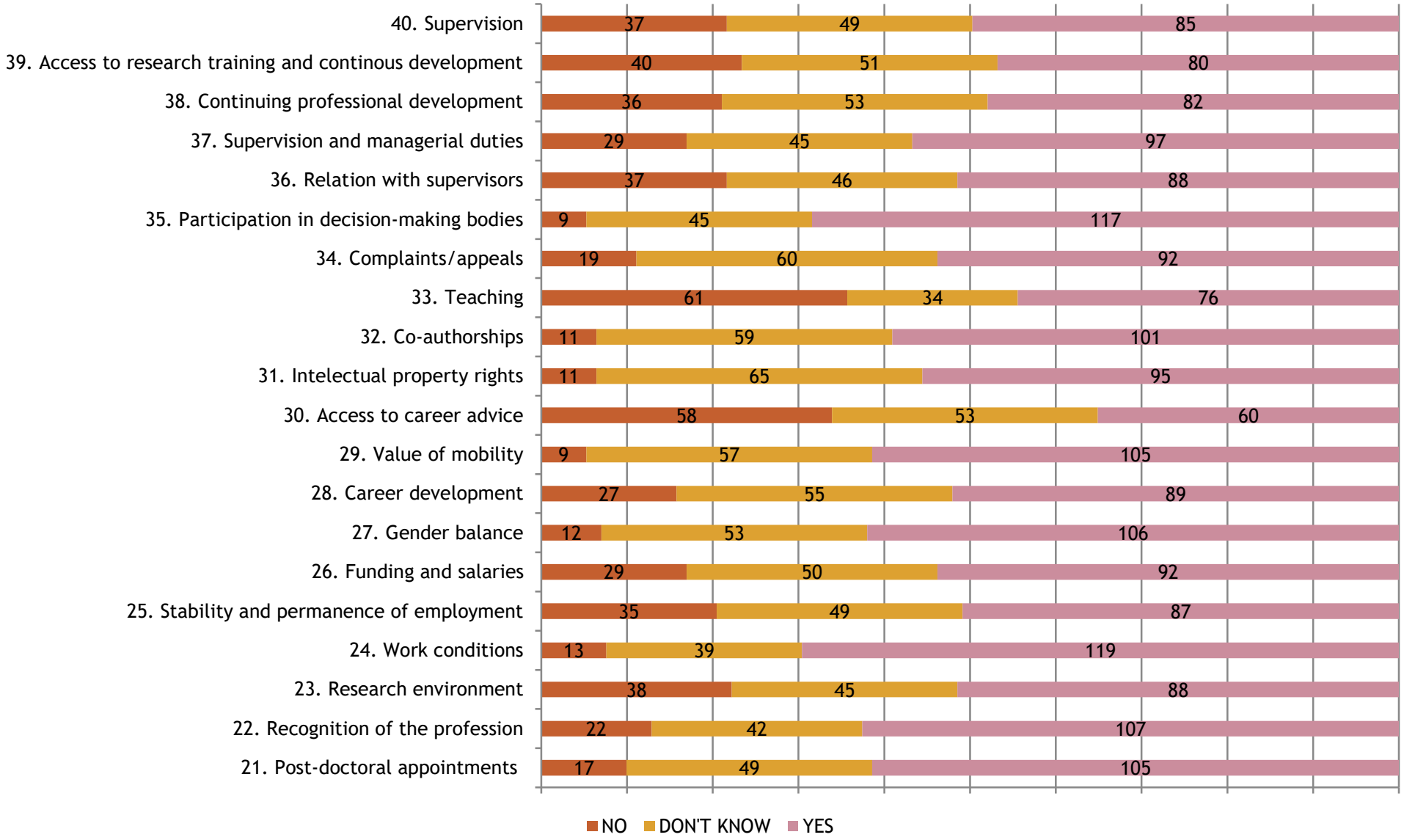


Table 2 - Survey results, questions 21-40



2. RESULTS - THE INTERNAL GAP ANALYSIS

1. Research freedom

Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere.

Relevant legislation (permitting or impeding the implementation of this principle)

National regulations:

1) Act of 27 July 2005 – Law on Higher Education (Dz. U. z 2016 r. poz. 1842 , as amended);
2) Act of 4 February 1994 on Copyright and Related Rights (Dz. U. z 2017 r. poz. 880, as amended);
3) Act of 30 June 2000 on Industrial Property law - (Dz. U. z 2017 r. poz. 776, as amended);
4) Act of 29 January 2004 on Public Procurement Law (Dz. U. z 2017 r. poz. 1579, as amended);
5) The Act of 30 April 2010 on the Rules of Financing Science (Dz. U. z 2016 r. poz. 2045, as amended);
6) Act of 27 August 2009 on Public Finance (Dz. U. z 2016 r. poz. 1870, as amended);
7) Act of 23 April 1964 the Civil Code (Dz. U. z 2017 r. poz. 459, as amended);
8) Act of 26 June 1974 the Labour Code - (Dz. U. z 2016 r. poz. 1666, as amended).
9) Regulation of the Minister of Science and Higher Education of 11 September 2015 r on the method of determining the subsidy amount and settling the funds to maintain research capacity as well as for scientific research and development activities and tasks related to them, aiding development of young scientists and doctoral students.

Internal regulations:

1) The University Statute;
2) Development strategy of the UPH – the Rector's Announcement 1/2015, 4 February 2015 r.;
3) Regulations on the Management of Copyright and Related Rights, Industrial Property Rights and Rules for Commercialization of Results of Research and Development Work– Resolution of the Senate 5/2015, 14 January 2015;

4) Regulations on the Use of Research Infrastructure – Resolution of the Senate. 18/2015, 25 March 2015 ;
5) Procedure for the granting and settlement of funds for the purposes set forth in the statute - the Rector's Ordinance 54/2017, 22 June 2017.

Existing Institutional rules and/or practices

Researchers from the University of Natural Sciences and Humanities (UPH) have the right to freedom of thought, or expression, and the freedom to choose their own methods to solve problems. They are aware of the limitations in conducting research, due to special circumstances or because of budgetary or infrastructure constraints, but also because of constraints coming from agreements on funding their research from external grants. The practice of carrying out academic research is based on national law, internal rules of the university and the rules of agreements regulating provision of external grants. Researchers of the university can carry out their studies, shape their research path, and choose the forms of their research. 95% of respondents confirm that they enjoy this kind of freedom.

Actions required

None

2. Ethical principles

Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics.

Relevant legislation (permitting or impeding the implementation of this principle)

National regulations:

1) Act of 27 July 2005 – Law on Higher Education (Dz. U. z 2016 r. poz. 1842 , as amended).

Internal regulations:

1) Code of Ethics for the UPH University Teacher – Resolution of the Senate 59/2012, 24 October 2012;
2) Work regulations – the Rector's Announcement 3/2014, 8 October 2014, as amended.

Existing Institutional rules and/or practices

Researchers are aware that ethical principles, both fundamental or those appropriate to their discipline, but also national, academic, and institutional ethical standards laid down in the Code of Ethics should be observed. They are convinced that fabrication of research results is against the law and is tantamount to misleading the people they work for. Observation of ethical standards is very important for the consistency of science and for its social authority and trust. In the survey 65% of UPH researchers believe those standards are observed.

Actions required

None

3. Professional responsibility

Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.

Relevant legislation (permitting or impeding the implementation of this principle)

National regulations:

1) Act of 27 July 2005 – Law on Higher Education (Dz. U. z 2016 r. poz. 1842, as amended);
2) Regulation of the Minister of Science and Higher Education on detailed procedures of a disciplinary action against a member of academic staff and the ways of enforcing and erasing the penalty (Dz. U. 2014, item 1430, as amended);
3) Act of 26 June 1974, the Labour Code (Dz. U. z 2016 r. poz. 1666, as amended).

Internal regulations:

1) The University Statute – Chapter V, § 139 – 144;
2) Work regulations – the Rector's Announcement 3/2014, 8 October 2014, as amended.

Existing Institutional rules and/or practices

Researchers of UPH make an effort for their scientific work to be useful for society and they make sure it does not duplicate earlier research. The existing regulations, both national and internal, oblige the researchers to preserve the integrity of their research and to observe copyright law with related rights, and industrial property law, all of them laying down rules of validity and reliability of their research. The Act on Higher Education contains provisions on plagiarism, falsifying research or research findings, appropriating the authorship, or misleading others as regards the authorship, any breaching of which results in disciplinary proceedings. In the case of delegating academic work to others, it is important that the task should be within the person's competence. The results of the survey prove that the researchers are aware of their responsibility (65% of respondents answered 'yes' and 'definitely yes').

Actions required

None

4. Professional attitude

Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.

Relevant legislation (permitting or impeding the implementation of this principle)

National regulations:

1) The Act of 30 April 2010 on the Rules of Financing Science (Dz. U. z 2016 r. poz. 2045, as amended);
2) Act of 27 August 2009 on Public Finance (Dz. U. z 2016 r. poz. 1870, as amended);
3) Act of 29 January 2004 on Public Procurement Law (Dz. U. z 2017 r. poz. 1579, as amended);
4) Regulation of the Minister of Science and Higher Education of 11 September 2015 on the method of determining the subsidy amount and settling the funds to maintain research capacity as well as for scientific research and development activities and tasks related to them, aiding development of young scientists and doctoral students.(Dz. U. z 2015 r. poz. 1443, as amended)

Internal regulations:

1) The university development strategy – the Rector's Announcement 1/2015, 4 February 2015;
2) Procedures for granting and settlement of funds for the purposes set forth in the statute - the Rector's Ordinance 54/2017, 22 June 2017.

Existing Institutional rules and/or practices

Most of the UPH researchers are familiar with strategic goals concerning their area of research. They know the rules of research funding and the ways to get all necessary permissions before starting research to have an access to funds (60 % of respondents confirm that). Most of the university teachers know that they are obliged to inform their superiors or employer in case their project is delayed, changed, it has been completed, or it is going to be modified or suspended for some reason.

Academic staff are informed about grant funding and strategic objectives by the Office of Research and International Relations. This Office deals with the funding of scientific research from beginning to end. It provides online information about available programmes and financial conditions to start research, but it also gives presentations and holds meetings, being in contact with project and grant managers and helping them to prepare, carry out, and to settle grants according to regulations. The researchers are obliged to inform the Vice- Rector for Research about their application for funds to start research, about an acceptance of the project/grant by the Finance Officer, about the planned budged, and any changes afterwards.

Actions required

Elaboration of the schedule and holding information meetings for all the staff to inform them about any training available, about grants to upgrade their abilities, and about research funding.

Detailed plan of action for the period of 2016-2020, required action– description and schedule, action 4.

5. Contractual and legal obligations

Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions. This includes Intellectual Property Rights regulations, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis, publications, patents, reports, new products development, etc) as set out in the terms and conditions of the contract or equivalent document.

Relevant legislation (permitting or impeding the implementation of this principle)

National regulations:

1) Act of 27 July 2005 – Law on Higher Education (Dz.U. z 2016 r. poz. 1842, as amended);
2) Act of 4 February 1994 on Copyright and Related Rights (Dz. U. z 2017 r. poz. 880, as amended);
3) Act of 30 June 2000 on Industrial Property Law - (Dz. U. z 2017 r. poz. 776, as amended);
4) Act of 23 April 1964 the Civil Code (Dz. U. z 2017 r. poz. 459, as amended);
5) Act of 26 June 1974, the Labour Code (Dz. U. z 2016 r. poz. 1666, as amended).

Internal regulations:

1) Regulations on the Management of Copyright and Related Rights, Industrial Property Rights and Rules for Commercialization of Results of Research and Development Work– Resolution of the Senate 5/2015, 14 January 2015.

Existing Institutional rules and/or practices

The researchers are familiar with national, corporate and university regulations regarding working conditions, in particular with the rules concerning protection of intellectual property, requirements of grant providers, giving them access to the results of the research. All the academic staff are obliged to use the rules of transparent and effective management. The survey confirms the knowledge of those rules among the staff. Academic staff have an easy access to the content of applicable regulations, which are successively posted on the University website. The cooperation of the researchers with social and economic environment and with local authorities funding their research is regulated by contracts, with provisions for sharing the results of research and for their further use for scientific and educational purposes. Such contracts also include references to confidentiality or partnership.

Actions required

Providing information on the above matter on its website and publishing new regulations or resolutions of the Senate in a special section, 'Akty prawne'(Acts of Law), dedicated to this purpose (http://www.uph.edu.pl/uczelnia/akty-prawne), the university makes every effort for

requirements and regulations dealing with working conditions to be accessible, explicit, and transparent,. Additionally, in accordance with the suggestions presented in CONSENSUS REPORT FORM received from European Commission experts on May 11, 2017, it has been decided to carry out mandatory training for the staff on contractual and legal obligations. The Human Resources Department and, in particular, its Head will be responsible for university-level training on national and university regulations. Faculty-level training will deal with requirements and conditions concerning sponsorship and those laid down by grant-giving institutions with whom a contract to carry out research projects has been signed. The Vice- Dean for Research will be the coordinator of training in particular faculties. In the case of inter-faculty projects the manager of the Office for Research and International Relations will be responsible.
Detailed plan of action for the period of 2016-2020, required activities- description and schedule, action 5.

6. Accountability

Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees. Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.

Relevant legislation (permitting or impeding the implementation of this principle)

National regulations:

1) Act of 27 July 2005 – Law on Higher Education (Dz.U. z 2016 r. poz. 1842, as amended);
2) Act of 27 August 2009 on Public Finance (Dz.U. z 2016 r. poz. 1870, as amended);
3) Act of 26 June 1974, the Labour Code - (Dz. U. z 2016 r. poz. 1666, as amended);
4) Regulation of the Council of Ministers *of* 18 December 2012 on detailed rules for the financial management of public higher education institutions (Dz. U. 2012 item 1533);
5) Regulation of the Minister of Science and Higher Education of 11 September 2015 on the method of determining the subsidy amount and settling the funds to maintain research capacity as well as for scientific research and development activities and tasks related to them, aiding development of young scientists and doctoral students (Dz.U. z 2016 r. poz. 1870, as amended).

Internal regulations:

1) The University Statute – Chapter V, § 139 – 144;
2) Work regulations – the Rector's Announcement 3/2014, 8 October 2014;
1) Procedure for the granting and settlement of funds for the purposes set forth in the statute - the Rector's Ordinance 54/2017, 22 June 2017.

Existing Institutional rules and/or practices

The researchers are aware that they are accountable to society as a whole, from ethical point of view, to the employer, grant provider and to public and private institutions they deal with. Researchers financed from public funds are aware that they should use taxpayers' money efficiently and comply with transparent and efficient rules of fund management. They document their research in a way that makes it possible to control their finances by internal and external bodies as requested by grant providers or ethics committees. All the funds and financial sources undergo scrutiny regarding efficiency and appropriateness of their spending.

Actions required

None

7. Good practice in research

Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfil them at all times.

Relevant legislation (permitting or impeding the implementation of this principle)

National regulations:

1) Act of 26 June 1974, the Labour Code (Dz.U. z 2016 r. poz. 1666, as amended);
2) Regulation of the Minister of Science and Higher Education of 5 July 2007 concerning safety and occupational health at universities (Dz.U., 128 (2007), item 897);
3) The Protection of Classified Information Act of 5 August 2010 (Dz.U. 2016 item 1167, as amended);
4) Act of 29 August 1997 on Personal Data Protection (Dz.U. 2016 item 922, as amended).

Internal regulations:

1) The Rector's Ordinance 33/1998 on occupational safety and health;
2) The Rector's Ordinance 93 of 30 December 2014 on the establishment of the Information Security Management System at the University of Natural Sciences and Humanities in Siedlce;
3) Work regulations – the Rector's Announcement 3/2014, 8 October 2014.

Existing Institutional rules and/or practices

All the employees remember about safe working conditions in line with national regulations. They take necessary precautions regarding work safety rules. By using back up strategies they take precautions to recover data lost due to technological failures. They are familiar with legal regulations concerning data protection and confidentiality protection, and they make an effort to observe those rules. Most of the academic staff confirm the presence of good practice in their research and are aware of all the actions necessary to ensure the safety of any data or information used in the research.

Actions required

None

8. Dissemination, exploitation of results

All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.

Relevant legislation (permitting or impeding the implementation of this principle)

National regulations:

1) Act of 27 July 2005 – Law on Higher Education (Dz.U. z 2016 r. poz. 1842, as amended);
2) Act of 4 February 1994 on Copyright and Related Rights (Dz. U. z 2017 r. poz. 880, as amended);
3) Act of 30 June 2000 on Industrial Property Law - (Dz.U. z 2017 r. poz. 776, as amended);

Internal regulations:

1) Regulations on the Management of Copyright and Related Rights, Industrial Property Rights and Rules for Commercialization of Results of Research and Development Work– Resolution of the Senate 5/2015, 14 January 2015;
2) Regulation of the use of the research infrastructure – Resolution of the Senate 18/2015, 25 March 2015;
3) The Rector's Ordinance 68/2017 , 17 July 2017 on the rules of the appraisal of academic achievements and creativity of the UPH researchers;
4) The Rector's Ordinance 100/2014 of 31 December 2014 on the establishment of the Repository of the University of Natural Sciences and Humanities in Siedlce;
5) The Rector's Ordinance 5/2015 of 13 February 2015 on submission and accessibility of electronic versions of doctoral dissertations in the UPH Repository;
6) The Rector's Ordinance 58/2015 of 8 September 2015 on the rules of archiving and submission of final dissertations to the National Repository of Theses.

Existing Institutional rules and/or practices

The UPH researchers make sure that the results of their research are disseminated and used by other researchers and commercialised, if possible. Experienced researchers ensure that the effects of their studies are accessible to everybody and used in industry, if possible. By law they are obliged to submit the publications of the results of their research to the Main Library of UPH. An indispensible attribute of scientific work, whose main purpose is to deepen the acquired knowledge and to broaden it beyond what is known, is its high standards, the system of values, and sharing the effects with others

Actions required

None

9. Public engagement

Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.

Relevant legislation (permitting or impeding the implementation of this principle)

Internal regulations:

1) The Senate Resolution 25/2011 of 15 June 2011 on the establishment of Children's University;
2) The Rector's Ordinance 68/2017 , 17 July 2017 on the rules of the appraisal of academic achievements and creativity of the UPH researchers;
3) The Rector's Ordinance 100/2014 of 31 December 2014 on the establishment of the Repository of the University of Natural Sciences and Humanities in Siedlce;
4) The Rector's Ordinance 5/2015 of 13 February 2015 on collecting and accessibility of electronic versions of doctoral dissertations in the UPH Repository.

Existing Institutional rules and/or practices

The UPH researchers try to popularise knowledge and science among those members of the public who are not specialists to make sure that their scientific activity is better understood. They are obliged to give them access to their works by submitting them to the repository of the Main Library. The university is in touch with the public, providing widely accessible lectures as part of the Open University. Additionally, in the form of Children's University the staff meet children and young people to explain some areas of science. Every year a festival of science is held, popularising knowledge and new ideas in the form of lectures, workshops, and experiments performed to the public. It is a cultural event open for the locals, advertised in the media and on posters with the schedule of lectures and presentations. Other local institutions, companies and social organisations located in the area are also involved.

Actions required

None

10. Non discrimination

Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.

Relevant legislation (permitting or impeding the implementation of this principle)

National regulations:

1) Act of 26 June 1974, the Labour Code (Dz.U. z 2016 r. poz. 1666, as amended).

Internal regulations:

1) The Code of Ethics for UPH Academic Teachers – Senate Resolution 59/2012, 24 October 2012;
2) Work regulations – the Rector's Announcement 3/2014, 8 October 2014;

Existing Institutional rules and/or practices

The UPH researchers are obliged to observe the rules concerning discrimination and inequality on the basis of gender, age, nationality, religion, sexual orientation, language, disability, or because of political views, social status or economic conditions. The university authorities abide by ethical rules from recruitment, through the access to research infrastructure, to social help, everybody having equal chances. The infrastructure of the university complies with requirements of disabled students and staff.

Actions required

Meetings and training will be carried out to make the staff aware of equality requirements, presenting stereotypes and examples of discrimination to prevent any cases of unequal treatment and to make the staff conscious of possible threats and their consequences. Such events will promote and teach democratic attitudes among the academic staff.

Detailed plan of action for the period of 2016-2020, required activities- description and schedule, action 2.

11. Evaluation/ appraisal systems

Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers,

preferably international) committee.

Relevant legislation (permitting or impeding the implementation of this principle)

National regulations:

1) Act of 27 July 2005 – Law on Higher Education (Dz.U. z 2016 r. poz. 1842, as amended).

Internal regulations:

1) The University Statute - § 132 – 138;
2) Resolution of the Senate 56 of 25 November 2015 on the content of the periodic assessment questionnaire for the UPH teachers.

Existing Institutional rules and/or practices

Transparent procedures of evaluation and appraisal of all academic staff, including very experienced employees, are used by the university. Every two or four years a periodic assessment of all the teachers is carried out. Researchers are familiar with activities which are assessed and are informed about the results. They are aware of the importance of their assessment for their future career. About 70% of the teachers believe that the assessment and rating of the staff is carried out in compliance with the Charter and the Code.

Actions required

None

12. Recruitment

Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning at their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career. Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.

Relevant legislation (permitting or impeding the implementation of this principle)

National regulations:
1) Act of 27 July 2005 – Law on Higher Education (Dz. U. z 2016 r. poz. 1842, as amended).

Internal regulations:
1. The University Statute - § 97 – 103, § 115 and 116.

Existing Institutional rules and/or practices

Most of the academic staff are familiar with the rules of the recruitment of new employees. Detailed regulations lay down the regulations on the employment of academic teachers and regulations concerning teachers returning to work after maternal or paternal leave eliminate their disadvantage.

Actions required

None

13. Recruitment (Code)

Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

Relevant legislation (permitting or impeding the implementation of this principle)

National regulations:
1) Act of 27 July 2005 – Law on Higher Education (Dz. U. z 2016 r. poz. 1842, as amended);

Internal regulations:
1. The University Statute - § 97 – 103, § 115 and 116.

Existing Institutional rules and/or practices

The university uses transparent recruitment procedures. An advertisement for an open position is placed on the website of the university and of the Ministry of Science and Higher Education, at least for 14 days. The advertisement contains a detailed description of the required qualifications and experience. The content of such an advertisement depends on the specificity of the job and on the work of the research team with whom the new recruit would work.

Actions required

None

14. Selection (Code)

Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained should be realistic.

Relevant legislation (permitting or impeding the implementation of this principle)

Internal regulations:

1) The University Statute - § 97 – 116.

Existing Institutional rules and/or practices

Recruitment committees are made up of employees with a variety of expertise, but representing a similar area of research. A committee appointed by the Dean of a Faculty consists of members with the right gender balance and high level of competence. The UPH researchers positively answer to the implementation of the above practice.

Actions required

None

15. Transparency (Code)

Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.

Relevant legislation (permitting or impeding the implementation of this principle)

Internal regulations:
The University Statute - § 97 – 116.

Existing Institutional rules and/or practices

Before recruitment candidates are informed about the criteria of the selection process and about any details concerning the job.

Actions required

None

16. Judging merit (Code)

The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

Relevant legislation (permitting or impeding the implementation of this principle)

Internal regulations:
The University Statute - § 97 – 116.

Existing Institutional rules and/or practices

During recruitment a candidate face requirements concerning their entire experience, both quantitative and qualitative. The number of publications is not important but what counts is experience in the industrial sector, innovations introduced, management of research projects, and any activities in disseminating and popularising science.

Actions required

None

17. Variations in the chronological order of CVs (Code)

Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.

Relevant legislation (permitting or impeding the implementation of this principle)

National regulations

1) Act of 27 July 2005 – Law on Higher Education (Dz. U. z 2016 r. poz. 1842, as amended).

Internal regulations:

1) The University Statute.

Existing Institutional rules and/or practices

Candidates who applied for a job at the university are not discriminated against because of any past suspension of their professional career or because of any variations in the chronological order of their career. Under no circumstances are such instances liable to be treated as a disadvantage. Future employees have a right to send their CV basing on facts and to present a wide range of their skills and experience needed for the job they apply for.

Actions required

None

18. Recognition of mobility experience (Code)

Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.

Relevant legislation (permitting or impeding the implementation of this principle)

National regulations

1) Regulation of the Ministry of Science and Higher Education of 12 October 2006 regarding undertaking and undergoing studies and courses by foreigners and their participation in research studies and development (Dz. U. z 2006 r. Nr 190, poz. 1405).

Internal regulations:

1) The Rector's Ordinance Nr 24/2017 of 2 March 2017 on the rules of arrangement and implementation of the academic exchange within the Erasmus+ programme in the academic year of 2017/2018;
2) Senate Resolution 72/2012 of 19 December 2012 on the conditions and procedures of sending academic staff, PhD students, and other students abroad for studying training and research;
3) Erasmus Extended University Charter, Erasmus Policy Statement for UPH.

Existing Institutional rules and/or practices

Any experience with the mobility of a researcher is considered to be an invaluable contribution to their professional development and is recorded in the Erasmus Policy Statement. Any internships, study visits, or work with an interdisciplinary team etc. are regarded as an advantage.

Actions required

To stress the value of mobility the university is planning to arrange special information meetings, to raise the level of mobility with the Erasmus+ programme, informing the staff on recruiting and financial conditions. Apart from encouraging the researchers to make contacts with scientists abroad, the purpose of such meetings is also to promote the exchange of experience between international groups of scientists.

Details of the action plan for the period of 2016-2020, required activities – description and schedule, action 3.

19. Recognition of qualifications (Code)

Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.

Relevant legislation (permitting or impeding the implementation of this principle)

National regulations:

1) Act of 14 March 2003 on Academic Degrees and Title and Degrees and Titles in the Arts (Dziennik Ustaw -Official Journal of Laws of 2003, No. 65, item 595, as amended);
2) Regulation of the Minister of Science and Higher Education of 8th August, 2011 on the Nostrification of Academic Degrees and Degrees in the Area of Art Obtained Abroad. (Dz. U. 179 item 1067).
3) Act of 27 July 2005, Law on Higher Education (Dz. U. z 2016 r. poz. 1842, as amended). Employees of Higher Education Institutions. Chapter 1 General Provisions Art. 109 section 3a. [Employment in particular jobs]. When employing a foreigner, as well as a Polish citizen with a degree in the field of art or with a professional title obtained abroad, it is allowed to depart from the terms referred to in article 1. 114 of the Act, art. 115 [employment of candidates not satisfying the requirements of the Act].

Internal regulations:

1. The Rector's Ordinance 109/2015 of 30 December 2015 on the rules of reimbursing the costs of doctoral, post-doctoral (habilitation), and professorship procedures for UPH employees and for researchers not employed at the university.

Existing Institutional rules and/or practices

During periodic assessments of the teachers, scientific and professional qualifications acquired abroad, outside universities and scientific institutions, are treated as an asset. The university is flexible in the employment of academic staff with a variety of qualifications and practical skills, in particular those difficult to prove. All employees who have decided to pursue a research career are recognized as professionals and treated accordingly.

Actions required

With regard to the suggestions in the CONSENSUS REPORT FORMS received on May 11 2017 from the European Commission experts, it has been decided to carry out additional training for employees. Analysing the survey evaluating the level of awareness among the academic community, the knowledge in this area has been estimated at more than 50%, but in view of a significant percentage indicating uncertainty, a decision has been made to include the topics present in the interim evaluation sheets into one of the corrective actions.
Detailed plan of action for the period of 2016-2020, required activities- description and schedule, action 5.

20. Seniority (Code)

The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised.

Relevant legislation (permitting or impeding the implementation of this principle)

National regulations:

1) Act of 27 July 2005 – Law on Higher Education (Dz. U. z 2016 r. poz. 1842, as amended).

Internal regulations:

1) The University Statute.

Existing Institutional rules and/or practices

A candidate applying for a job should present qualifications and experience required for that position. The entire time of their professional career is taken into account during the recruitment. The standard of the institution where the candidates gained their qualifications is not a priority or the main reason why they are offered the job.

Actions required

None

21. Postdoctoral appointments (Code)

Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.

Relevant legislation (permitting or impeding the implementation of this principle)

National regulations:

1) Act of 27 July 2005 – Law on Higher Education (Dz. U. z 2016 r. poz. 1842, as amended).

Internal regulations:

1. The University Statute - § 101, 102 as well as § 111 and § 112.

Existing Institutional rules and/or practices

The university lays down transparent rules for the employment of PhD researchers. In particular the regulations deal with the fact that the employment of a PhD teacher as an assistant professor should lead to professorship in the future.

Actions required

None

22. Recognition of the profession

All researchers engaged in a research career should be recognized as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).

Relevant legislation (permitting or impeding the implementation of this principle)

National regulations:

1) Act of 27 July 2005 – Law on Higher Education (Dz. U. z 2016 r. poz. 1842, as amended);
2) Act of 14 March 2003 on Academic Degrees and Titles and Degrees and Titles in the Arts (Dziennik Ustaw -Official Journal of Laws of 2017, item 1789, as amended).

Internal regulations:

1) The University Statute.

Existing Institutional rules and/or practices

After a review and acceptance of a proposed doctoral thesis a teacher has a right to all the entitlements of a researcher and is employed as a research scientist.

Actions required

None

23. Research environment

Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.

Relevant legislation (permitting or impeding the implementation of this principle)

National regulations:

1) Act of 26 June 1974, the Labour Code (Dz.U. z 2016 r. poz. 1666, as amended);
2) Regulation of the Minister of Science and Higher Education of 5 July 2007 concerning safety and occupational health at universities (Dz.U. 128 (2007), item 897).

Internal regulations:

1) The university development strategy – the Rector's Announcement 1/2015, 4 February 2015;
2) The University Statute;
3) Regulations on the Management of Copyright and Related Rights, Industrial Property Rights and Rules for Commercialization of Results of Research and Development Work– Resolution of the Senate 5/2015, 14 January 2015;
4) Regulations on the Use of Research Infrastructure – Resolution of the Senate 18/2015, 25 March 2015.

Existing Institutional rules and/or practices

Within its financial capabilities the university provides working conditions prompting scientific research and development. For a few years the Faculty of Humanities has been located in a new blinding with modern equipment of lecture halls and a separate sculpture studio. Additionally, laboratory rooms in the Institute of Chemistry and the Institute of Biology are being modernised. The university complies with the rules of safety at work. In the survey the academic staff admit that working conditions provided by the university are stimulating. Scientific research conducted by the university teachers is based on adequate research infrastructure, a library, and scientific facilities, such as modern well-equipped laboratories. The university library provides access to global resources of high-class professional knowledge in printed or electronic form. The university signs agreements to set up joint ventures and to make mutual use of research infrastructure. The Faculty of Sciences provides comprehensive support at every stage during preparation, implementation and billing of tasks. The majority of respondents positively assessed research environment and internal regulations existing in the university.

Actions required

None

24. Working conditions

Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where

appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, *inter alia*, to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.

Relevant legislation (permitting or impeding the implementation of this principle)

National regulations:

1) Act of 26 June 1974, the Labour Code (Dz. U. z 2016 r. poz. 1666, as amended).

Internal regulations:

1) Work regulations – the Rector's Announcement 3/2014, 8 October 2014.

Existing Institutional rules and/or practices

The university makes it possible for the teachers to reconcile private life with their professional life. They can take advantage of the flexible system of working hours. They can also take sabbatical leave, both paid and non-paid.

Actions required

Elaboration and implementation of career development policy for the academic staff, regulating employment conditions and the conduct of their research, with a special emphasis on the career of researchers.

Details in the plan for 2016-2020, required actions – description and schedule, action 1.

25. Stability and permanence of employment

Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in the *EU Directive on Fixed-Term Work*.

Relevant legislation (permitting or impeding the implementation of this principle)

Internal regulations:

1) The University Statute - § 108 – 115;114a
2) Work regulations – the Rector's Announcement 3/2014, 8 October 2014.

Existing Institutional rules and/or practices

The university has a policy of recruitment in compliance with the existing law of the country. In 2015 the university statute was changed to ensure the stability of employment, to be advantageous both for PhD researchers and assistant professors in particular.

Actions required

Elaboration and implementation of the policy of development of the academic staff, with a special emphasis on the career of researchers, regulating working conditions and research conduct.

A detailed plan of action for the period of 2016-2020, required actions - description and schedule, action 1

26. Funding and salaries

Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.

Relevant legislation (permitting or impeding the implementation of this principle)

National regulations:

1) Regulation of the Minister of Science and Higher Education of 11 December 2013 on the conditions for the remuneration and eligibility for other work-related benefits of employees of a public higher education institution (Dz. U. z 2016 r. poz. 2063).

Internal regulations:

1) The University Statute - § 138 and § 146;
2) The Rector's Ordinance 34/2015 of 14 May 2015 on the conditions and procedures of the reduction of teaching time for the academic staff directing research or development programmes financed from external sources;
1) The statute of the Social Benefits Fund – the Rector's Announcement 2/2014, 8 October 2014.

Existing Institutional rules and/or practices

The university ensures that pay conditions should be in accordance with national legislations concerning universities, within the funds obtained from the state budget. All the employees throughout their professional career are eligible for social security during a period of illness, maternal leave and they have the right to the pension scheme. The Social Benefits Fund can be used to support holiday, to provide financial help, low-interest housing loans, and as a contribution to buy and renovate a flat or a house. Employees can also take advantage of Employee Savings and Loan Association, taking out a loan without interest rates.

Actions required

None

27. Gender balance

Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.

Relevant legislation (permitting or impeding the implementation of this principle)

National regulations:

1) Act of 26 June 1974 the Labour Code (Dz. U. z 2016 r. poz. 1666, as amended).

Internal regulations:

1. The Code of the UPH Academic Teacher (Resolution of the Senate 59/2012, 24 October 2012).

Existing Institutional rules and/or practices

The practice used at the university ensures equality of genders when it comes to employment and attitude to employees in all positions and functions. The recruitment process is conducted with the respect to equal treatment of genders, preventing intolerance and discrimination.

Actions required

The majority of employees questioned in the survey, believe that gender equality is ensured to a considerable degree, but about 30% of respondents are undecided in this mater. It may mean that they are not interested in this problem or they have not been properly informed on that subject matter and in effect they lack proper sensitivity. As an adaptation process mandatory training on gender balance will be introduced.

Details in the plan of action for the period of 2016-2020, required activities – description and schedule, action 2.

28. Career development

Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.

Relevant legislation (permitting or impeding the implementation of this principle)

Internal regulations:

1) The University Statute.

Existing Institutional rules and/or practices

The career path of a member of the academic staff is regulated by the national law relating to obtaining university degrees and titles. The present university statute describes career development in detail from an assistant to professor. Senior academic staff members are obliged to educate younger researchers at the beginning of their job, which is evaluated during periodic assessment of a teacher.

Actions required

Elaboration and implementation of the policy of staff development with an emphasis on the career of researches, regulating their working conditions, career path, and their research.

Details in the plan of action for the period of 2016-2020, required activities – description and schedule, action 1.

29. Value of mobility

Employers and/or funders must recognize the value of geographical, inter- sectoral, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher's career. Consequently, they should build such options into the specific career development strategy and fully value and acknowledge any mobility experience within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation.

Relevant legislation (permitting or impeding the implementation of this principle)

Internal regulations:

1) Development strategy of the UPH – the Rector's Announcement 1/2015, 4 February 2015;
2) Erasmus Extended University Charter;
3) Erasmus Policy Statement for UPH.

Existing Institutional rules and/or practices

The university recognizes the value of academic mobility: geographical, cross-sectoral, interdisciplinary, and virtual as a way to broaden scientific knowledge and scientific development throughout a whole career. The university encourages mobility of researchers, providing conditions to move to other places in accordance with national legislation concerning business trips, training leave, or sabbaticals, all of them based on bilateral agreements with international institutions or within the European Union programme (Erasmus). Erasmus Policy Statement promotes mobility, stressing goals and benefits of mobility.

Actions required

Details in the plan of action for the period of 2016-2020, required activities – description and schedule, action 3.

30. Access to career advice

Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.

Relevant legislation (permitting or impeding the implementation of this principle)

Internal regulations:

1. The University Statute - § 10 pt. 9.

Existing Institutional rules and/or practices

The university provides an opportunity for professional development of the academic staff, including an opportunity to raise professional qualifications during internal and external training, like courses, workshops, or postgraduate studies. The university provides necessary funds to cover the costs. University researchers have an opportunity to develop their skills by attending different courses, e.g., English language or first aid courses. The university also provides professional development opportunities through a wide network of contacts gained at conferences, symposia, seminars, or participation in scientific boards of various institutions. Through the Career Centre the university provides assistance with finding a job. Answering the survey questions academic teachers presented different opinion on their access to career guidance, with each possible answer chosen by roughly the same percentage of respondents. Taking into account the suggestions in CONSENSUS REPORT FORM it has been decided to take additional corrective actions.

Actions required

Corrective actions in this area will be based on presenting the scope and possibilities of support provided by the university to those looking for a job. It will be done through presenting ways of getting access to information about career guidance available on the university website or provided by external institutions.

Details in the plan of action for the period of 2016-2020, required activities – description and schedule, action 5.

31. Intellectual Property Rights

Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&D

results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. Policies and practices should specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organisations, as possibly provided for under specific collaboration agreements or other types of agreement.

Relevant legislation (permitting or impeding the implementation of this principle)

National regulations:

1) Act of 4 February 1994 on *Copyright* and Related Rights (Dz. U. 2016 item 666, as amended).

Internal regulations:

1) Regulations on the Management of Copyright and Related Rights, Industrial Property Rights and Rules for Commercialization of Results of Research and Development Work– Resolution of the Senate 5/2015, 14 January 2015;
2) The Code of the UPH Academic Teacher - Resolution of the Senate 59/2012, 24 October 2012.

Existing Institutional rules and/or practices

The university adheres to regulations on the copyright, related rights, and industrial property rights management. This way, researchers are offered financial incentives when the results of their research are used elsewhere. Those regulations specify conditions and distribution of rights of researchers and employers. They also specify procedures to commercialise the results of their research. The survey shows that the university complies with those regulations.

Actions required

None

32. Co-authorship

Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at

the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc, or to publish their own research results independently from their supervisor(s).

Relevant legislation (permitting or impeding the implementation of this principle)

Internal regulations:

1) The Code of the UPH Academic Teacher– Resolution of the Senate 59/2012 , 24 October 2012;
2) Regulations on the Management of Copyright and Related Rights, Industrial Property Rights and Rules for Commercialization of Results of Research and Development Work– Resolution of the Senate 5/2015, 14 January 2015.

Existing Institutional rules and/or practices

During periodic assessment co-authorship is highly regarded by the university. In the worksheet of an academic teacher it is treated as a full participation in obtaining research results. Co-authors, including researchers beginning their career, have an opportunity to publish their works irrespective of their supervisors.

Actions required

None

33. Teaching

Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.

Relevant legislation (permitting or impeding the implementation of this principle)

National regulations:

1) Act of 27 July 2005 – Law on Higher Education (Dz.U. z 2016 r. poz. 1842, as amended).

Internal regulations:

1) The University Statute - § 126;
2) The Rector's Ordinance 34/2015 of 14 May 2015 on the conditions and procedures of the reduction of teaching time for the academic staff directing research or development programmes financed from external sources.

Existing Institutional rules and/or practices

Teaching is one of the elements of a researcher's profession. Teaching effects are also a part of periodic assessment. A member of the academic staff teaches from 150 hours a year to 240 hours a year, which makes it, on average, from 5 hours a week to 8 hours a week. The time spent by senior members of the academic staff with young researchers is treated as working time and accordingly remunerated.

Actions required

Elaboration and implementation of the policy of staff development with an emphasis on the career of researches, regulating their working conditions, career path and their research.

Details in the plan of action for the period of 2016-2020, required activities – description and schedule, action 1.

34. Complains/ appeals

Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.

Relevant legislation (permitting or impeding the implementation of this principle)

Internal regulations:

The Rector's Ordinance 88/2014 of 8 December 2014 on the appointment of the UPH Ombudsman.

Existing Institutional rules and/or practices

The university has introduced the institution of the Ombudsman whose task is to deal with conflicts between researchers, using the procedure of mediation. In case of breaching work obligations or dignity of the profession, an employee is liable to disciplinary procedure. The Ombudsman starts an investigation and can ask the Disciplinary Committee to take a disciplinary action.

Actions required

None

35. Participation in decision-making bodies

Employers and/or funders of researchers should recognize it as wholly legitimate, and indeed desirable, that researchers be represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution.

Relevant legislation (permitting or impeding the implementation of this principle)

Internal regulations:

The University Statute – Chapter III.

Existing Institutional rules and/or practices

The researchers have their representatives in a number of university bodies, and this way they can have an impact on the implementation of basic tasks of the university, taking part in important decision making. From the Senate, where senior members of the academic staff make up more than half of the members (no more than 3/5), while representatives of other teachers constitute no less than 10%, to senate committees, councils of the basic organisational units, university electoral college, or scholarship committees.

Actions required

None

36. Relation with supervisors

Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research

findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.

Relevant legislation (permitting or impeding the implementation of this principle)

Internal regulations:

1) The university development strategy – the Rector's Announcement 1/2015, 4 February 2015;
2) Resolution of the Senate 24/2015 of 29 April 2015 on the Statute of doctoral studies;
3) Resolution of the Senate 23/2015 of 29 April 2015 on the Statute of the University.

Existing Institutional rules and/or practices

The university has a mentor program taking care of PhD students, from the beginning of their study till the review and acceptance of their doctoral thesis. They have their own guardian who helps them to develop their career.

Actions required

None

37. Supervision and managerial duties

Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.

Relevant legislation (permitting or impeding the implementation of this principle)

Internal regulations:

1) The University Statute – Chapter III and § 134 – 137a.

Existing Institutional rules and/or practices

Experienced researchers take part in managerial tasks at the university. They manage research projects and train young members of the academic staff. Additionally, they are members of domestic and international scientific societies, having an opportunity to exchange their experience needed for the development of a young scientist.

Actions required

None

38. Continuing Professional Development

Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.

Relevant legislation (permitting or impeding the implementation of this principle)

Internal regulations:

1. The Code of the UPH Academic Teacher - Resolution of the Senate 59/2012, 24 October 2012

Existing Institutional rules and/or practices

The university requires that members of the academic staff develop professionally all the time, broadening their skills and qualifications. A review of their progress takes place during their periodic assessment. All employees have a chance to participate actively in the creation of their own workplace, working in teams and applying to external sources for an access to projects financed by them and taking part in their implementations. The university stimulates and encourages its employees to constantly develop their skills, providing means and resources needed. The above is done through a number of training activities at university level. Those members of the staff for whom participation in such events is necessary for their jobs are invited to take part. The university website provides information about available training and workshops held by external entities, such as Krajowy Punkt Kontaktowy programu Horyzont 2020 (the National Contact Point for Horizon 2020 in Poland), Narodowe Centrum Badań i Rozwoju (the National Science Centre), Narodowe Centrum Nauki (The National Centre for Research and Development), and international programmes (https://www.uph.edu.pl/nauka/dzialalnosc-naukowo-badawcza, https://www.uph.edu.pl/nauka/stypendia-i-staze).

Actions required

The survey has shown that there is a need to raise awareness of a need for professional development. Therefore, it is planned to hold regular meetings to present ways of getting information about available training and courses aimed at enhancing skills. Drawing up a schedule of meetings informing about training possibilities to raise skills and about available grants to fund research.

Details in the plan of action for the period of 2016-2020, required activities – description and schedule, action 4.

39. Access to research training and continuous development

Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take up and effectiveness in improving competencies, skills and employability.

Relevant legislation (permitting or impeding the implementation of this principle)

National regulations:

1) Act of 26 June 1974, the Labour Code (Dz. U. z 2016 r. poz. 1666, as amended).

Existing Institutional rules and/or practices

The university, within the limits of financial resources, helps the researchers to develop professionally, no matter what type of contract they are employed on. They are offered an opportunity to improve their chances on the job market. Additionally, there is a lot of up-to-dated information about such events as conferences, training, internships, or grants on the university website, helping the researchers to improve their skills and grow professionally. About 50% of respondents think that the university provides them with an opportunity to develop in a consistent way, but 30% of them answer "I don't know", which may mean that there is a need to raise awareness of the academic staff about many training opportunities available to them.

Actions required

Because the survey indicates a need of raising awareness of the researchers it is planned to hold information meetings, presenting ways to get information about training and about courses to improve skills.

Elaboration and implementation of a programme of information meetings for all the members of the staff about training and about grant opportunities, to ensure professional growth of the researchers and financing of their projects.

Details in the plan of action for the period of 2016-2020, required activities – description and schedule, action 4.

40. Supervision

Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.

Relevant legislation (permitting or impeding the implementation of this principle)

Internal regulations:

1) Resolution of the Senate 24/2015 of 29 April 2015 on the regulations of doctoral studies.

Existing Institutional rules and/or practices

At the university there is a practice for a beginning teacher to have a guardian. This includes both PhD students and teachers starting their professional career as research assistants. The statute of PhD studies specifies the duties of a guardian. In the survey most researchers say they are aware of the functioning of those rules in practice.

Actions required

None

III. PLAN OF ACTION FOR THE PERIOD OF 2016-2020

Both national and internal regulations applied by the university are compatible with the Charter for Researchers and the Code of Conduct for the Recruitment of Researchers and do not pose any obstacles for the academic staff to develop their career but specify their rights and duties. However, the internal gap analysis indicates that there are a few issues where researchers need some support, in particular to raise their awareness about opportunities and procedures regulating many aspects of their jobs. Therefore, a decision has been taken to create a unified document containing the policy of human resources development, taking into account, in particular, the career of researchers. Here are the five actions together with their schedule.

1. REQUIRED ACTIONS – DESCRIPTION AND SCHEDULE

Action 1- Human resources policy of the university

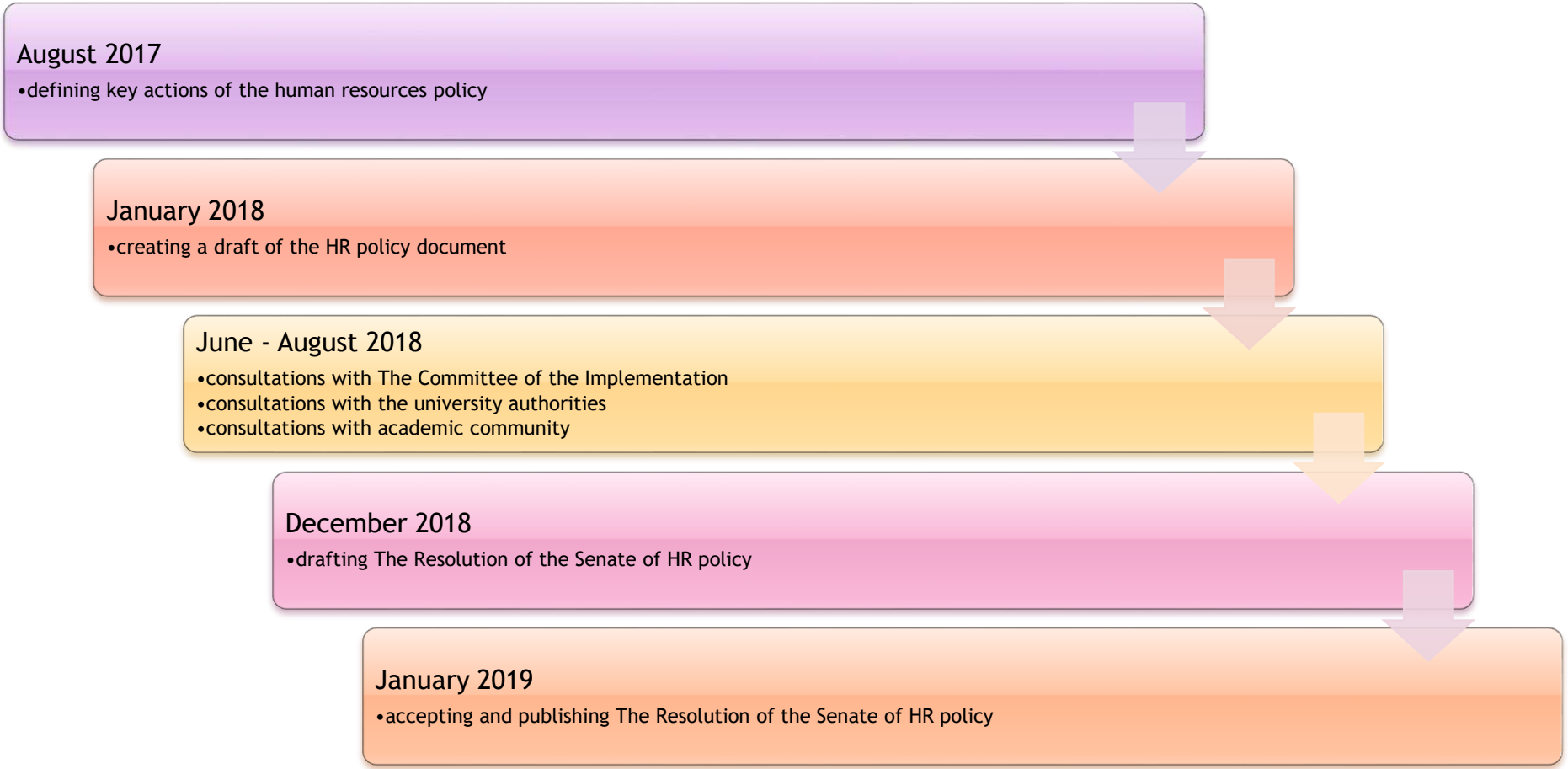
Reasons: Based on the respondents' answers it has been decided that there is a need to improve university policy on working conditions [24], stability and permanence of employment [25], career development [28], and teaching [33]. In this areas the results were not distinctly negative, but they indicated that some irregularities were noticed by academic teachers, although it was clear that the staff were not completely aware of the problem. The measures undertaken will be directed at raising awareness in the above areas and at facilitating access to principles and rules of conduct by gathering them in a uniform and compact document.
Responsible body – Human Resources Department, Organizational and Legal Department.
Content related supervision – Vice-Rector for Development.

The purpose of this action is elaboration and implementation of human resources policy, in particular the policy regarding the career path of the researchers. A unified document will be created, containing a collection of regulations on employment conditions and development of researchers' career and on the research conducted by them. In particular it will contain:

- Regulations on financing and on administrative conditions regulating flexible working time, part time jobs, tele-working and sabbatical;
- Regulations taking into account the EU directive on temporary employment contracts;
- Regulations on an access to mentors/guardians supporting researchers in their personal and professional life;
- Regulations on the division between teaching duties and research duties.

The proposal of the document 'Human Resources Policy of UPH' will be presented to the Committee of the Implementation of the Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. If it is accepted it will be submitted to the Senate and will be included into the catalogue of internal regulations by vote.

Schedule of Action 1



Action 2 – Gender – balance training

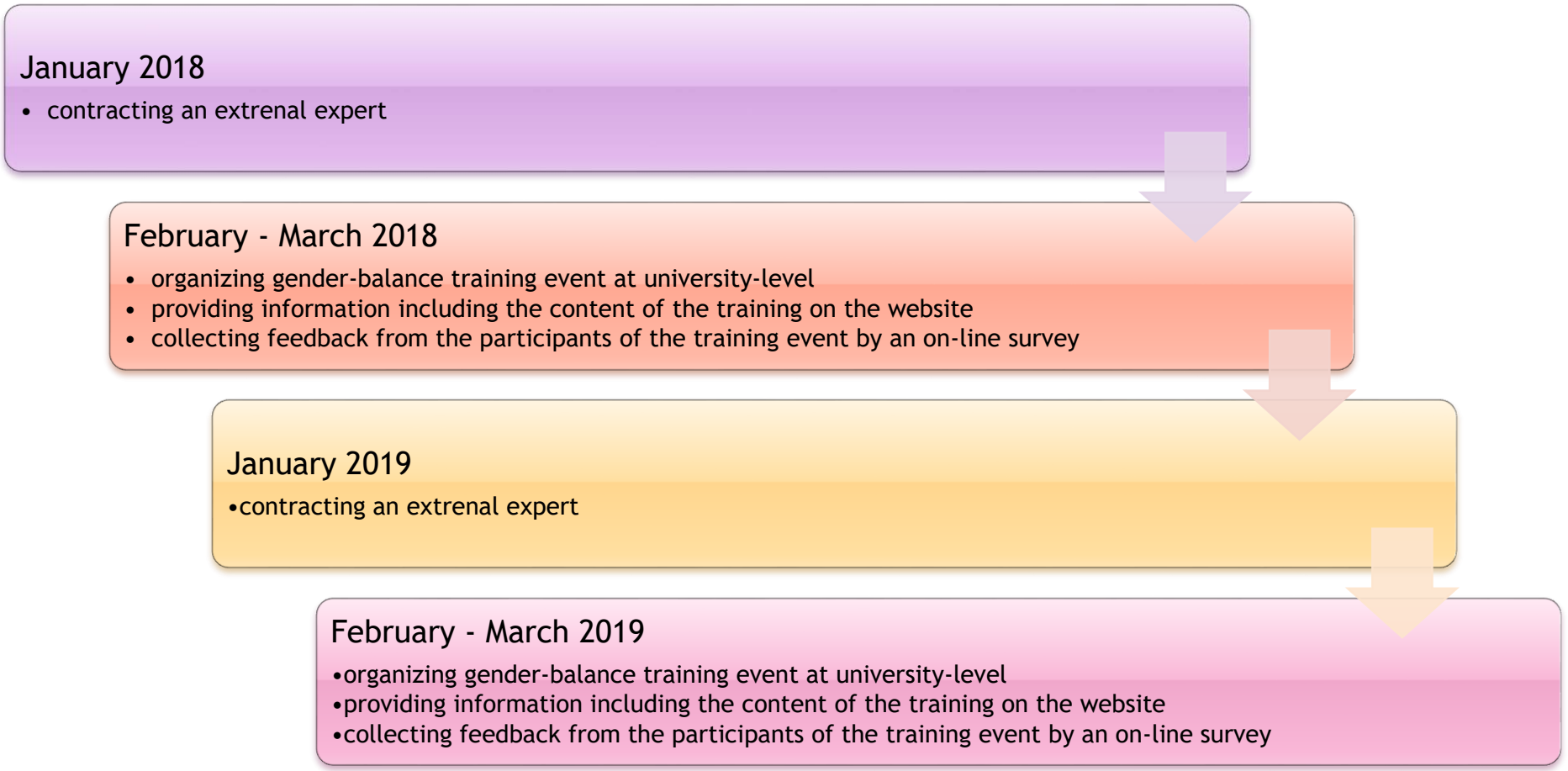
Reasons: The answers to the survey decided about taking Action 2 to improve anti-discrimination policy [10] and gender balance [27]. The respondents positively assessed the situation but there were a considerable number of people choosing "I don't know", which means that they could not form an opinion on this matter. The Implementation Committee's view is that because of the sensitive nature of those issues such a rate of indecisive responses, pointing out a lack of awareness of this matter, should lead to corrective measures. The university and its staff constitute the elite in the local community and the attitude of the academic researchers affect social and economic environment. Shaping the correct attitude in society and fighting with stereotypical thinking or acting is consistent with the mission and strategy of the university. The proposed measures will have to increase awareness of this topic.

Responsible body – the Office of Research and International Relations, an external expert.

Content related supervision – Vice-Rector for Science.

The purpose of the meetings/trainings on the above topic will be to raise employees' awareness of the gender equality issue with a discussion on present day stereotypes and examples of discrimination to prevent similar cases. Such events will also promote and will advance gender equality among the academic staff. The presentations will be given by an external expert at least once a year. All information about the content of the training will be accessible on the university website.

Schedule of Action 2



Action 3 - Information meetings on Erasmus+

Reasons: The results of the survey in the area of mobility [18] and mobility value [29] decided about the need to take action 3.
Responsible body – the Office of Research and International Relations.
Content related supervision – Vice-Rector for Research.

The purpose of those meetings will be to encourage researchers to get in touch with foreign institutions and universities and to promote exchange of experience in an international scientific community, this way raising awareness of the value of mobility for academic staff.

Topics:

- Recruitment for Erasmus+
- Financial conditions
- Advantages of mobility
- Formal recognition of foreign training
- Ways to establish contacts
- Conditions of international agreements
- Organisational capacity

Schedule of Action 3

September - October 2017

- organizing training events at faculty-level
- providing information on the website
- collecting feedback from the participants of the training event by an evaluation survey

March - April 2018

- organizing training events at faculty-level
- providing information on the website
- collecting feedback from the participants of the training event by an evaluation survey

September - October 2018

- organizing training events at faculty-level
- providing information on the website
- collecting feedback from the participants of the training event by an evaluation survey

March - April 2019

- organizing training events at faculty-level
- providing information on the website
- collecting feedback from the participants of the training event by an evaluation survey

Action 4 - Information meetings – research funding, training funds and scholarships

Reasons: The need to plan and implement Action 4 was triggered by the results of the survey in the field of professional attitude [4], continuous professional development, and access to research training [38 – 39].

Responsible body – the Office of Research and International Relations

Content related supervision – Vice-Rector for Research.

The purpose to these meetings will be to present sources of research funds and to upgrade researchers' knowledge on the use of external resources and funds. During such meetings representatives of the Office of Research and International Relations will present ways of getting information on new competitions and rules of participating in them, but also on possibilities of cooperation and on any dynamic changes of the conditions of funding research. Additionally, all the above information will be available on the university website and on other websites containing information on grants and scientific projects.

Schedule of Action 4

October 2016 - December 2019

- providing information about new external resources on the website
- organizing information meetings with the new project managers
- introducing changes to the existing rules and practices
- workshops on the eligibility of costs and project management in research grants

October 2016 - December 2019

- providing information about the opportunities to establish new cooperation via mailing list
- providing information on the website about cooperation proposals
- developing access to information about placements and fellowships within research networks

Action 5 – Training on career guidance and on contractual and legal obligations

Reasons: Disappointing results of the survey in the areas concerning contractual and legal obligations (5), recognition of qualifications [19], and access to career guidance [30] were the reason why a decision was taken to plan and implement Action 5. The above topics were listed because the reviewers from the European Commission expressed some doubts. After a review of survey results the Committee implementing the rules of the Code of Conduct at the University decided to modify the strategy adding Action 5.
Responsible bodies – the Human Resources Department, the Office for Research and International Relations, the Organisational-Legal Department, the Career Centre, the Vice-Rector for studies (faculty training).
Content related supervision – the Vice- Rector for Research

The aim of Action 5 will be mandatory training of employees to acquaint them with national and international regulations on working conditions, professional development opportunities, and principles of qualification recognition. During such training, opportunities and range of support offered by the University will be presented, together with the ways of obtaining information in the field of career guidance available on the university website and offered by external institutions. In the case of training provided by particular departments, dealing with a specific grant agreement or cooperation agreement with social and industrial entities, the Dean will set the date, range, and employees responsible for preparation and conduct of the training of the staff engaged in the project. Training of new employees will be conducted at university level, and it will be carried out by a representative of the HR Department. In the case of important changes training will be offered to all employees, who will be informed about it on the university website. The aim of the training will be to transfer relevant knowledge about the regulations concerning employment. At the same time participants will be informed about the ways provided by the employer to extend knowledge and access to information. Employees will be taught how to form a habit of gathering information on regulations by reading announcements presented on the university website. In the case of less complicated changes, not requiring additional training, information about the

changes in the legislation will be sent to employees as an attachment to a priority email, with a required confirmation that it has been delivered.

Schedule of Action 5

October 2017 - December 2019 - the university level

- providing mandatory training on working conditions to newly employed researchers
- publishing on the website working conditions
- introducing changes to the existing rules and practices on the website
- providing obligatory meetings
- providing information about field of career guidance available on the website

October 2016 - December 2019 - the faculty level

- providing researchers with training on a specific grant agreement or cooperation agreement with social and industrial entities
- transfering relevant knowledge about the regulations concerning a specific grant agreement or cooperation agreement with social and industrial entities

2. MONITORING

The progress of all the above actions and their compliance with the schedule will be monitored by the Committee of the Implementation of the Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. In time, with the implementation of the Charter and the Code, the Committee will approve the effects of the actions but also recommend and initiate new ones.

Monitoring actions:

1. Committee meetings to monitor the progress of specific actions – four times a year;
2. Internal reports prepared by managers of the departments responsible for the actions;
3. Internal audit – Nov. 2018.