

OTM-R checklist for institutions

	OPEN	TRANSPARENT	MERITBASED	Answer: Yes, completely/ Yes, substantially/ Yes, partially/ No
OTM-R System ("x" was marked by European Commission)				
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	X	X	X	++ Yes, completely
<ul style="list-style-type: none"> • Within the new website about the European Strategy for Researchers, a tab has been created, OTM-R, containing documents recommended when recruiting researchers. <p>LINK EN: How does the recruitment process follow the concept of Open, Transparent, and Merit-Based Recruitment of Researchers (OTM-R)? / Wrocław University of Science and Technology</p> <p>LINK PL: Jak przebiega proces rekrutacji zgodnie z ideą Otwartej, Przejrzystej i Merytorycznej Rekrutacji naukowców (OTM-R)? Politechnika Wroclawska</p> <p>LINK EN: Our current and future activities / Wrocław University of Science and Technology</p> <p>LINK PL: Bieżące działania i co przed nami? Politechnika Wroclawska</p> <p>Direct links to the OTM-R Policy</p> <p>LINK EN: Open, transparent and merit-based recruitment policy (OTM-R) at Wrocław University of Science and Technology</p> <p>LINK PL: Polityka otwartej, przejrzystej i merytorycznej rekrutacji (OTM-R) w Politechnice Wroclawskiej</p>				
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	X	X	X	++ Yes, completely
<ul style="list-style-type: none"> • The preliminary and general principles of "The Open, Transparent and Merit-based Recruitment Policy (OTM-R) at Wrocław University of Technology" have been developed in one document, <p>Direct links to the OTM-R Policy</p> <p>LINK EN: Open, transparent and merit-based recruitment policy (OTM-R) at Wrocław University of Science and Technology</p> <p>LINK PL: Polityka otwartej, przejrzystej i merytorycznej rekrutacji (OTM-R) w Politechnice Wroclawskiej</p> <ul style="list-style-type: none"> • All the issues related to the recruitment of academic staff are governed by the superior provisions in the Statute of the University (Resolution of the Senate of Wrocław University of Technology of 10 July 2025 r., Annex 8 Procedure for conducting a competition the position of academic teacher - including the provision: The competition procedure must adhere to international standards laid out in The European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers. <p>Link EN: statut_pwr_2025_en.pdf</p> <ul style="list-style-type: none"> • Binding internal regulations (IRs) for all types of positions with specific by-laws: In addition, the recruitment processes for researchers R1-R4 are based on internal regulations: 				

ZW 34/2026 "On the detailed procedure and conditions for the work of committees conducting open competitions for the position of academic teacher at Wrocław University of Science and Technology";
 ZW 73/2024 / ZW 114/2025 "Procedure for recruiting academic teachers employed on an up to half-time basis at Wrocław University of Technology", which includes the required templates;
 ZW 135/2025 "Procedure for the recruitment of academic teachers to work in projects financed from external sources".

3. Is everyone involved in the process sufficiently trained in the area of OTMR?	X	X	X	+/- Yes substantially
<ul style="list-style-type: none"> • Applicants and competition organizers (Deans, Unit Directors, Heads of Institutes and Departments) are required to familiarize themselves with OTM-R regulations and policies. • Administrative staff, including the HR assistants of the applicants, are obliged to familiarize themselves with the documents that specify the principles of recruitment of research staff. • The HR assistants (100%) of the applicants and competition organizers are trained in the OTM-R procedures and assist in the competition and recruitment procedure. • 45% of the selection committees have been trained. • Training sessions for selection committees have been scheduled in Action Plan 2026-2029 as part of 14.3. Standardisation of the working procedures of selection panels /Training sessions for selection panels 2026–2027 				
4. Do we make (sufficient) use of e-recruitment tools?	X	X		+/- Yes substantially
<p>Announced in the electronic version (Job offers - scientific positions (pwr.wroc.pl), BIP of the Ministry responsible for higher education (Akademicka Baza Ogłoszeń - (bazaogloszen.nauka.gov.pl) and Jobs Search EURAXESS (europa.eu). Applications in competitions may be submitted in electronic form.</p> <ul style="list-style-type: none"> • The university's online application platform is currently under development 				
5. Do we have a quality control system for OTM-R in place?	X	X	X	+/- Yes substantially
<ul style="list-style-type: none"> • A team responsible for OTMR policy has been established within the Science Department. • Internal email address: OTMR_competition@pwr.edu.pl – to which enquiries are sent by HR assistants handling the process in the faculties, chairs of selection panels and Deans. • We have monitoring system in place (A team responsible for OTMR policy in Science Department)- and annual report Microsoft Word - EN_ANALYSIS_RECRUTATION_2026 • The supervision of the OTM-R procedures is carried out by the HR assistants in the respective faculties. 				
6. Does our current OTM-R policy encourage external candidates to apply?	X	X	X	++ Yes, completely

- Information about ongoing recruitment processes is published in public information bulletins; this obligation is imposed by the Act of 20 July 2018. Law on Higher Education and Science, Art. 119, para. 3 and 4) ([Ofert pracy - stanowiska naukowe \(pwr.wroc.pl\)](#)), of the Ministry responsible for higher education Academic Announcement Database [Akademicka Baza Ogłoszeń – \(bazaogloszen.nauka.gov.pl\)](#) and additionally on online portals (LinkedIn <https://pl.linkedin.com/>) - which guarantees the availability of competitions for external candidates..

- The OTM-R Policy at WUST is available for external candidates:

LINK EN: [How does the recruitment process follow the concept of Open, Transparent, and Merit-Based Recruitment of Researchers \(OTM-R\)? / Wrocław University of Science and Technology](#)

LINK PL: [Jak przebiega proces rekrutacji zgodnie z ideą Otwartej, Przejrzystej i Merytorycznej Rekrutacji naukowców \(OTM-R\)? | Politechnika Wroclawska](#)

LINK EN: [Our current and future activities / Wrocław University of Science and Technology](#)

LINK PL: [Bieżące działania i co przed nami? | Politechnika Wroclawska](#)

Direct links to the OTM-R Policy

LINK EN: [Open, transparent and merit-based recruitment policy \(OTM-R\) at Wrocław University of Science and Technology](#)

LINK PL: [Polityka otwartej, przejrzystej i merytorycznej rekrutacji \(OTM-R\) w Politechnice Wroclawskiej](#)

- We have also A guide for applicants in Open, Transparent, and Merit-Based Recruitment for the position of academic teacher

LINK EN: [a_guide_for_applicants_in_otmr_system_2025_eng.pdf](#)

LINK PL: [przewodnik_dla_aplikujacych_2025.pdf](#)

- We monitor the number of external applications - annual report [Microsoft Word - EN ANALYSIS RECRUTATION 2026](#)

7. Is our current OTM-R policy in line with policies to attract researchers from abroad?

X

X

X

++ Yes, completely

- One of the main strategic objectives of Wrocław University of Technology is to increase its level of internationalisation; Wrocław University of Technology Strategy 2023–2030

EN: [Strategy / Wrocław University of Science and Technology](#)

- Information about ongoing recruitment processes is announced in English on the Euraxess portal (Link: <https://www.euraxess.pl/poland/jobs-funding>) - which ensures the availability of competitions for foreign candidates.

- The documents can be submitted in English.

- We monitor the number of application from abroad - annual report [Microsoft Word - EN ANALYSIS RECRUTATION 2026](#)

8. Is our current OTM-R policy in line with policies to attract underrepresented groups?

X

X

X

++ Yes, completely

- Internal Order established the University's Equality Policy Team EQUALITY DIVERSITY AND WELL-BEING POLICY for Wrocław University of Technology for 2025-2028 LINK EN: [Equality diversity and well-being policy of Wrocław University of Science and Technology for 2025-2028](#)

- In the Labour Regulations / Labour protection for women and young workers, and Appendix 1, Information for employees on equal treatment in employment. LINK EN: [Documents to download / Department of Human Affairs](#)

- The Code of Ethics for WUST Employees is binding at the University,
LINK EN: [Code of Ethics - Wrocław University of Science and Technology \(pwr.edu.pl\)](https://pwr.edu.pl)
- There is a Department of Accessibility and Support for People with Disabilities
LINK EN: <https://ddo.pwr.edu.pl/en/>
- The University implements the project: Accessible University,
- Training to employees of Wrocław University of Technology and ensuring the implementation of the obligations arising from the "Declaration of Social Responsibility of the University".
- We monitor: OTM-R Policy with focus on attracting underrepresented groups - annual report [Microsoft Word - EN_ANALYSIS_RECRUTATION_2026](#)

9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	X	X	X	++ Yes, completely
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- Wrocław University of Science and Technology provides attractive working conditions by promoting scientific and academic excellence.
- The Labour Regulations (Link EN: [Documents to download / Department of Human Affairs](#)) in which there are provisions on ensuring health and safety at work, facilitating employees to improve their professional qualifications, counteracting discrimination in employment, provisions on equal treatment.
- Available for new employees is a guide in Polish and English,
LINK EN: [przewodnik dla nowozatrudnionych_en_2026_v2.pdf](#)
LINK PL: [przewodnik dla nowozatrudnionych_pl_2026_v1.pdf](#)
- A procedure for the organisation of training and co-financing of education for WUST employees has been developed and implemented.
- We monitor the aspect of OTM-R Policy in the view of ensuring attractive working conditions to researchers - annual report [Microsoft Word - EN_ANALYSIS_RECRUTATION_2026](#)

10. Do we have means to monitor whether the most suitable researchers apply?	X	X		++ Yes, completely
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- The requirements to be fulfilled by the Candidates have been specified for particular positions provisions in the Statute of the University (Resolution of the Senate of Wrocław University of Technology 2025 r., Annex 8 Procedure for conducting a competition the position of academic teacher
LINK EN: [statut_pwr_2025_en.pdf](#))
- We have a model recruitment advertisement which contains necessary information about the requirements for candidates. The requirements area clearly defines what knowledge, skills, experience, or competences the best candidate should possess.
- A set of criteria has been defined for evaluating candidates, on the basis of which job offers are made,
LINK EN: [eng_zw_34_2026-z2_recommended_guidelines_for_establishing_the_competence_of_the_candidate_eng.pdf](#)
LINK PL: [zał 2 do ZW 34/2026](#)
- The recruitment process for researchers is performed in three stages, enabling the assessment of whether the applying candidates have

the appropriate competencies: **stage 1** – formal document verification; **stage 2** – assessment of candidate's competencies based on the submitted application documents; **stage 3** – job interviews.

- During the recruitment process, selection boards (from 2018) when evaluating candidates rely on a document outlining the candidates' strengths and weaknesses as an recruitment process element.

LINK EN: [How does the recruitment process follow the concept of Open, Transparent, and Merit-Based Recruitment of Researchers \(OTM-R\)? / Wrocław University of Science and Technology](#)

LINK PL: [Jak przebiega proces rekrutacji zgodnie z idea Otwartej, Przejrzystej i Merytorycznej Rekrutacji naukowców \(OTM-R\)? | Politechnika Wroclawska](#)

- We monitor the aspect of OTM-R Policy and monitoring whether applications come from the most appropriate researchers - annual report [Microsoft Word - EN_ANALYSIS_RECRUTATION_2026](#)

ADVERTISING AND APPLICATION PHASE

11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?

X

X

++ Yes, completely

- Templates of documents recommended for use in the recruitment process, including a general template of the announcement,

LINK EN: [zał 3.1 do ZW 34/2026](#)

LINK PL: [zał 3 do ZW 34/2026](#)

- The format and content of the announcements published on the Euraxess portal are determined by the portal. The information required by the Euraxess portal corresponds to the information contained in the templates developed at the University.

12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [see Chapter 4.4.1 a)]

X

X

++ Yes, completely

- LINK EN: [Link EN: statut_pwr_2025_en.pdf](#))

LINK EN: [How does the recruitment process follow the concept of Open, Transparent, and Merit-Based Recruitment of Researchers \(OTM-R\)? / Wrocław University of Science and Technology](#)

LINK PL: [Jak przebiega proces rekrutacji zgodnie z idea Otwartej, Przejrzystej i Merytorycznej Rekrutacji naukowców \(OTM-R\)? | Politechnika Wroclawska](#)

- The current template of the job advertisement requires information on: - the name of the University and its organisational unit, - the name of the scientific discipline and specialisation required from the candidate to be employed, - defining the requirements to be met by the candidate, - a list of the documents required from the candidate, - the deadline for submitting applications for the competition, - the date from which it will be possible to accept the position,- the working hours. All notices contain information on contact details.

13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	X	X		++ Yes, completely
<ul style="list-style-type: none"> All job advertisements for researchers are published on the Euraxess portal. Such obligation results from the Act of 20 July 2018. Law on Higher Education and Science (Art. 119, item 4) and internal regulations. Annex 8 Procedure for conducting a competition the position of academic teacher <p>LINK EN: statut_pwr_2025_en.pdf LINK EN: How does the recruitment process follow the concept of Open, Transparent, and Merit-Based Recruitment of Researchers (OTM-R)? / Wrocław University of Science and Technology LINK PL: Jak przebiega proces rekrutacji zgodnie z idea Otwartej, Przejrzystej i Merytorycznej Rekrutacji naukowców (OTM-R)? Politechnika Wroclawska</p>				
14. Do we make use of other job advertising tools?	X	X		++ Yes, completely
<ul style="list-style-type: none"> Information about conducted competitions is announced in sources: the Wrocław University of Science Technology website in the dedicated "Job offers" tab Oferty pracy - Politechnika Wroclawska (pwr.wroc.pl), the website of the Ministry of Science and Higher Education (http://www.bazaogloszen.nauka.gov.pl/) Some announcements are also published on social media (LinkedIN) and mailing lists. Information about ongoing competitions is also posted on the Faculties' websites. 				
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	X			Yes, partially
<ul style="list-style-type: none"> Only those documents which are necessary for the post and the proper conduct of the competition are indicated in the competition notices. Electronic submission of documents is permitted in competitions The university's online application platform is currently under development 				
SELECTION AND EVALUATION PHASE				
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		X	X	++ Yes, completely
<ul style="list-style-type: none"> The composition of the competition committees is defined by the Statute (appendix 8, item 7) Link EN: statut_pwr_2025_en.pdf i.e. the applicant and organiser of the competition, appoints the competition committee. Internal regulations (IRs) for all types of positions with specific by-laws: : ZW 34/2026 regarding the detailed procedures and conditions governing the work of the committees conducting open competitions for academic teaching posts at Wrocław University of Technology – provision: The Organiser of competition procedure shall appoint a selection committees. The members of the selection committees should represent a diverse range of experience and qualifications. 				

Direct links to the OTM-R PolicyLINK EN: [Open, transparent and merit-based recruitment policy \(OTM-R\) at Wrocław University of Science and Technology](#)LINK PL: [Polityka otwartej, przejrzystej i merytorycznej rekrutacji \(OTM-R\) w Politechnice Wrocławskiej](#)**17. Do we have clear rules concerning the composition of selection committees?**

X

X

++ Yes, completely

- Internal regulations (IRs) for all types of positions with specific by-laws: ZW 34/2026 regarding the detailed procedures and conditions governing the work of the committees conducting open competitions for academic teaching posts at Wrocław University of Technology
- The composition and size of the selection committees shall be determined by the Organiser of competition procedure on a case-by-case basis for each competition, in accordance with the rules set out in the Statute.
- The members of the selection committees should represent a diverse range of experience and qualifications.
- The organiser of the competition should ensure that the members of the competition committee are independent, make decisions that are objective and supported by evidence, and maintain complete neutrality. The members of the committee conducting the competition cannot be employees who have a relationship with the applicant/candidate as defined in Article 118, paragraph 1 of the Act. Each member of the Committee shall make a declaration to that effect, which shall be attached to the minutes. In the case of university-wide units, the Applicant shall be appointed to the Commission. In the case of Faculties, it is recommended that the Applicant of the competition is not appointed to the composition of the Commission. Members of the Commission are required to maintain absolute confidentiality in order to protect the privacy of applicants and not to pass on information to persons who are not members of the Commission.

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In the current internal regulations, the emphasis is placed on substantive issues.

- We monitor the aspect of OTM-R Policy and monitoring whether applications come from the most appropriate researchers - annual report [Microsoft Word - EN_ANALYSIS_RECRUTATION_2026](#)

18. Are the committees sufficiently gender-balanced?

X

X

++ Yes, completely

- Internal regulations (IRs) for all types of positions with specific by-laws: ZW 34/2026 regarding the detailed procedures and conditions governing the work of the committees conducting open competitions for academic teaching posts at Wrocław University of Technology
- When selecting the members of the Commission, efforts should be made to ensure gender balance.
- Internal Order established the University's Equality Policy Team EQUALITY DIVERSITY AND WELL-BEING POLICY for Wrocław University of Technology for 2025-2028

LINK EN: [Equality diversity and well-being policy of Wrocław University of Science and Technology for 2025-2028](#)

- To the extent possible and within realistic conditions, the university makes efforts to ensure that competition committees are gender-balanced. Exceptions are allowed when the strive for balance would have a negative influence on the ability of the committee to assess the qualifications of applicants, and the binding internal regulations emphasize merit-based issues.

Direct links to the OTM-R Policy

LINK EN: [Open, transparent and merit-based recruitment policy \(OTM-R\) at Wrocław University of Science and Technology](#)

LINK PL: [Polityka otwartej, przejrzystej i merytorycznej rekrutacji \(OTM-R\) w Politechnice Wrocławskiej](#)

- We monitor the aspect of the gender balance of recruitment committees - annual report [Microsoft Word - EN_ANALYSIS_RECRUTATION_2026](#)

19. Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?

X

++ Yes, completely

- The documents have been developed and recommended for use by recruitment boards:
"Recommended guidelines for recruitment rules and candidate selection criteria when conducting open competitions for the position of academic teacher (R1-R4) at Wrocław University of Science Technology",

LINK ENG: [zał 2 do ZW 34/2026](#)

LINK PL: [eng_zw_34_2026-z2_recommended_guidelines_for_establishing_the_competence_of_the_candidate_eng.pdf](#)

A form defining the strengths and weaknesses of a candidate in competitions for academic teachers

LINK ENG: [zał 5.1 do ZW 34/2026](#)

LINK PL: [zał 5 do ZW 34/2026](#)

- LINK ENG: [How does the recruitment process follow the concept of Open, Transparent, and Merit-Based Recruitment of Researchers \(OTM-R\)? / Wrocław University of Science and Technology](#)

LINK PL: [Jak przebiega proces rekrutacji zgodnie z ideą Otwartej, Przejrzystej i Merytorycznej Rekrutacji naukowców \(OTM-R\)? | Politechnika Wrocławska](#)

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APPOINTMENT PHASE

20. Do we inform all applicants at the end of the selection process?

X

++ Yes, completely

- The obligation to make the Information on the result of the competition, together with the justification prepared by the competition board, available within 30 days after concluding the competition in the BIP on the websites of the University entities and the Ministry responsible for higher education results from

the Act of 20 July 2018. Law on Higher Education and Science (Art. 119, points 3 and 4) and imposes a provision in the Statutes of WUST [Link EN: statut_pwr_2025_en.pdf](#)

- We aim to ensure that all applicants and competition organizers inform candidates who are shortlisted for employment using a feedback form outlining the strengths and weaknesses of application documents as an recruitment process element.
- Internal regulations (IRs) for all types of positions with specific by-laws: ZW 34/2026 regarding the detailed procedures and conditions governing the work of the committees conducting open competitions for academic teaching posts at Wrocław University of Technology – provision: – After each stage of the recruitment process, information regarding the status of the application is sent to the Applicant’s HR assistant by email.

LINK EN: [framework_of_the_competition_procedure-1.pdf](#)

LINK PL: [schemat_trybu_przeprowadzania_otwartych_konkursow_na_stanowisko_nauczyciela_akademickiego.pdf](#)

- LINK ENG: [How does the recruitment process follow the concept of Open, Transparent, and Merit-Based Recruitment of Researchers \(OTM-R\)? / Wrocław University of Science and Technology](#)

LINK PL: [Jak przebiega proces rekrutacji zgodnie z idea Otwartej, Przejrzystej i Merytorycznej Rekrutacji naukowców \(OTM-R\)? | Politechnika Wroclawska](#)

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21. Do we provide adequate feedback to interviewees?

X

++ Yes, completely

• In the years 2022–2024, the decision to conduct a job interview with the applicants was made by the competition committee. The obligation to conduct interviews with applicants was introduced at the beginning of 2025. Currently, job interviews are conducted as part of each competition, regardless of the unit. This procedure is a well-implemented good practice and complies with the recommendations of the OTM-R Policy.

- We have developed and recommended a feedback form for use with candidates which sets out the strengths and weaknesses of the Candidate's application documents. as part of the competition process.

LINK EN: [zał 5.1 do ZW 34/2026](#)

LINK PL: [zał 5 do ZW 34/2026](#)

- Internal regulations (IRs) for all types of positions with specific by-laws: ZW 34/2026 regarding the detailed procedures and conditions governing the work of the committees conducting open competitions for academic teaching posts at Wrocław University of Technology – provision: – After each stage of the recruitment process, information regarding the status of the application is sent to the Applicant’s HR assistant by email.

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22. Do we have an appropriate complaints mechanism in place?

X

++ Yes, completely

• We have set in OTM-R Policy:

Applicants for the post of academic staff have the opportunity to lodge an objection to the decision of the Selection Committee within 7 days of being informed that they are not recommended for employment. The objection must be submitted to the Applicant and the competition organiser in paper writing, including the scope of the objection. If an objection is lodged, the Applicant shall draw up a protocol of objections (IO 34/2026), consider the objection within 7 days and respond in writing. The evaluation form of a candidate in competitions for academic teachers can be made available for inspection at the request of the candidate. Explaining the reasons for a refusal decision is a way of building relations with candidates and creating a good image of Wrocław University of Science and Technology.

• HR assistants in the applicant's and competition organiser's units monitor on annual basis the number of complaints in relation to the number of all conducted competitions for researchers

Direct links to the OTM-R Policy

[LINK EN: Open, transparent and merit-based recruitment policy \(OTM-R\) at Wrocław University of Science and Technology](#)

[LINK PL: Polityka otwartej, przejrzystej i merytorycznej rekrutacji \(OTM-R\) w Politechnice Wrocławskiej](#)

• We monitor the number of appeals - annual report [Microsoft Word - EN_ANALYSIS_RECRUTATION_2026](#)

OVERAL ASSESSMENT

23. Do we have a system in place to assess whether OTM-R delivers on its objectives?

+/- Yes substantially

We are working to develop such a system. This process requires a systematic approach and we are gathering data from several sources:

• The team established to monitor the implementation of the European Charter for Researchers monitors whether the documents developed and recommended for the recruitment of researchers meet their objectives.

• The members of the Team for Monitoring the Implementation of the European Charter for Researchers, the HR Assistant team of the applicant and the competition organiser analyse the new regulations in terms of their compliance with the OTM-R policy, as well as the consequences of their introduction.

• Task included in the internal audit plan – Analysis of the staffing situation, planning and monitoring the development of the University's academic staff

• We obtain information from competition applicants and members of competition boards

• We have monitoring system in place - annual report [Microsoft Word - EN_ANALYSIS_RECRUTATION_2026](#)

• In the survey process on the EKN policy (2025-2026), we asked researchers about the implementation of the goals set out in the university's OTM-R policy (questions 12-17 and 21).