

2023



HR EXCELLENCE IN RESEARCH

OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT POLICY (OTM-R) AT WROCLAW UNIVERSITY OF SCIENCE AND TECHNOLOGY

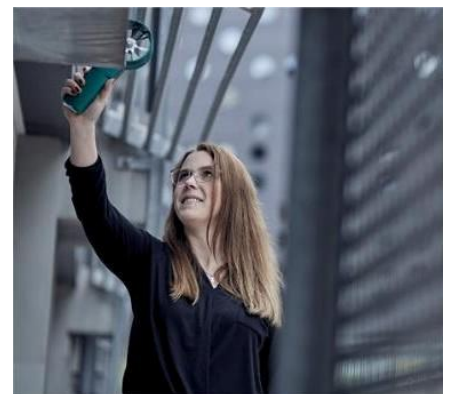




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Wrocław University of Science and Technology and the European Charter for Researchers

At Wrocław University of Science and Technology, we know how important it is to create a friendly and stimulating research environment and to provide researchers with stable working conditions and professional development at every stage of their career path, which is why Wrocław University of Science and Technology has signed a declaration of support for the principles and recommendations adopted in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

In June 2016 The European Commission awarded Wrocław University of Science and Technology the prestigious "HR Excellence in Research" logo distinction. Using the "HR Excellence in Research" distinction is a confirmation that the University strives to create the best working conditions for researchers for scientific and R&D activities, in line with the highest European standards. We are aware that the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers is a process influenced by the University's internal environment, but also by external legislation.

Wrocław University of Science and Technology is aware of the importance of creating good and stable working conditions for scientists at every stage of their career path. The development of science in its broadest sense is not possible without the free flow of knowledge and, consequently, the mobility of researchers. Open, transparent and Merit based recruitment of researchers is the basis for the development of science at Wrocław University of Science and Technology, in Europe and worldwide. The preamble to the University's Statute of 8 July 2021 states:

"In recognition of the achievements of the academic community and respect for universal European values, the University takes as its primary duty the education of future creators of science and technology. With a sense of responsibility for its fulfilment, Wrocław University of Science and Technology develops original research and innovative technologies. With awareness of the social role of the University, Wrocław University of Science and Technology builds lasting relations with the social and economic environment, striving for the highest standards of scientific work and education with a sense of joint responsibility for the quality of public life and the future of the Republic of Poland."

Convinced that all the University's activities are conducted within the framework of its due autonomy, Wrocław University of Science and Technology fosters ethical attitudes based on truth, tolerance, equality, openness and intellectual freedom, which are essential for the sustainable development of the modern world¹.

Based on The Code of Conduct for the Recruitment of Researchers, Wrocław University of Science and Technology has established a policy for the recruitment of academic staff in order to comply with the highest employment standards. The Open, Transparent and Merit- based Recruitment for Researchers (OTM-R) Policy, which was established in 2018, was updated on the basis of the provisions of the Law

¹ Preamble to the Statute of Wrocław University of Technology (Resolution of the Senate of Wrocław University of Technology of 8 July 2021, 161/12/2020-2024, Circular Letter 40/2021, Chapter VII, [Statutes - Wrocław University of Technology \(pwr.edu.pl\)](#); [Statute - Wrocław University of Science and Technology \(pwr.edu.pl\)](#))



on Higher Education and Science (Journal of Laws 2021. item 478. as amended) and the Statute of Wrocław University of Science and Technology. The OTM-R Policy complements both of the above-mentioned documents.

Objectives of the OTM-R policy

The objectives of the policy of open, transparent and merit based recruitment of researchers are:

1. Adherence to the principles and requirements defined in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers;
2. Recruiting staff with the highest qualifications for the position offered;
3. Employment of foreign workers.

The OTM-R policy that has been developed is based on the principles of **openness, transparency and merit based** and provides guidance on the commitments, principles and requirements of the Charter and Code, so we ensure that:

1. **Recruitment** - recruitment procedures should be open, efficient, transparent; that job vacancies should include a description of the knowledge and qualifications required and of the researcher's career prospects.
2. **Selection of staff** - in the selection process, selection committees represented a variety of experience and qualifications and an appropriate gender balance; to use a wide range of recruitment tools.
3. **Transparency** - that information about the recruitment process and selection criteria is available; that feedback is given to candidates on the strengths and weaknesses of their application.
4. **Merit evaluation** - merit evaluation was done in a qualitative and quantitative way; to take into account not only publications, but also aspects of teaching, scientific care, teamwork, knowledge transfer, innovation and spreading scientific awareness in society.
5. **Deviation from the chronological order of CVs** - that work outside the scientific institution was recognised as a valuable contribution to professional development and the multidimensionality of the career path; that career breaks were seen as elements of career development.
6. **Recognition of mobility experience** - staying in another country, working in the public or private sector, changing disciplines, virtual mobility were seen as valuable contributions to a researcher's professional development.
7. **Recognition of qualifications** - proper assessment of academic and professional qualifications was ensured.
8. **Seniority** - the level of qualification required was relevant to the needs of the post; we recognise a course of lifelong professional development.
9. **Posts for staff with doctoral degrees** - clear rules were established for the recruitment and employment objectives of researchers with doctoral degrees, together with an indication of the periods of employment in the post.



The recruitment procedures used by the WUST assume the use of scientific job definitions according to the guidelines in the Research profiles descriptors ([Research profiles descriptors | EURAXESS \(europa.eu\)](#)):

1. First Stage Researcher (R1) - M.Sc. researchers with a research record of less than 4 years. It also includes students in the Doctoral School and Doctoral Studies;
2. Recognised Researcher (R2) - researchers with a doctoral degree or equivalent who are not yet fully independent researchers, with a research record of more than 4 years;
3. Established Researcher (R3) - independent researchers;
4. Leading Researcher (R4) - independent, experienced and leading researchers in their field who are leaders of research teams.

We aim to ensure that, when recruiting for scientific positions, it is possible to compare requirements at international level.

In order to assess the state of openness, transparency and merit of the recruitments conducted at Wrocław University of Science and Technology, we regularly evaluate the OTM-R policy activities and introduce necessary regulations. The University's current activities in the process of implementing the European Charter for Researchers can be followed at:

LINK PL: [Current activities and what lies ahead? - Wrocław University of Science and Technology \(pwr.edu.pl\)](#)

LINK EN: [Our current and future activities - Wrocław University of Science and Technology \(pwr.edu.pl\)](#)

The Guide to Open, Transparent and Merit based Recruitment at Wrocław University of Science and Technology discusses the university's activities in implementing the **entire recruitment process**: from guidelines and publication of the announcement, through the recruitment process, to the closing of the competition and making its results public. The guide's division into two parts: A and B, shall make it easier to navigate for staff conducting recruitment processes and competitions, as well as for candidates interested in working with Wrocław University of Science and Technology.



Part A - Recruitment procedure

The rules for open competitions for academic staff positions are regulated:

1. Article 119, Act of 20 July 2018 *Law on Higher Education and Science*, (Journal of Laws 2022 item 574 as amended).
2. Statute of Wrocław University of Science and Technology, Chapter VII and Annex 8 - Procedure for the competition for the position of academic staff (Annex 1).
3. Code of Ethics for Employees of Wrocław University of Science and Technology (Annex 2).
4. Internal Order 3/2023 of the Rector of Wrocław University of Science and Technology of 11 January 2023 (as amended, ZW 18/2023), on the procedure for conducting open competitions for the position of academic staff at Wrocław University of Science and Technology (Annex 3).
5. Orders of the applicant and the organiser of the competition to be held, which clarify the stages of recruitment.

The recruitment procedure does not apply to promotions and transfers to equivalent positions.

Guidelines for the procedure for conducting competitions for the position of academic staff, in line with the above documents:

1. The applicant and organiser of the conduct of the competition is:
 - a. the dean of the faculty at the request of the head of the faculty organisational unit;
 - b. executive of a general university unit.
2. Opening of the competition procedure is subject to the approval of the Rector. The request to open a competition should include a merit based justification with an indication of the source of funding (Annex z1 to Internal Order 3/2023).
3. In the case of a competition for a newly created post, the Applicant must additionally obtain the Rector's approval for the creation of the new post before starting the competition procedure.
4. The competition notice should include at least:
 - a. Identification of the post to which the competition relates;
 - b. The name of the field and academic discipline that the applicant/candidate shall represent in the case of an application to employ an academic staff member in the research and teaching or research staff group;
 - c. Reference number;
 - d. The name of the University's organisational unit;



- e. Type of contract;
 - f. Amount of working time;
 - g. Identification of the requirements for the applicant/candidate;
 - h. List of documents required from the applicant/candidate;
 - i. Deadline for submitting entries to the competition;
 - j. The date from which it shall be possible to take up the post in question.
5. The criteria for assessing the achievements of a candidate for a position are defined by the applicant for the competition. The evaluation criteria should take into account the requirements for academic staff positions specified by the Act and §34 of the Statutes of Wrocław University of Science and Technology.
6. Information about the competition shall be made public for at least 30 calendar days prior to the competition, simultaneously in the following sources:
- a. The University's PIB website;
 - b. PIB website of the Ministry responsible for higher education;
 - c. European Commission webpage on the European portal for mobile researchers.
7. The applicant and the organiser of the competition shall appoint a selection board. The members of the Commission should represent a variety of backgrounds and qualifications. A gender balance should be sought in the selection of the members of the Commission.
8. The conditions concerning the composition of the committee conducting the competition for positions in a given group of employees are specified in § 5, paragraph 2 of the Internal Order 3/2023 of the Rector of Wrocław University of Science and Technology.
9. Members of the committee conducting the competition may not be employees who have a relationship with the applicant/candidate as defined in Article 118(1) of the Act. Each member of the Commission shall make a declaration to that effect, which shall be attached to the minutes.
10. The final decision on the employment of the candidate(s) selected as a result of an open competition is made by the Rector.
11. Information on the outcome of the competition, together with the justification prepared by the competition committee, is made available in the University's PIB and the PIB of the ministry responsible for higher education for a period of 30 days after the end of the competition. The date of the conclusion of the competition is deemed to be the date on which the Faculty or Unit Council issues its opinion.



In accordance with **the Code of Ethics for Employees of Wrocław University of Science and Technology (Annex 2, Circular Letter 12/2016)**, good practices should be applied in the conduct of the competition:

1. Avoid and prevent nepotism;
2. Be guided in actions by truth, justice and objectivity; reject all discrimination;
3. Take care of the right selection of research and teaching staff;
4. Conduct recruitment procedures in an open and transparent manner.

Academic staff are employed in staff groups:

1. Research and teaching - their primary responsibility is to carry out scientific activities, educate and students or participate in the education of doctoral students;
2. Teaching - their primary duty is to educate and educate students or participate in the education of doctoral students;
3. Research Councils - their primary duty is to carry out scientific activities or participate in the training of doctoral students.

Academic staff are employed in positions:

1. Professor (R4);
 2. University Professor (R3);
 3. Adjunct (R2, R3);
 4. Assistant (R1, R2);
- in accordance with the requirements set out in the Act.

A person who is not an employee of the University may also be employed on a temporary basis as an academic teacher in a position:

1. Visiting Professor (R3, R4);
2. Visiting researcher (R1, R2, R3, R4);
3. Visiting lecturer;
4. Senior lecturer;
5. Lecturer;
6. Lector;
7. Instructor;

- in accordance with the requirements set out in the Statute of Wrocław University of Science and Technology.



Recommended criteria for the selection of candidates (R1-R4)

The recommended criteria for the selection of candidates when conducting open competitions for the position of an academic teacher (R1-R4) at Wrocław University of Science and Technology are set out in Annex z2 to Internal Order 3/2023 of the Rector of Wrocław University of Science and Technology.

It is recommended that selection boards, in the course of an open competition, take account of all the experience gained by candidates during their careers, including their creativity and level of independence.

The recommended evaluation criteria take into account three areas of the candidate's performance, which are:

1. Scientific, creative and artistic activities;
2. Teaching activities;
3. Organisational activities.

The above areas are evaluated separately and the recommended weighting of the activity evaluation depends on the staff group and the position (R1-R4) for which the competition is being held.

Within the framework of scientific, creative and artistic activities, the following are assessed (among others):

- a. Scientific publications;
- b. Patents, utility models and implementations;
- c. Management and implementation of research projects;
- d. Cooperation with industry (expertise, implementations, commissioned work and others);
- e. Authorship of an artwork, an art project, an architectural and conservation project, a planning and zoning project;
- f. Proven long-term collaboration with leading research centres and research internships;
- g. Acting as a reviewer in proceedings for titles and degrees;
- h. Scientific reviews;
- i. Participation in scientific conferences and group exhibitions;
- j. Bibliometric indicators;
- k. Prizes and awards for scientific, creative and artistic activities.

As part of the teaching activity, the following are assessed (among others):

- a. Teaching, including in foreign languages, doctoral school and at the invitation of foreign units;
- b. Thesis promotion and supervision of students;
- c. Teaching publications, development of new courses and teaching aids;



- d. Care of student circles;
- e. Participation in accreditation and programme committees;
- f. Teaching awards and prizes.

As part of the organisational activities, the following are assessed (among others):

- a. Organisational functions held and participation in the organisational work of the University or a unit;
- b. Organising and participating in the organising committees of conferences, science festivals, scientific and sports and leisure events;
- c. Activities in the journal publishing process;
- d. Activities to popularise science and technology;
- e. Activities in external organisations.

The detailed procedure for conducting competitions for the positions of academic teachers along with the recommended guidelines, specimens of the required competition and application documents, and the candidates' evaluation form are regulated by the Regulations of open competitions contained in the Internal Regulation 3/2023 of the Rector of Wrocław University of Science and Technology. In the course of the competition, the University takes into account all the experience gained during the professional career. In addition to an overall assessment of the researchers' potential, the creativity and level of independence of the applicants are taken into account. Diverse criteria for the selection of candidates, taking into account a wide range of knowledge and experience, make it possible to recruit the most competent people according to the profiles:

(R1) - applies to supervised researchers

Essential competences:

- conducts research under the supervision of a supervisor,
- develops knowledge of research methodology and scientific discipline,
- understands the field of scientific research,
- has the ability to generate and prepare data under the supervision of a supervisor,
- has the ability to critically analyse and evaluate complex tasks,
- can present and explain the results of the research.

Desired competencies:

- develops language, social communication skills, especially in an international context.



(R2) - for researchers who are not full-time independent researchers

Essential competences:

- has all the competences of R1 level,
- has structured knowledge and familiarity with research methods in the field,
- skilfully develops concepts, designs and carries out scientific research,
- contributes to publications, patents in the form of original research that advances knowledge,
- skilfully evaluates and critically analyses new, complex concepts,
- can explain the relevance of the research findings to the scientific community,
- takes responsibility for the development of his/her own scientific path,
- sets professional goals to achieve and identifies ways to increase employability,
- has co-authored publications and conference proceedings.

Desired competencies:

- understands current trends in the relevant industry and related sectors,
- understands the value of scientific work in the development of products and services of a given industry and related sectors,
- is able to present scientific knowledge to a wider audience of scientists and the general public,
- promote technological, social and cultural progress through scientific activity in a knowledge-based society,
- supports R1 researchers in their effective research and development work.



(R3) - applies to researchers who have reached a level of autonomy

Essential competences:

- has all the competences of the R2 level,
- has an established reputation based on research excellence within the scientific community,
- makes an important contribution to knowledge and research through national and international cooperation,
- identifies opportunities and problems in the area of specialisation,
- develops an appropriate research methodology,
- conducts independent and autonomous research,
- is a leader in collaborative research projects,
- is a leading author of publications and organises workshops and conferences.

Desired competencies:

- establishes cooperation with other research groups,
- effectively presents the results of the research and the innovation aspects of the research,
- innovates in research,
- can form research consortia, obtain funding for research,
- engages in the development of his or her own research career and acts as a mentor to others.



(R4) - refers to independent, experienced researchers with a leading role in their field and who are leaders of research teams

Essential competences:

- has all the competences of level R3,
- has an international reputation,
- makes a critical assessment of the identification and implementation of research,
- makes a significant contribution to the development of a particular field or set of fields,
- develops strategic research objectives,
- recognises the opportunities for research in the context of the future,
- publishes articles and books with a high impact factor, sits on organising committees, and gives lectures by invitation.

Desired competencies:

- is an expert in the management and conduct of research projects;
- skilfully manages and motivates the development of others;
- has a proven track record in raising funds for research;
- building the team focuses on long-term planning by providing funding for research positions and staff development paths;
- creates scientific networks;
- can create an innovative and creative environment for research;
- is a model for professional development for other scientists.



Part B - Steps in the recruitment process

The recruitment process through an open competition takes place in the following stages:

- Announcement of the competition, publication of the recruitment notice and application;
- Appointment of selection boards;
- Conduct of the competition procedure by the selection board;
- Document selection and recommendation of the candidate;
- Feedback and selection of candidate(s);
- Complaint handling system;
- Adaptation.

Information about the competition, publication of the recruitment notice and submission of bids

The appearance and content of the competition information template are specified in Annex z3 to the Internal Order 3/2023 of the Rector of Wrocław University of Science and Technology.

The advertisement shall include: job title, type of position (R1-R4), place of work with the organisational unit, field/discipline or speciality, reference number of the advertisement, type of contract and full-time equivalent. The job description contains information about the job and the tasks, duties and responsibilities. The requirements area clearly defines what knowledge, skills, experience and competences the applicant should possess. The advertisement clearly states what the Wrocław University of Science and Technology as an employer can offer to the employee. The announcement also includes information on the deadline for the submission of offers, the outcome of the competition and the expected date of employment.

In the section on required documents, the applicant shall find a list of the necessary documents to be sent in order to take part in the recruitment process. The advertisement indicates the links from which the necessary documents in Polish or English should be downloaded. In accordance with the applicable law, candidates are also required to sign a prepared information clause and a consent clause for the processing of personal data.

Applications together with the required documents can be delivered by post or e-mail. Full contact details are published in each vacancy notice. After the submission of documents, candidates shall receive by e-mail a feedback confirming the submission of documents, together with information on the completeness or incompleteness of the submitted offer and information on the deadline for completing formal deficiencies in the offer. It is assumed that 5 working days are allowed to complete the offer from the date of receiving the information.

Each competition notice states that:

- a. The competition may not be resolved;
- b. After the closing of the competition, the applications of those not accepted shall be returned. They shall be available for collection from the secretariat of the applicant and the organiser of the competition, within six months, upon acknowledgement of receipt.



The advertisement should avoid, where possible and feasible, indicating narrow and specialised competences.

It is permissible to state in the advertisement 'We kindly inform you that we shall only contact the person who best meets the requirements of the post'. However, it is not acceptable to state 'Only selected candidates shall be contacted', which could indicate that only certain applications shall be considered at the discretion of the Committee.

The recommended model announcement includes a declaration of Wrocław University of Science and Technology on openness and transparency of the recruitment process, while maintaining principles based on clear and unambiguous criteria of merit evaluation, taking into account a variety of professional careers.

Wrocław University of Science and Technology conducts recruitment procedures in accordance with the guidelines of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers and the Policy for Open, Transparent and Merit based Recruitment of Researchers (OTM-R) at Wrocław University of Science and Technology.

Information on the competition shall be made public, for a period of at least 30 calendar days prior to the competition, simultaneously in the following sources:

1. University PIB ([Job vacancies - scientific positions \(pwr.wroc.pl\)](http://pwr.wroc.pl));
2. PIB of the Ministry responsible for higher education(<http://www.bazaogloszen.nauka.gov.pl/>);
3. the European Commission's website on the European portal for mobile researchers ([Jobs Search | EURAXESS \(europa.eu\)](http://europa.eu)).

In the advertisements posted on the portal ([Jobs Search | EURAXESS \(europa.eu\)](http://europa.eu)), we make sure that Polish and English are recognised as mother tongues as far as the position is concerned.

In accordance with the applicable national law, information on the results of competition procedures, together with the justification, is made available in the PIB on the subject pages of the University, the minister and the minister supervising the University within 30 days before and after the competition respectively (Act of 20 July 2018. Law on Higher Education and Science (Art. 119, points 3 and 4).



Appointment and proceedings of selection boards

The applicant shall appoint the Selection Board, taking into account the diversity of experience and qualifications, the diversity of expertise and competences, the diversity of nationalities and the relevant experience in the assessment of the candidates by the individual members. A gender balance should be sought in the selection of the members of the Commission.

The detailed composition of the Committee conducting the competition for given positions (R1-R4) in particular groups of employees (research and teaching, research or teaching) is specified in §5, paragraph 2 of the Internal Order 18/2023 of the Rector of Wrocław University of Science and Technology. The applicant and 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 (Annex z4), 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 should be authorised by their employer to process personal data in accordance with the University's regulations and 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.

The Applicant's HR Assistant supports the process and the work of the Commission to the extent indicated by the Applicant.

The working methods of the selection boards should take into account the following elements:

- a. The Commission shall begin its work no later than 14 days after the deadline for the submission of tenders;
- b. The work of the committee shall be organised and chaired by the chairman of the committee, elected by open ballot from among the members of the committee;
- c. Meetings of the selection board shall be held with at least half of its members present, including the chairperson, and may be held on site, remotely or in a hybrid manner.
- d. The selection board is required to define the eligibility criteria to be scored in order to make a transparent comparison between candidates;
- e. The selection board shall draw up minutes of the proceedings, which is to be signed by all its members.



Document selection and recommendation of candidates

The selection board shall examine only those documents that have been submitted by the closing date specified in the competition notice.

The selection of the candidate takes place in four stages:

1. **stage I** - formal verification of documents

The Commission shall examine the tenders submitted and consider only those received by the deadline specified in the Notice of Competition. Applications that do not contain all the required documents shall be rejected;

Candidates whose applications do not meet the formal requirements are informed of this fact by e-mail. It is good practice to request that formal deficiencies in the submitted documents be corrected.

If there are no candidates whose applications satisfy the formal requirements set out in the Notice of Competition, the President of the Commission shall close the competition and the competition shall either remain unresolved or, at the request of the applicant, a new competition shall be announced.

2. **Stage II** - Assessment of the applicant on the basis of the application

The competition committee prepares an evaluation of the candidate's achievements, taking into account the criteria contained in the form , "Recommended criteria for the selection of candidates for open competitions for the position of academic teacher at Wrocław University of Science and Technology", which is annex z2 to the Internal Order 3/2023 of the Rector of Wrocław University of Science and Technology. Each applicant should be subjected to the same evaluation criteria, using the Candidate Evaluation Form, which is annex z2 to Internal Order 18/2023.

The selection board shall assess the applicants' professional experience qualitatively and quantitatively, taking into account:

- All experiences gained by the candidate(s) during their career;
- Competence of applicants, including their creativity;
- Professional experience, focusing not only on the number of publications; the importance of bibliometric indicators is appropriately balanced with other criteria such as: teaching, scientific supervision, participation in conferences, teamwork, knowledge transfer, research management, innovation activities, activities to spread scientific awareness in society and training received;
- Career breaks or deviations from the chronological order in the curriculum vitae should be seen as a career evolution and as a valuable contribution to the professional development of researchers following a multidimensional career path;
- Experience of mobility (national, international) including virtual mobility. Changes of discipline or sector should be seen as a valuable contribution to the researcher's professional development.



- For research candidates, teaching activities should be seen as a valuable additional contribution to professional development; For teaching candidates, research activities should be seen as a valuable additional contribution to professional development.

Scientific, teaching and organisational activities are evaluated separately, each being awarded a maximum of 10 points. The use of criteria such as gender, nationality, race, worldview or disability is not permitted in the evaluation.

The Commission analyses in detail the evaluations of the applicants' achievements and makes a comparison of the scores on the basis of which it draws up a list of those shortlisted for the interview stage. Applicants who score more than 50% of the total points in the evaluated activities dedicated to the position are invited to the interview stage.

3. stage III - interviews

The selection board, after noting the candidates' achievements, shall conduct interviews with all the candidates selected in stage II, either in person or by videoconference. Applicants invited for interviews are informed by e-mail at least five days in advance of the date and format of the interview, the composition of the selection board and the need to prepare a professional and scientific development plan. The selection board may also decide to have you prepare a presentation.

The interview should test the applicants' knowledge as well as their suitability for the position, and the Commission should therefore conduct interviews with a full complement of applicants in order to objectively and consistently assess each applicant. During the interview process, the Commission is committed to ensuring that applicants have the opportunity to fully present their merits and suitability for the post, their research interests, teaching competencies and past achievements. The Commission should ensure that interviews follow a predetermined pattern and that questions relate to specific situations, activities and examples, therefore the Commission should plan the interview process, set the objectives of the interview, discuss the main issues and areas to be covered during the interview, approve the list of questions and the order in which the questions shall be put to the candidates. The selection board should ensure that the questions asked to each candidate are comparable in terms of content and cover the same topics, but also refer to the individual's previous career path. The selection board should ensure that there is a balanced weighting between candidates and board representatives (80% for candidates and 20% for the selection board). The selection board may not ask personal questions about, for example, marital status, parental plans, religion, illnesses and the like.

4. stage IV - selection of the candidate

The selection board decides whether or not to select the candidate(s) by secret ballot by a simple majority of votes in the presence of at least half the members of the selection board. In the event of a tied vote, the opinion of the chairman of the selection board shall prevail. Electronic voting is allowed.

The Competition Commission prepares a protocol from the conducted proceedings (attachment z6 to the internal order 3/2023 of the Rector of Wrocław University of Science and Technology), in which it clearly and unequivocally justifies its decision regarding the selection or rejection of individual candidates. The minutes are signed by all members of the Committee.



The Chairperson of the Commission shall notify the applicant of the results of the procedure by communicating the minutes of the Commission's deliberations and the evaluation form drawn up for the successful candidate. The competition is declared inconclusive if the Commission fails to select a candidate for employment.

The successful candidate(s) shall be informed of the recommendation for employment by e-mail.

The unsuccessful candidate(s) shall be informed of the lack of recommendation for employment by e-mail.

The successful applicant's application is reviewed at the request of the applicant by the council of the unit, faculty and academic discipline, depending on the type of competition. The decision to employ or not to employ the candidate(s) selected as a result of the open competition is taken by the Rector.

Information on the results of the competition, together with the justification, is made available in the PIB of the University, the PIB of the Minister and the Ministry supervising the University, for a period of 30 days after the end of the competition.

Complaint handling system

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, which constitutes Annex z8 to Internal Order 3/2023 of the Rector of Wrocław University of Science and Technology, consider the objection within 7 days and respond in writing.

The evaluation form of a candidate in competitions for academic teachers, pursuant to the Act on Access to Public Information, 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.

Adaptation

In order to facilitate the first days of work at Wrocław University of Science and Technology, a **Guide for new employees** has been developed: **Wrocław University of Science and Technology. Welcome** (Annex 4). The guide includes essential information about the university authorities, its mission, current internal regulations and a map of the campus. The second part of the guide includes useful information for every new employee concerning internal regulations, development prospects, employee benefits and communication channels between the employee and the employer. The guide has been produced in two language versions and is available on the university's homepage.



Part C - How do I prepare for an interview?

The format of the interview usually takes the form of a face-to-face meeting with the members of the selection board conducted either on-site or remotely using electronic means of communication.

The interview aims to clarify the information received in the application documents and to get to know the candidate. It is a good idea to think about why you are applying for a position and why you want to work at Wrocław University of Science and Technology. Specific and not vague arguments are important.

We recommend to re-read the advertisement before the meeting and remind yourself of the details of the implemented projects you want to present and discuss. It is a good idea for the applicant to think about why this project was implemented and not another, what was most interesting about the project or what could have been done differently in the project.

You can bring to the meeting additional diplomas and awards that prove your knowledge, your experience and the training you have completed. All the documents that are necessary for the recruitment process are listed in the competition notice.

A meeting with the recruitment committee is also a good opportunity to broaden your knowledge of a particular job offer. For this purpose, it is a good idea to prepare and write down your questions. This shall ensure the comfort of both parties and, in addition, allow the candidate to dispel any doubts about the offer.

Before the interview, it is worth visiting the home page of the Wrocław University of Science and Technology:

- LINK EN: [Wrocław University of Science and Technology \(pwr.edu.pl\)](http://pwr.edu.pl)
- LINK EN: [Wrocław University of Science and Technology \(pwr.edu.pl\)](http://pwr.edu.pl)

When attending a face-to-face meeting, please plan your travel early enough to arrive on time for the meeting.



Answers to frequently asked questions

1. *Where can I find current job offers at Wrocław University of Science and Technology?*

All information about current competitions is published in at least in three places:

- WUST homepage, link: [Job opportunities - Wrocław University of Science and Technology \(pwr.wroc.pl\)](https://pwr.wroc.pl),
- the website of the Ministry of Science and Higher Education (Academic Database of Announcements - [Vacant scientific, academic and science management positions in Poland \(nauka.gov.pl\)](https://nauka.gov.pl))
- portal for mobile researchers Euraxess ([Jobs & Funding | EURAXESS Poland](https://euraxess.eu)).

If necessary, job vacancies are also published on professional portals. On the Euraxess portal, advertisements are published in English.

2. *What documents are required?*

Each advert is built on a set template and includes a block of information: "documents required", where the documents necessary for the recruitment process are bulleted. Depending on the position and unit, the range of documents required may vary. The most commonly required obligatory ones are:

- Application to the JM Rector of Wrocław University of Science and Technology;
- Synthetic biography;
- Personal questionnaire;
- Photocopy of documents confirming professional/scientific degree held;
- Lists of publications and internships;
- Necessary statements.

3. *How and where do I send my documents?*

The "additional information" field always contains the address to which the required documents must be delivered. There is also information on when the application documents are accepted.

4. *What competences are you looking for?*

Each competition proposal details what competences, knowledge and experience we are looking for in a future employee. The 'tasks' and 'requirements' fields include descriptions of the main duties and list the key skills we are looking for.

5. *What development opportunities do I have?*

As an employer, Wrocław University of Science and Technology strives to provide a stimulating working environment for its employees. Our employees take part in internship trips, participate in international



conferences and training courses, and make use of the extensive laboratory infrastructure. They participate in national and international research groups. We carry out programmes and research funded by national and international institutions. Wrocław University of Science and Technology holds the distinction of HR Excellence in Research, which confirms our commitment to building working standards and opportunities to work at the highest possible level. We are also involved in the Institutional Evaluation Programme (EIP), where we have passed the assessment.

6. *If I have additional questions about a particular competition who can I turn to?*

If you have any questions, you can ask the staff in the unit responsible for the competition. You can find the telephone number or e-mail address of the person responsible for collecting your application documents in the 'further information' box.

7. *What does a recruitment interview look like?*

The interview is conducted by a selection board, the composition of which depends on the position for which the recruitment process is being conducted. Information about the date and place of the meeting is provided well in advance. Most often, the meeting is face-to-face. There is a possibility to conduct the interview remotely, through the available communicators.

8. *How to best prepare for a recruitment interview?*

We recommend that you go through the documents sent to you for the competition. You can use the vacancy notice to note the experiences that best fit with the profile you are seeking. For the meeting, you can prepare and present additional documents confirming your knowledge, experience or qualifications that were not indicated as compulsory in the competition notice. A meeting with the selection board is also a good opportunity to ask your prepared questions and clarify any doubts.

9. *What questions can I expect?*

The questions asked by the selection board revolve around confirming the information contained in the submitted forms and clarifying the issues they require.

10. *Where can I find more information about Wrocław University of Science and Technology?*

The best source for obtaining information about our University is the homepage of the Wrocław University of Science and Technology:

LINK EN: [Wrocław University of Science and Technology \(pwr.edu.pl\)](http://wroclaw.univeristyofscienceandtechnology.pl)

LINK EN: [Wrocław University of Science and Technology \(pwr.edu.pl\)](http://wroclaw.universityofscienceandtechnology.pl)

The different subject blocks available in the navigation panel shall help you find the information you



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need quickly and efficiently. In addition, we have our own social media accounts:



HR EXCELLENCE IN RESEARCH

<https://www.facebook.com/politechnika>

https://twitter.com/PWr_Wroclaw

https://www.instagram.com/politechnika_wroclawska/

<https://www.youtube.com/user/pwrmojeklimaty>

<https://www.linkedin.com/school/politechnika-wroclawska/>

11. How do you take care of my personal data?

Personal data is only processed for the purpose of running the competition and only by those directly involved in the process. All persons processing personal data are authorised to process personal data and have appropriate training in this area. Among the obligatory documents for each competition is the 'Declaration of consent to the processing of personal data in the job offer for the purposes of the recruitment process in accordance with Article 6(1)(a) RODO', which contains detailed information on the processing of your data. There is a Data Protection Officer function at Wrocław University of Science and Technology. Additional information can be found on the dedicated website: <https://pwr.edu.pl/ochrona-danych-osobowych>

Annexes

Annex 1, Statutes of Wrocław University of Science and Technology

LINK PL: [Statutes - Wrocław University of Science and Technology \(pwr.edu.pl\)](https://pwr.edu.pl)

LINK EN: [Statute - Wrocław University of Science and Technology \(pwr.edu.pl\)](https://pwr.edu.pl)

Introduced by Resolution of the Senate of the Wrocław University of Science and Technology of 8 July 2021, 161/12/2020-2024 Circular Letter 40/2021.

Annex 2, Code of Ethics for Wrocław University of Science and Technology Employees

LINK PL: [Code of Ethics - Wrocław University of Science and Technology \(pwr.edu.pl\)](https://pwr.edu.pl)

LINK EN: [Code of Ethics - Wrocław University of Science and Technology \(pwr.edu.pl\)](https://pwr.edu.pl)

Introduced by Senate Resolution of 18 February 2016 No. 918/39/2012-2016 Circular letter 12/2016

Annex 3, Internal Order 3/2023 of the Rector of Wrocław University of Science and Technology dated 11 January 2023 (as amended, ZW 18/2023), on the procedure for conducting open competitions for the position of academic staff at Wrocław University of Science and Technology

LINK PL:

https://pwr.edu.pl/fcp/6GBUKOQtTKlQhbx08SlkTUhZeUTgtCgg9ACFDC0ROQn5BG1gnBVcoFW8SBDRKHg/1/public/2023/docs/zw_3_2023.pdf

https://pwr.edu.pl/fcp/6GBUKOQtTKlQhbx08SlkTUhZeUTgtCgg9ACFDC0ROQn5BG1gnBVcoFW8SBDRKHg/1/public/2023/docs/zw_18_2023-z1.pdf

LINK EN:

https://pwr.edu.pl/fcp/gGBUKOQtTKlQhbx08SlkTUhZeUTgtCgg9ACFDC0RBSnVBG1gnBVcoFW8SETZKHg/1/public/2023/docs/zw_3_20232_eng.pdf

https://pwr.edu.pl/fcp/gGBUKOQtTKlQhbx08SlkTUhZeUTgtCgg9ACFDC0RBSnVBG1gnBVcoFW8SETZKHg/1/public/2023/docs/zw_3_2023_zw18_-z1_eng.pdf

together with selected annexes:

z2 - Recommended guidelines for establishing the competence of the candidate

LINK PL:

https://pwr.edu.pl/fcp/6GBUKOQtTKlQhbx08SlkTUhZeUTgtCgg9ACFDC0ROQn5BG1gnBVcoFW8SBD RKHg/1/public/2023/docs/dobre_praktyki_przy_rekrutacji.pdf

LINK EN:

https://pwr.edu.pl/fcp/gGBUKOQtTKlQhbx08SlkTUhZeUTgtCgg9ACFDC0RBSnVBG1gnBVcoFW8SETZKHg/1/public/2023/docs/good_practice_zw_3_2023-z22_eng.pdf

z3 - Model competition notice

LINK PL:

https://pwr.edu.pl/fcp/6GBUKOQtTKlQhbx08SlkTUhZeUTgtCgg9ACFDC0ROQn5BG1gnBVcoFW8SBD RKHg/1/public/2023/docs/wzor_informacji_o_konkursie.pdf

LINK EN

https://pwr.edu.pl/fcp/gGBUKOQtTKlQhbx08SlkTUhZeUTgtCgg9ACFDC0RBSnVBG1gnBVcoFW8SETZKHg/1/public/2023/docs/information_about_the_competition_zw_3_2023-z3_eng.pdf

z5 - Form indicating strengths and weaknesses of the Candidate in competitions for academic staff

LINK PL:

https://pwr.edu.pl/fcp/6GBUKOQtTKlQhbx08SlkTUhZeUTgtCgg9ACFDC0ROQn5BG1gnBVcoFW8SBD RKHg/1/public/2023/docs/formularz_mocnych_i_slabych_stron.pdf

LINK EN:

https://pwr.edu.pl/fcp/gGBUKOQtTKlQhbx08SlkTUhZeUTgtCgg9ACFDC0RBSnVBG1gnBVcoFW8SETZKHg/1/public/2023/docs/zw_3_2023_zw18_-z2_eng.pdf

Annex 4, Guide for new recruits: Wrocław Univeristy of Science and Technology. Welcome

LINK PL: [Guide for new hires - Wrocław Univeristy of Science and Technology \(pwr.edu.pl\)](#)

LINK EN: [A Guide for New Employees - WUST \(pwr.edu.pl\)](#)

Annex 5, Link to the home page of the Wrocław Univeristy of Science and Technology with all details concerning the European Charter for Researchers and the Recruitment Procedure for Researchers

LINK PL: [European Strategy for Researchers - Wrocław Univeristy of Science and Technology \(pwr.edu.pl\)](#)

LINK EN: [European Human Resources Strategy for Researchers - Wrocław University of Science and Technology \(pwr.edu.pl\)](#).