



JAGIELLONIAN UNIVERSITY
IN KRAKÓW

**THE HUMAN RESOURCES STRATEGY
FOR RESEARCHERS (HRS4R)
AT THE JAGIELLONIAN UNIVERSITY
IN KRAKÓW (JU) WITH RESPECT
OF THE PRINCIPLES OF THE
EUROPEAN CHARTER FOR
RESEARCHERS AND THE CODE OF
CONDUCT FOR THE RECRUITMENT
OF RESEARCHERS**

ACTION PLAN FOR 2016-2020
BASED ON THE INTERNAL GAP ANALYSIS OF THE STATE OF
IMPLEMENTATION OF THE PRINCIPLES OF THE CHARTER AND CODE AT JU

KRAKÓW, NOVEMBER 2016

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1. INTRODUCTION

The Jagiellonian University, as an entity conducting world class research, wishes to participate actively in European Research Area (ERA), which is the main area for implementation of scientific and research policy of European Union. This is one of the covenants of general strategy „Europe 2020”, so-called „Innovation Union”. Its development is necessary to prevent operational fragmentation of researches conducted within European Union and thus to strengthen the competitiveness.

The main priorities of Jagiellonian University are:

1) Quality and effectiveness of research through:

- optimization of transnational cooperation and competition
- increase in effectiveness of domestic research systems
- opening of labour market for researchers
- creation of European Consortium of Research Infrastructure

2) Internationalization level increase.

3) Quality of education.

With regard to above aspects, the Jagiellonian University commits itself to follow the highest standards in recruitment process of employees of all levels, and to provide the best conditions for researchers to perform their work, with respect for ethical principles and in agreement with principle of chance equality, and preservation of work-life balance.

Therefore the authorities of the University decided to begin implementation process of the European Charter for Researchers and of the Code of Conduct records to internal legal acts, procedures and practices, to become attractive employer in global range and more competitive in European Research Area (ERA).

2. ABOUT THE JAGIELLONIAN UNIVERSITY

The Jagiellonian University is the oldest university in Poland and one of the oldest in this region of Europe. It has been founded on 12 May 1364 by the Polish King Casimir III the Great. Studium Generale – as the University was called at that time – consisted of three faculties: the Liberal Arts, the Medicine and the Law. During the founder's lifetime only the Liberal Arts and the Medicine have functioned. After the king's death the university has been closed down. After unsuccessful attempts of renewal in 90's of the 14th century, the university has been reopened again by the King Wladyslaw Jagiello on 26 July 1400. To this renewal contributed the testamentary record of the Queen Hedwig, who died in 1399.

Structure of the University has been completed with the faculty of Theology, authorised formally in 1397. In the 15th century the university was in one of the best phases of its development. It attracted students from all Europe. It bears a name of Jagiellonian University since 1817. To the most famous graduates belong astronomer Nicolaus Copernicus, king John III Sobieski, Pope John Paul II. Also the Nobelist in Literature Wislawa Szymborska studied here

Currently the Jagiellonian University, a University of six hundred fifty-years tradition, joins a medieval tradition with dynamic development of 15 modern faculties, which educate about 50 000 students and PhD students. The University offers 87 branches of study and 142 specializations. For the university's success works about 4000 researchers and 3433 administrative officers.

In ranking of the universities by "Perspektywy" and "Rzeczpospolita" in 2012, 2013, 2015 the Jagiellonian University has been considered the best one in Poland. In "Perspektywy" university ranking in 2016 Collegium Medicum UJ has been considered the best medical university in Poland.

The university achieved 41st place in British weekly „Times Higher Education” ranking among the best one hundred research facilities of twenty emerging markets. In the global Shanghai ranking the Jagiellonian University was classified in the fifth hundred. According to global ranking published by The Times Higher Education Supplement (QS World University Rankings) the Jagiellonian University comes between places 431 and 440, in ranking The Best Global Universities – U.S. News & World Report takes 340th place, and

in ranking Center for World University Rankings comes between places 601 and 800.

According to Webometrics Ranking of World Universities issued on January 2015, demonstrating commitment of academic institutions in web existence, the university takes the 1st place in Poland and 287th among all universities in the world.

As the only university in Poland, the Jagiellonian University is a member of many associations concentrating the world's most prestigious universities i.a. Ceric (Central European Research Infrastructure Consortium), Coimbra Group Universities, The Guild of European Research Intensive Universities, Europaeum or Utrecht Network.

3. METHODOLOGY

HR Strategy of the Jagiellonian University was established as a result of work of the team appointed for development of the Strategy for HR Excellence in Research, which included representatives of:

- Centre for Project Administrative Support, i.e. Head and Deputy Head
- Office for Institutional Analysis and Reporting, i.e. Head, acting simultaneously as a Vice-Dean for Development of Faculty of Management and Social Communication, and Deputy Head
- Department of Organization of the Jagiellonian University,
- Medical College of the Jagiellonian University, i.e. Head of Department of Science and International Cooperation of the Jagiellonian University – Medical College.

The team cooperated under strict supervision of University representative authorities:

- Vice-Rector for Human Resources and Financial Management
- Vice-Rector for Research and Structural Funds
- Vice-Rector for University Development

and consulted its actions with representatives of academic community during the session of:

- Rectors' council
- Deans' and Rectors' Council
- Committee of Senate for Research and International Cooperation.

The activities of the team for development of the *HR Strategy Excellence in Research*

The 1st stage - verification of the guidelines of the *European Charter for Researchers* and *the Code of Conduct for the Recruitment of Researchers*.

The 2nd stage - an analysis of internal and external legal documents concerning researchers and opinions of researchers, academics and PhD students.

- Legal acts in force at JU have been analysed according to scopes indicated in the Code
- The team developed two tools for data collecting: template for analysis of legal documentation and existing solutions at JU, and questionnaire for screening researchers' opinions in scope of HR excellence. Both tools took pattern from examples published on webpage: <http://ec.europa.eu/euraxess/rights> („Example of a standard template for the internal analysis”).
- The questionnaire consisted of 3 questions concerning respondent's data, 40 obligatory survey questions and 4 open questions (optional) and covered all issues specified in the Code and the Charter. The questionnaire was directed to 3526 researchers, academics and PhD students employed at JU. 2774 people filled in the questionnaire, which constitutes 79% of the group.
- The questionnaire has been developed by the specialist for surveys and analysis, employed at Philosophical Faculty at JU.

The 3rd stage - development of action plan based on the analysis in order to unify binding procedures at JU in reference to records of the Code and the Charter.

4. INTERNAL ANALYSIS INCLUDING ACTION PLAN 2016-2020

Analysis of legal acts, internal documents and practices within JU

Ethics and Professionalism

This scope covers analysis of compatibility with the European Charter for Researchers and the Code of Conduct for the recruitment of Researchers, i.e.:

- Freedom of research
- Ethical principles
- Professional responsibility
- Professional attitude
- Commitments resulting from agreements or regulations
- Responsibility
- The principle of good practice in researches
- Use and spread of results
- Community involvement
- The principle of non-discrimination
- Evaluation system of the employees

Relevant national legislation:

- The Law on Higher Education
- The Industrial Property Law
- The Law on Copyright and Related Rights
- The Law on Protection of Databases

- The Law on Unfair Competition
- Act on Principles of Financing Science
- The Public Finance Act
- The Law on Liability for Violation of Public Finance Discipline
- The Penal Code
- The Labour Code
- Code of the National Science Centre on research integrity and striving for research funds approved by resolution No. 20/2016 of NSC Council
- The Code of Good Practice at Universities, KRASP FRP of 2007
- Code of Ethics for laureates and beneficiaries of FNP approved by the Foundation Board in 2008
- Integrity in research and respect for intellectual property, Ministry of Science and Higher Education of 2012
- The Code of Medical Ethics
- The recommendations of the National Science Centre regarding human research of 2016
- Regulation of the Minister of Health of 2 May 2015 on Good Clinical Practice
- Regulation of the Minister of Finance of 30 April 2004 on compulsory insurance of civil liability for researchers and sponsors
- Act of 15 April 2011 on medical activity
- Act of 5 December 1996 on 05.12.1996 r. on the profession of doctor and dentist
- The Law of 6 September 2001 on Pharmaceutical
- Act of 1 July 2005 on the collection, storage and transplantation of cells, tissues and organs
- Act of 21 January 2005 on animal experiments
- Act of 15 January 2015 on the protection of animals used for scientific or educational purposes

- Act of 22 June 2001 on genetically modified organisms
- Act of 26 June 2003 on the legal protection of plant varieties
- Good practice in employment and academic relations boss-subordinate, Ministry of Science and Higher Education of 2014
- Good practice in the procedures of peer-reviews, Ministry of Science and Higher Education of 2011

Current institutional regulations and/or practices mandatory at the JU

- Resolution of the Senate of the Jagiellonian University of 7 June 2006
- Statute of the Jagiellonian University.
- Resolution of the Senate of the Jagiellonian University of 25 June 2003
- Academic Code of Values
- Development strategy of the Jagiellonian University 2014-2020.
- Resolution of the Council of the PhD Society of the Jagiellonian University in Cracow of 4 December 2014 – the Code of PhD Ethics at the Jagiellonian University.
- Resolution No. 102/VI/2015 of the Jagiellonian University Senate of 24 June 2015 –Terms of intellectual property management and commercialization of the rules at the Jagiellonian University
- Resolution No. 59/IV/2015 Jagiellonian University Senate of 29 April 2015 - Terms of use of research infrastructure at the Jagiellonian University
- Decree No. 102 of the Rector of the Jagiellonian University of 1 October 2014 on the vocation of the Bioethics Committee for the Jagiellonian University for the term 2014-2017
- Regulations of the Bioethics Committee of the Jagiellonian University
- Decree No. 37 of the Rector of the Jagiellonian University of 2 June 2016 on the introduction of Regulations on sharing external entities trademark of the Jagiellonian University and the notification of new trademarks of the Jagiellonian

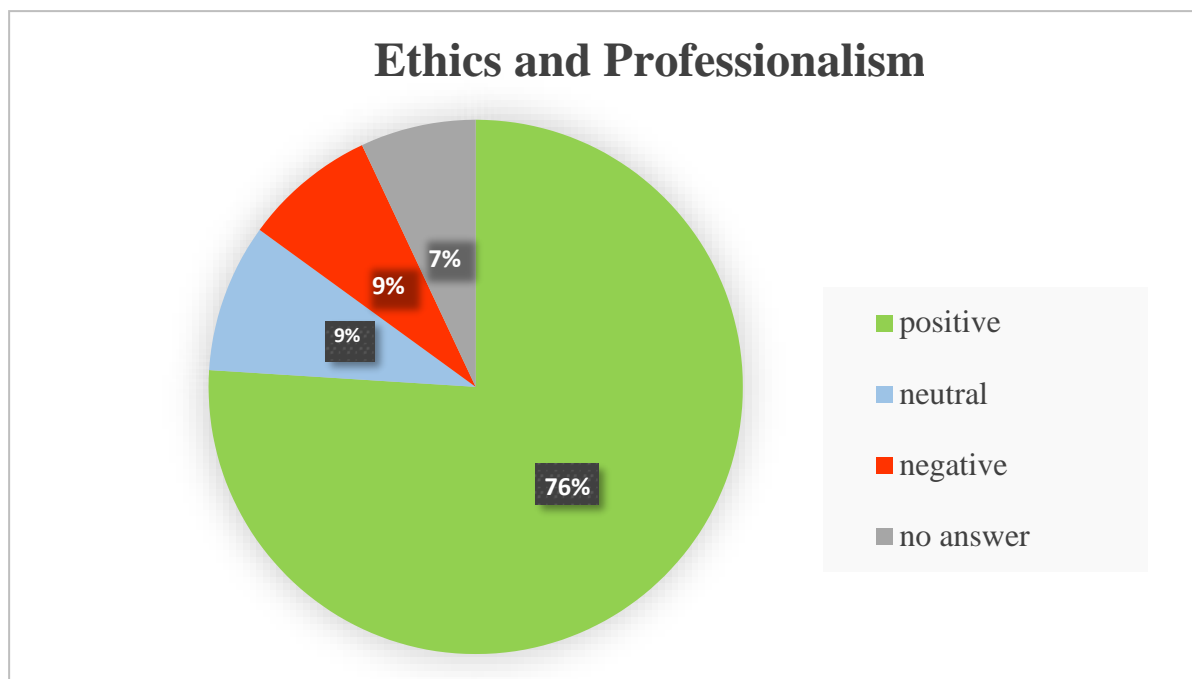
University by organizational unit of the Jagiellonian University

- Decree No. 56 of the Rector of the Jagiellonian University of 11 July 2016 on the Rules of Conduct for the preparation and implementation of projects financed from external sources at the Jagiellonian University.
- Decree No. 16 of the Rector of the Jagiellonian University of 9 February 2015 on implementation of works commissioned Jagiellonian University by external entities
- Decree No. 3/2015 of the Vice-Rector of the Jagiellonian University Medical College of 6 May 2015 on implementation of the "Regulations of the work commissioned Jagiellonian University - Medical College by external entities"
- Decree No. 5/2011 of the Vice-Rector of the Jagiellonian University Medical College of 29 April 2011 on the introduction of the rules of employment and remuneration of employees who carry out at the Jagiellonian University – Medical College tasks for projects funded by international programs, European funds, including the structural and aid funds
- Decree of the Rector of the Jagiellonian University of 30 September 2015 r. on the principles of remuneration of academic teachers and other persons conducting classes at the Jagiellonian University and Jagiellonian University - Medical College
- Decree No. 86 of the Rector of the Jagiellonian University of 27 August 2014 on the introduction of instructions chancellery of the Jagiellonian University, the single-kind file list of the Jagiellonian University and instruction archival of the Jagiellonian University.
- Decree No. 106 of the Rector of the Jagiellonian University of 12 October 2015 on introduction Instruction of financial and accounting documents workflow of the Jagiellonian University.
- Decree No. 30 of the Rector of the Jagiellonian University of 28 March 2011 on the principles of the distribution of subsidies for Statutory Activities (SA) - a part for maintaining research capacity
- Decree No. 6/2015 of the Vice-Rector of the Jagiellonian University Medical College of 23 July 2015 on amendments to Decree No. 15/09 of the Vice-Rector of the Jagiellonian University Medical College of 29 June 2009 on the introduction of regulations for abroad business trips in the Jagiellonian University

Medical College

- Decree No. 86 of the Rector of the Jagiellonian University of 26 July 2013 on establishment of work regulations at the Jagiellonian University
- Decree No. 66 of the Rector of the Jagiellonian University of 21 November 2005 on unification of the work security systems and teaching processes requiring use of hazardous substances
- Decree No. 29 of the Rector of the Jagiellonian University of 24 March 2006 on the introduction of system management manual for personal data processing at the Jagiellonian University.
- Decree No. 22 of the Rector of the Jagiellonian University of 9 March 2006 on the introduction of security policy of personal data processed in the Jagiellonian University
- Decree No. 42 of the Rector of the Jagiellonian University of 26 June 2008 on the organization and functioning of classified information protection and the handling of sensitive documents
- Decree No. 7/2011 of the Vice-Rector of the Jagiellonian University Medical College of 23 May 2011 on the introduction of procedures for handling medical and veterinary waste at the Jagiellonian University - Medical College
- Decree No. 119 of the Rector of the Jagiellonian University of 8 December 2014 on the introduction of anti-mobbing policies at the Jagiellonian University
- Announcement of the Vice-Rektor for Human Resources and Financial Management of 9 April 2008 on the employment of foreigners
- Decree No. 55 of the Rector of the Jagiellonian University of 6 July 2016 on periodic assessments of academics of the Jagiellonian University in 2016
- Decree No. 35 of the Rector of the Jagiellonian University of 2 June 2008 on regulations of awards for academic and non-academic staff of the Jagiellonian University.

The results of the survey on the implementation at the University the principles of *the European Charter for Researchers* and *the Code of Conduct for the recruitment of Researchers* in scope of Ethics and Professionalism.



The percentage distribution of individual questions in scope of Ethics and Professionalism											
	Quest.1	Quest.2	Quest.3	Quest.4	Quest.5	Quest.6	Quest.7	Quest.8	Quest.9	Quest.10	Quest.11
negative	5%	4%	6%	4%	11%	8%	8%	13%	11%	13%	4%
positive	89%	86%	78%	72%	65%	78%	77%	61%	72%	73%	90%
no answer	2%	6%	7%	16%	12%	5%	5%	9%	4%	5%	2%

The staff rated very well:

- freedom to choose the issues and research methods – quest.1,
- applying in their research the ethical principles of their disciplines – quest.2,
- avoiding any offenses against the laws and principles of intellectual property and the integrity of the research – quest. 3,
- practice of informing superiors and funders of important events associated with the onset, delay or the completion of the project – quest.4

- awareness of their responsibility - legal and ethical - to national institutions and the society – quest.6,
- use of the laws and rules related to Occupational Health and Safety – quest.7,
- attention to popularize the results of their research – quest.9,
- awareness of regular evaluation of their work quality - quest.11.

The staff rated **well**:

- awareness of the obligations under international and national legislation concerning their work – quest.5,
- ensuring that all test results have been effectively and widely communicated or effectively implemented commercially – quest.8,
- non-discrimination based on gender, age, sexual orientation, national origin, beliefs, language, economic status and disability – quest.10.

In this issue there were no questions rated **insufficiently or poorly**.

Analysis of survey results shows that researchers usually appreciate the ethical aspect of the scientific community at the Jagiellonian University.

The survey results clearly indicate adequate regulations allowing implementation of the analyzed area at the Jagiellonian University. The main gap is the lack of information about applicable rules among researchers because of limited access to records and internal documents dispersed on websites of the University

Suggested activities in the area of Ethics and Professionalism:

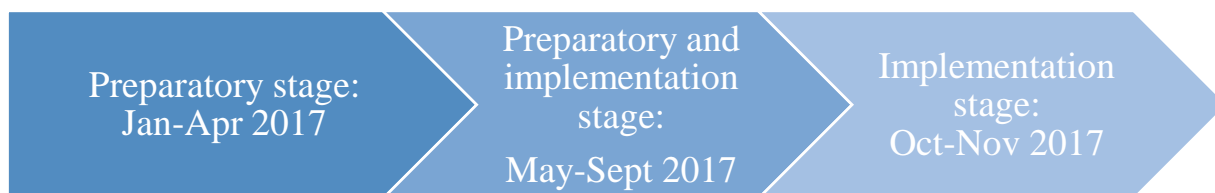
1. Creating academic informational social networking service

The purpose of this action is to facilitate access to information for researchers in the field of applicable regulations at the Jagiellonian University in the area of ethics and professionalism. The service will have thematic search of legal acts applicable at the Jagiellonian University to allow efficient search of the relevant internal regulations. Such action is essential for successful implementation of the analysed area at the University. Awareness and knowledge of the applicable regulations is an essential part of effective implementation of the principles of the Charter and the Code at the Jagiellonian University.

The organizational unit of the University responsible for implementation of the action:

Office for Institutional Analysis and Reporting of the Jagiellonian University

Schedule of the action:



Recruitment and Selection

This scope covers analysis of compatibility with the European Charter for Researchers and the Code of Conduct for the recruitment of Researchers, i.e.:

- Recruitment
- Recruitment procedures
- Procedures for staff selection
- Transparency
- Evaluation criteria
- Exceptions to the chronological order of CV's
- Recognition of mobility experience
- Recognition of qualifications
- Seniority
- Positions for employees with doctoral degree

Relevant national legislation

- The Law on Higher Education
- The Act on scientific degrees and academic titles and degrees and title in art
- Labour Code
- Decree of Ministry of Science and Higher Education of 5 October 2011 on the conditions of remuneration for work and granting other work-related benefits for employees in the public university
- Decree of Minister of Science and Higher Education of 29 September 2011 on a central list of academics and researchers
- Decree of Ministry of Family, Labour and Social Policy on the procedure and conditions for issuing work permits for foreigners
- Records of Erasmus University Charter for Higher Education
- Decree of Ministry of Science and Higher Education on criteria for assessing

achievements of the person applying for the post-doctoral degree

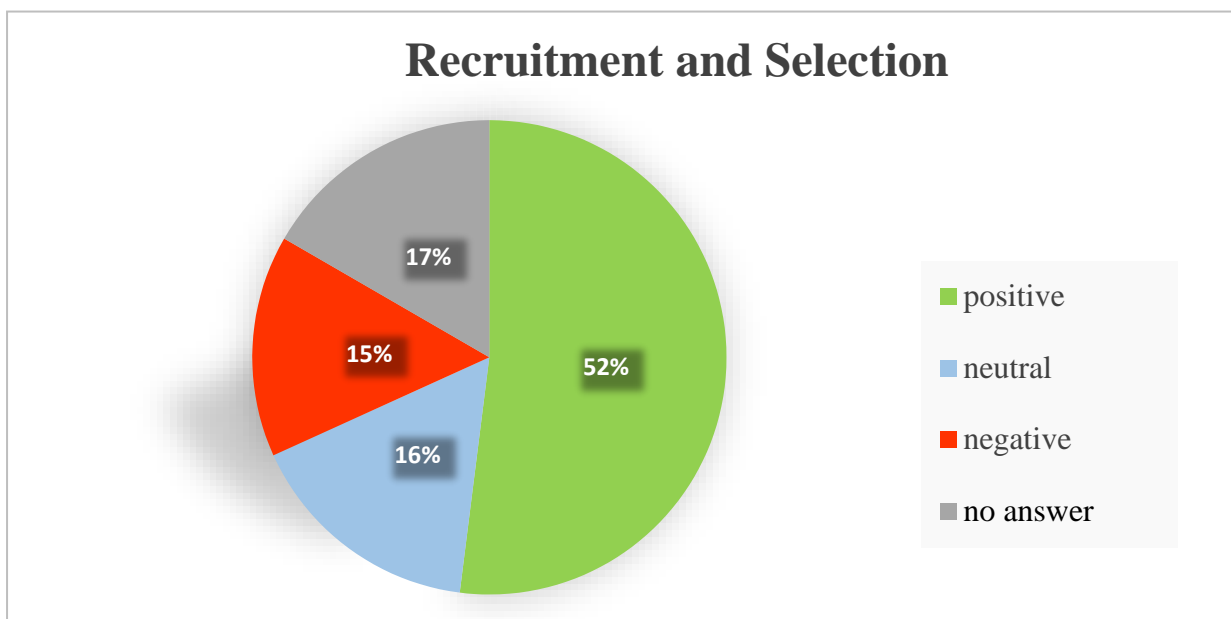
- Decree of Ministry of Science and Higher Education on detailed procedure and conditions for carrying out activities in the doctoral, habilitation proceedings and proceedings for granting the title of professor
- The guide of Ministry of Science and Higher Education: <http://www.nauka.gov.pl/uznawanie-wykształcenia/dla-uczelni.html> and the guide: <http://www.nauka.gov.pl/uznawanie-kwalifikacji-zawodowych/>

Current institutional regulations and/or practices mandatory at the JU

- Resolution of the Senate of the Jagiellonian University of 7 June 2006.
- Statute of the Jagiellonian University.
- Development strategy of the Jagiellonian University 2014-2020.
- Decree No. 55 of the Rector of the Jagiellonian University of 6 July 2016 on periodic assessments of academics of the Jagiellonian University in 2016.
- Decree No. 35 of the Rector of the Jagiellonian University of 2 June 2008 on awards regulations for academic and non-academic staff of the Jagiellonian University.
- Decree No. 56 of the Rector of the Jagiellonian University 11 July 2016 on the Rules of Conduct for the preparation and implementation of the projects financed from external sources at the Jagiellonian University.
- Decree No. 34 of the Rector of the Jagiellonian University of 26 April 2013 on the introduction of the Rules of employment and remuneration of persons participating at the Jagiellonian University in the implementation of projects financed from sources other than those specified in Article. 94 paragraph. 1 of the Act of 27 July 2005. - Law on Higher Education.
- Announcement No. 30 of the Vice-Rector for Human Resources and Financial Management of the Jagiellonian University of 22 November 2011 on additional employment of academics for whom the Jagiellonian University is the main place of work.

- Circular Letter No. 4 of the Rector of the Jagiellonian University of 11 July 2012 on implementation of regulations of the Act of 27 July 2005 - Law on Higher Education on the prohibition of a relationship of direct subordination between the academic.

The results of the survey on the implementation at the University the principles of *the European Charter for Researchers* and *the Code of Conduct for the recruitment of Researchers* in scope of Recruitment and Selection:



The percentage distribution of individual questions in scope of Recruitment and Selection										
	Quest.1	Quest.2	Quest.3	Quest.4	Quest.5	Quest.6	Quest.7	Quest.8	Quest.9	Quest.10
negative	15%	17%	15%	21%	13%	14%	21%	13%	12%	9%
positive	59%	60%	61%	54%	56%	35%	40%	55%	53%	46%
no answer	7%	5%	12%	10%	14%	34%	22%	15%	17%	30%

In this area there were no questions rated **very well**

The staff rated **well**:

- employment on the basis of fair criteria – quest. 1
- open, efficient and transparent employment procedures – quest.2
- decisions on employment a new researcher at the Jagiellonian University by collective bodies with diverse experience and expertise – quest.3
- employment on the basis of wide range of criteria and methods of selection, not only the bibliometric criteria – quest. 5
- assessment of formal and informal professional qualifications of JU staff during employment process in appropriate manner adapted to the specifics of the position and research area – quest.8
- employment based on an objective performance evaluation, not reputation of the institution of origin – quest.9

The staff rated **insufficient**:

- informing of the selection criteria, the number of available positions and the possible paths of career development in the process of employment – quest.4,
- the impact of gaps in career in the employment process – quest. 6
- rewarding experiences in the various branches and research areas in the process of employment – quest.7
- criteria and rules of employment for positions - quest.10

There were no questions rated **poor**

The survey results clearly indicate insufficient actions in:

- Assessment of formal and informal qualifications during the employment process in appropriate manner adapted to the specific positions and research area.
- Motivating remuneration system.
- Principles of employment for positions.

Suggested activities in the area of Recruitment and Selection:

1. Change of the Jagiellonian University Statute in scope of section VIII - Employees.
2. Development of Regulations setting out the rules and procedures for conducting competitions for scientific, educational and didactic positions.
3. Development of procedures for the periodic evaluation of researchers and academics of the Jagiellonian University.
4. Creating regulations for the recognition of the mobility value in the process of evaluation and recruitment.

The action purpose is to create a uniform system of employment at the Jagiellonian University, based on clear and transparent rules considering the qualifications, skills and achievements of researchers.

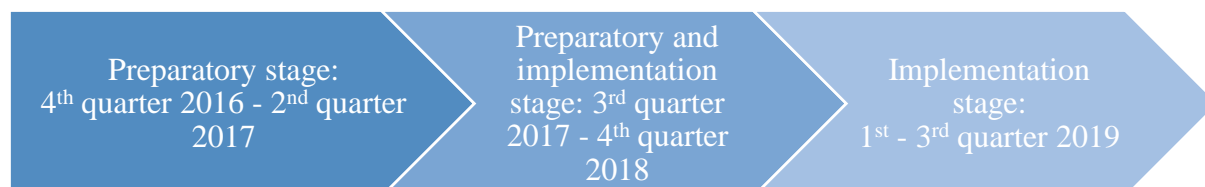
The organizational unit of the University responsible for the implementation of the action:

Vice-Rector for Human Resources and Financial Management

Vice-Rector for Research and Structural Funds

Vice-Rector for University Development

Schedule of the action:



Working Conditions and Safety at Work

This scope covers analysis of compatibility with the European Charter for Researchers and the Code of Conduct for the recruitment of Researchers, i.e.:

- Professional recognition
- Research environment
- Working conditions
- Stability and permanence of employment
- Financing and remuneration
- Gender balance
- Career development
- The value of mobility
- Access to career counselling
- Intellectual Property Rights
- Co-authorship
- Education
- Complaints / appeals
- Impact on decision-making authorities

Relevant national legislation

- The law on Higher Education
- The law on the financing of science
- The law on social insurance system
- Act on scientific degrees and academic titles and degrees and title in art
- Act on vocational and social rehabilitation and employment of disabled persons
- Act on recognition of professional qualifications acquired in countries being EU members
- Act on fire protection

- Act on occupational medicine service
- The Law on prevention and control of infections and infectious diseases
- Act on chemical substances and their mixtures
- The Law on Genetically Modified Organisms
- The Law on Copyright and Related Rights
- The Law on protection of databases
- The Industrial Property Law
- The Law on labour unions
- Resolution No. 20/2016 of the National Center for Science on acceptance of research integrity principles
- The Labour Code
- Decree of Ministry of Science and Higher Education on criteria for assessing achievements of the person applying for the post-doctoral degree
- Decree of Ministry of Science and Higher Education on detailed procedure of investigation and disciplinary action against academic teachers
- Decree of Ministry of Science and Higher Education of 11 December 2013 on the conditions of remuneration for work and granting other work-related benefits for employees in the public university
- Decree of Ministry of Family, Labour and Social Policy on the general OSH regulations
- Regulation of the Minister of Infrastructure on technical conditions of buildings and their location
- Act of 20 May 2010 on medical products
- Decree of the Minister of Health of 18 February 2011 on the safe use of ionizing radiation for all types of medical exposure
- Decree of the Minister of Health of 30 December 2004 on health and safety relating the presence of chemical factors at work
- Ordinance of the Minister of Health of 22 April 2005 on the harmful biological

factors at workplace and health protection of workers occupationally exposed to these factors

- Ordinance of Ministry of Science and Higher Education on the detailed conditions and procedures for granting and payment of doctoral scholarships for outstanding achievements
- Ordinance of Ministry of Science and Higher Education on doctoral studies and doctoral scholarships
- Ordinance of Ministry of Science and Higher Education on the conditions for granting scholarships to those who initiated their PhD.
- Ordinance of Ministry of Science and Higher Education on employees delegation for research, teaching and training, and specific rights of such persons
- Ordinance of Ministry of Science and Higher Education on studies and trainings for foreigners and their participation in research and development work
- Records of Erasmus University Charter for Higher Education
- Ordinance of Ministry of Science and Higher Education of 2012 on integrity in research and respect for intellectual property

Current institutional regulations and/or practices mandatory at the JU

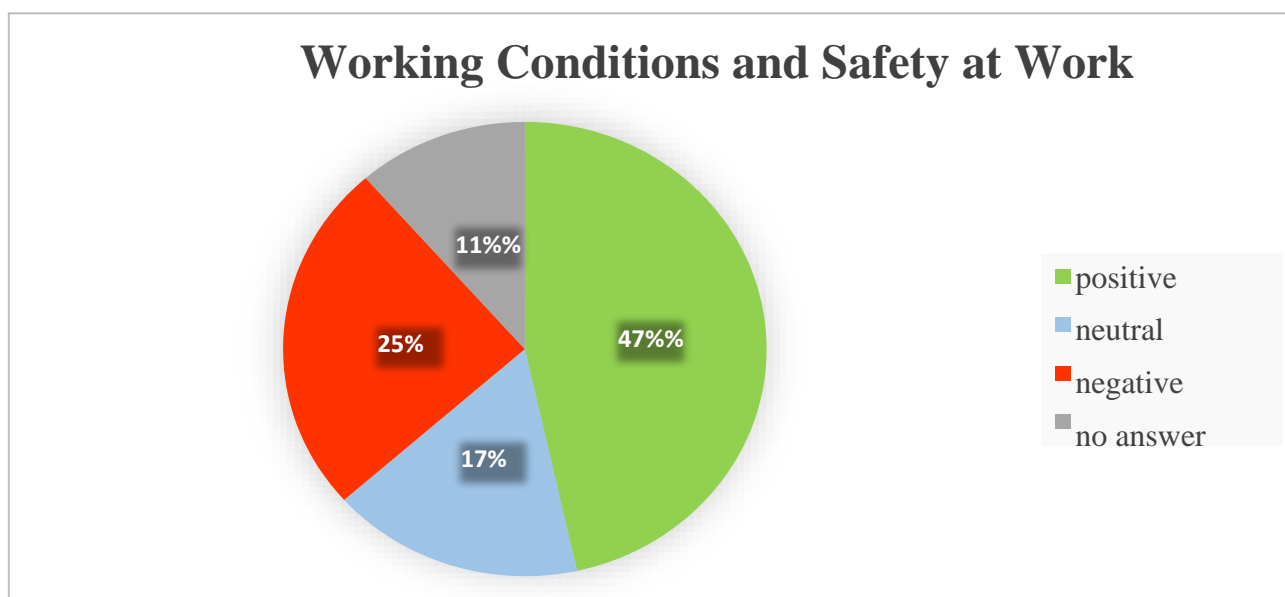
- Resolution of the Senate of the Jagiellonian University of 7 June 2006 – Statute of the Jagiellonian University.
- Resolution No. 49/IV/2015 of the Senate of the Jagiellonian University of 29 April 2015 on Rules of doctoral studies.
- Development strategy of the Jagiellonian University 2014-2020.
- Announcement of the Vice-Rector for Research and Structural Funds of the Jagiellonian University of 11 July 2016 on introducing the support for JU researchers applying for grants of European Research Council(ERC)
- Resolution No. 40/III/2016 of the Jagiellonian University Senate of 23 March 2016 on determining teaching load for the academic year 2016/2017, the conditions for the reduction, rules of calculating teaching hours.
- Decree No. 119 of the Rector of the Jagiellonian University of 8 December 2014 on the introduction of anti-mobbing procedures at the Jagiellonian University

- Decree No. 102 of the Rector of the Jagiellonian University of 30 September 2015 on the principles of remuneration of academic teachers and other persons conducting classes at the Jagiellonian University and Jagiellonian University - Medical College.
- Decree No. 86 of the Rector of the Jagiellonian University of 26 July 2013 on determination of work regulations at the Jagiellonian University
- Decree No.128 of the Rector of the Jagiellonian University of 31 December 2012 on the rules of trainings for employees of the Jagiellonian University in the field of occupational health and safety
- Decree No.117 of the Rector of the Jagiellonian University of 27 November 2014 on rules for the allocation and use of personal protective equipment, clothing and footwear at the Jagiellonian University
- Decree No.129 of the Rector of the Jagiellonian University of 31 December 2012 on the obligation of adjusting machines used in the Jagiellonian University for the minimum requirements for safety and health at work
- Decree No. 66 of the Rector of the Jagiellonian University of 21 November 2005 on unification of the work security systems and teaching processes that require use of hazardous substances
- Decision No 42 of the Rector of the Jagiellonian University of 11 December 2014 on the appointment of the disciplinary for academic teachers.
- Decree No. 6/2014 of the Vice-Rector of the Jagiellonian University Medical College of 17 April 2014 on implementation of procedures handling accidents at work and occupational diseases
- Regulations for abroad business trips in the Jagiellonian University - Medical College.
- Resolution No. 7/II/2007 of the Jagiellonian University Senate of 28 February 2007 (amended by Decree No. 13 of the Rector of the Jagiellonian University) on the principles and procedures for delegation of employees, students and doctoral students abroad for research, teaching or training
- Decree No. 10 of the Rector of the Jagiellonian University of 15 March 2007 on the principles and procedures for delegation of employees, students and doctoral students abroad for research, teaching or training
- Announcement No. 12 of the Vice-Rector for Research and International Relations

of the Jagiellonian University of 31 March 2010 on participating in international conferences and meetings as part of research consortia.

- Terms of intellectual property management and rules of the commercialization at the Jagiellonian University adopted by Resolution No. 102 / VI / 2015

The results of the survey on the implementation at the University the principles of *the European Charter for Researchers and the Code of Conduct for the recruitment of Researchers* in scope of Working conditions and Safety at work:



The percentage distribution of individual questions in scope of Working Conditions and Safety at Work

	Quest.1	Quest.2	Quest.3	Quest.4	Quest.5	Quest.6	Quest.7	Quest.8	Quest.9	Quest.10	Quest.11	Quest.12	Quest.13	Quest.14
negative	23%	22%	32%	35%	63%	15%	19%	23%	31%	14%	13%	36%	12%	13%
positive	54%	59%	49%	42%	16%	69%	48%	36%	27%	49%	61%	47%	33%	62%
no answer	6%	2%	3%	4%	3%	6%	11%	17%	24%	20%	11%	3%	40%	10%

In this area there were no questions rated **very well**.

The staff rated **well**:

- attractiveness of salaries – quest. 4.
- chance for promotion independently of the position and gender - quest.6.
- the possibility of formal, individual career development path – quest.7,

- benefiting from the intellectual rights with regard to own work results – quest.1
- recognition for the co-authorship of research– quest.11,
- the possibility of active participation in collectives deciding of the future of institution of their own employment– quest.14.

The staff rated **insufficient**:

- treating them as professionals from the earliest stages of career development (PhD) –quest.1,
- possibility to conduct their research in an inspiring and well-equipped research environment – quest.2
- possibility to work in an environment that allows to maintain the work-life balance – quest.3
- numerical balance in terms of gender at all levels of career development - quest.5,
- possibility to use the review procedures, especially in the field of mediation and conflict resolution at workplace – quest.13

The survey results clearly indicate insufficient activities in following range:

- way of remuneration,
- appreciation for mobility
- the impact of the number of teaching hours for scientific research
- access to career counseling in scope of career development.

Suggested activities in the area of Working Conditions and Safety at Work

1. Development of the Rules of remuneration at the Jagiellonian University.
2. Development of the Rules of employment and remuneration for persons participating at the Jagiellonian University in the implementation of projects financed from external sources.

3. Creating a team for the mobility of researchers promotion.
4. Implementation of compulsory course "The management of scientific careers development" for doctoral studies.
5. Development of procedures for the settlement of teaching time.
6. Extending the tasks of the Career Office with career counseling.
7. Formal regulation of the access for young scientists and PhD students to laboratories and research equipment.

The purpose of this action is to create a uniform system of remuneration at the Jagiellonian University, based on transparent rules taking into account the specifics of positions, employee qualifications and skills with regard to the mobility. Furthermore, the objective of the planned actions is to create convenient conditions for the development of a scientific career by supporting mobility, access to counseling, and to limit the teaching to research.

The organizational unit of the University responsible for the implementation of the action:

Vice-Rector for Human Resources and Financial Management

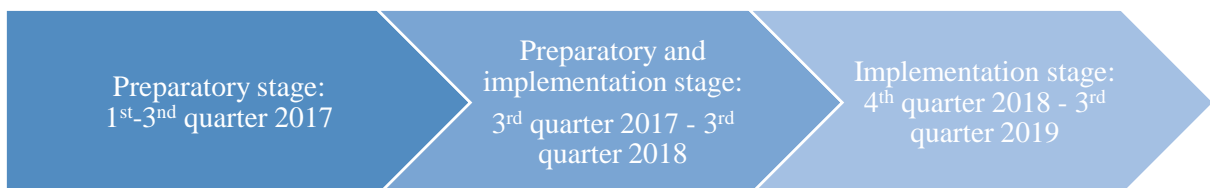
Vice-Rector for Research and Structural Funds

Vice-Rector for Educational Affairs

Centre for Project Administrative Support

Office of Human Resources

Schedule of the action:



Development and Training

This scope covers analysis of compatibility with the European Charter for Researchers and the Code of Conduct for the recruitment of Researchers, i.e.:

- Relations with tutor
- Supervision and managerial duties
- Continuing professional development
- Access to research training and continuous professional development
- Mentoring

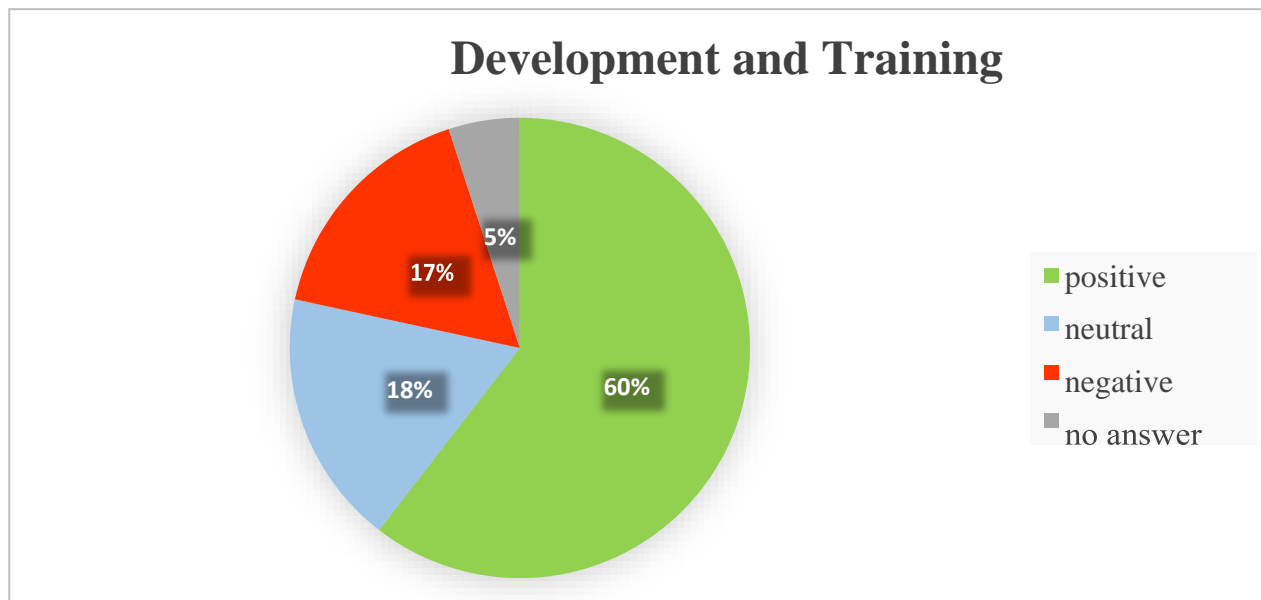
Relevant national legislation

- The Labour Code.
- The Law on Higher Education.
- Good practice in employment and academic relations supervisor - subordinate, Ministry of Science and Higher Education of 2014.
- Decree of Ministry of Science and Higher Education on employees delegation for research, teaching and training, and specific rights of such persons.
- Decree of Ministry of Science and Higher Education on doctoral studies and doctoral scholarships.

Current institutional regulations and/or practices mandatory at the JU

- Resolution No.49/IV/2015 of the Senate of the Jagiellonian University of 29 April 2015 on Rules of doctoral studies.
- Decree No. 10 of the Rector of the Jagiellonian University of 15 March 2007 on the principles and procedures for delegation of employees, students and doctoral students abroad for research, teaching or training

The results of the survey on the implementation at the University the principles of *the European Charter for Researchers* and *the Code of Conduct for the recruitment of Researchers* in scope of Development and Training:



The percentage distribution of individual questions in scope of Development and Training					
	Quest.1	Quest.2	Quest.3	Quest.4	Quest.5
negative	16%	15%	17%	21%	15%
positive	67%	67%	61%	44%	63%
no answer	2%	2%	5%	11%	4%

In this area there were no questions rated **very well** and **insufficient**.

The staff rated **well**:

- scientific and organizational support from their supervisors - quest.1
- supporting younger colleagues in the development of skills and career - quest.2
- continuous improvement in terms of their skills and competence at all career levels - quest.3
- the ability to use the knowledge and experience of the supervisors in order to develop the career - quest.5.

The survey results clearly indicate insufficient activities in following range

- the ability to use a wide pool of matching methods of developing research careers.

The suggested activities in the area of Development and Training:

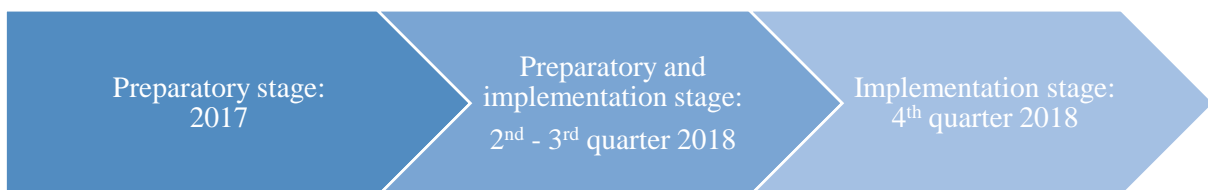
1. Extending the tasks of the Career Office with career counseling for employees and PhD students.
2. Extending the tasks of the Centre of Academic Teaching Excellence - Ars Docendi, non-faculty organizational unit of the Jagiellonian University with the supervision of the Vice-Rector for Educational Affairs. The aim of the Centre is to improve the competence of teaching and professional development of academic teachers and doctoral students JU Ars Docendi through career counseling (courses and trainings)
3. Extending the scope of thematic trainings and courses for researchers.
4. Development of the mentoring system for young researchers..

The purpose of this action is to create convenient conditions for the development of careers for young researchers and to build a mentoring system at the Jagiellonian University

The organizational unit of the University responsible for the implementation of the action:

Vice-Rector for Educational Affairs

Schedule of the action:



Summary

As a result of the analysis of internal documents (Decrees, regulations) applied at the Jagiellonian University and the analysis of the results of an internal survey among researchers, the Team for the development of the Strategy for HR Excellence in Research proved that Jagiellonian University is fulfilling the majority of the rules included in the European Charter for Researchers and the Code of Conduct for the recruitment of the researchers, and diagnosed the areas which required action in order to adapt the internal procedures to the records in the above documents. Many of the criteria of the Charter are governed by state legislation and other laws, the others governed by the internal regulations of the Jagiellonian University.

5. MONITORING OF THE ACTIVITIES

An important aspect of the implementation at the Jagiellonian University the principles of *the European Charter for Researchers* and *the Code of Conduct for the recruitment of researchers* will be monitoring of tasks effects set in the action plan.

Monitoring of the implementation of this Strategy will be led by the Team for implementation of the Strategy for HR *Excellence in Research*

appointed by the Rector of the Jagiellonian University

consisting of representatives of the JU units being in charge of particular areas of strategic action

Monitoring meetings will be held:

- every six months to check the progress of the action plan,
- at the completion of particular implementation task.

Self-assessment of the effects of implementation of the Strategy will be carried out on a regular basis, and after 2 years from granting the Logo HR Excellence in Research, a complex audit of the effects of the implementation of the Strategy will be conducted.