

TEMPLATE 3: INTERNAL REVIEW

Name Organisation under review: **Wrocław University of Science and Technology, WUST (Politechnika Wrocławska, PWr)**

Organisation's contact details:

Poland, Wrocław, Wybrzeże Stanisława Wyspiańskiego 27, 50-370 Wrocław

www.pwr.edu.pl

<http://pwr.edu.pl/en/>

Web-link to published version of organisation's HR Strategy and Action Plan:

<http://pwr.edu.pl/en/university/european-charter-for-researchers>

http://pwr.edu.pl/fcp/xGBUKOQtTKIQhbx08SIkTUhZeUTgtCgg9ACFDC0RDSHRBG1gnBVcoFW8SETZKHg/_users/code_eCVYRPgYXNVg5Xh09GgBLGI9XR3g8Gh9MDCEUHxYb/2018/pdf/modified_action_plan_hrs4r_up_to_2020.pdf

http://pwr.edu.pl/fcp/xGBUKOQtTKIQhbx08SIkTUhZeUTgtCgg9ACFDC0RDSHRBG1gnBVcoFW8SETZKHg/_users/code_eCVYRPgYXNVg5Xh09GgBLGI9XR3g8Gh9MDCEUHxYb/2018/pdf/modified_action_schedule_up_to_2020.pdf

Web-link to organisational recruitment policy (OTM-R principles):⁴⁵

<http://pwr.edu.pl/en/university/european-charter-for-researchers/open--transparent-and-merit-based-recruitment-of-researchers>

SUBMISSION DATE TO THE EUROPEAN COMMISSION: 21.06.2016

1. ORGANISATIONAL INFORMATION

Please provide an update of the key figures for your organisation. Figures marked * are compulsory.

STAFF & STUDENTS	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD students either full-time or part-time involved in research	* 2163 employees + 824 PhD students = 2987
Of whom are international (i.e. foreign nationality)	* 17 employees + 19 PhD students = 36
Of whom are externally funded (i.e. for whom the organisation is host organisation)	* 1
Of whom are women	* 653 female employees + 356 female PhD students = 1009
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor	* 511 (including: 297 at stage R3 and 214 at stage R4)
Of whom are stage R2 = in most organisations corresponding with postdoctoral level	* 1277

Of whom are stage R1 = in most organisations corresponding with doctoral level	* 375
Total number of students (if relevant)	Ca. 28,000 (including ca. 600 foreigners)
Total number of staff (including management, administrative, teaching and research staff)	* 4,743
RESEARCH FUNDING (figures for most recent fiscal year)	€ 33,216,508.62
Total annual organisational budget	156,382,097.67
Annual organisational direct government funding (block funding, used for teaching, research, infrastructure,...)	100,020,494.06
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	15,222,894.40
Annual funding from private, non-government sources, designated for research	9,486,844.66
ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)	
<p>WUST is one of the top three technical universities in Poland. It employs nearly 2,200 research and teaching staff. More than 28 thousand students, including more than 600 foreigners, study at 16 faculties. WUST has almost 50 different fields of study, 30 programmes of studies are conducted in English.</p> <p>The WUST campus consists of 216 buildings, 414 lecture and training rooms, 532 didactic laboratories, 118 computer laboratories and 13 accredited laboratories.</p> <p>WUST is a undisputed leader of innovation in Poland in terms of the number of submitted inventions and obtained patents; so far WUST has obtained nearly 1,300 patents.</p> <p>WUST cooperates with local authorities, national and foreign companies as well as other universities and research institutions by conducting joint research projects.</p>	

2. NARRATIVE (MAX. 2 PAGES)

WUST has conducted and shall continue to conduct activities aimed at correcting and improving existing practices, in particular within the scope covered by the thematic areas of the Charter and the Code. The guidelines included in the HR Strategy were taken into account in the following activities:

1. **Ethical and professional aspects:** a set of national guidelines on ethical issues in the field of higher education has been made available on the WUST website; new *Labour Regulations* have been developed and implemented; a process of informing employees and PhD students about current projects and grants has been developed and implemented; cooperation with the Regional Contact Point for Research Programmes of the European Union has been intensified; a number of health and safety regulations have been developed; a draft regulation on the access by young scientists and doctoral candidates to laboratories and research equipment has been prepared; a document on good practice and the provision of technical solutions for the protection of research data has been prepared; and the preparation of a comprehensive system of training policies for researchers has been.
2. **Recruitment:** new documents on the recruitment of researchers have been created, including: *Template of competition notice, Form defining strengths and weaknesses of Candidate's application documents, Good practices and selection criteria for candidates when conducting an open competition at Wrocław University of Science and Technology, A Guide for New Employees* has been developed to facilitate the first days of work, a tab dedicated to the OTM-R Policy at our University has been created as part of the WUST website; based on the OTM-R Checklist, the documents concerning the recruitment of researchers have been analysed and areas have been identified where further work will be needed to introduce even higher standards for the recruitment of researchers.
3. **Working conditions and social security:** within the framework of *Labour Regulations* a new chapter on the protection of women's work and equal treatment of staff in employment, on facilitating the improvement of professional qualifications, and on combating discrimination has been adopted; the tasks of the Career Office have been extended to include career advice for PhD students and young researchers, an internal mediator has been appointed; new regulations aimed to recognise the value of mobility have been drafted; principles to improve cooperation between the promoter/supervisor and the doctoral candidate have been adopted, including *A Code of Good Practices for the promoter and the supervisor*; and *Regulations governing PhD studies* at WUST have been updated.
4. **Trainings:** an attempt was made to develop a comprehensive training system and to implement a system for disseminating information on training courses designed for researchers.

By creating a website dedicated to the European Charter for Researchers and the OTM-R principles, WUST provides its current and future researchers with quick and easy access to documents concerning the recruitment processes. Link: <http://pwr.edu.pl/en/university/european-charter-for-researchers>

Support for the principles and requirements laid down in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, as well as the obligation to comply with them, is a result of the University's model specified in Wrocław University of Science and Technology Development Plan, which is an integral part of Wrocław University of Science and Technology Development Strategy. Obtaining the HR Logo and implementing tasks related to it is a fulfilment of the assumptions of the Development Strategy of Wrocław University of Science and Technology.

WUST Development Strategy is a basic tool of university management, which aims to make the authorities of WUST take steps in the field of shaping a friendly environment for scientific work and to respect transparent rules of employee recruitment. In this way, it implements defined strategic objectives, such as: INTERNATIONALIZATION OF WUST, GROWTH OF SCIENTIFIC ACTIVITY AND RAISING THE PRESTIGE OF WUST IN POLAND AND ABROAD, INCREASING THE LEVEL OF ADAPTABILITY OF THE ORGANISATION MODEL AND COMPETENCES.

These objectives became the inspiration for the discussions throughout the university, which resulted in the decision of WUST to join the process of obtaining the HR LOGO certificate. The prestige of WUST, as an institution that creates the best conditions for researchers to work in scientific or research and development activities, has become a key element of WUST's human capital management process. In order to implement it, the Rector appointed a team, whose task is to monitor the implementation of the principles set out in the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers.

The Monitoring Group appointed by the Rector regularly verifies the status of the tasks performed under the Action Plan, assessing the effects of the implementation of the principles and requirements set in the Charter and the Code through:

- defining the procedures and methods of assessing the progress of implementation work,
- developing the rules for preparation of statements and reports,
- completing the Checklists,

- preparing the methods for responding to the risk of potential threats.

In this state of affairs, all tasks planned within the HR Strategy for 2016-2018 and presented in the document HR STRATEGY FOR RESEARCHERS (HRS4R). *The implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers in WUST*, page 103, link: http://pwr.edu.pl/fcp/xGBUKOQtTKlQhbx08SlkTUhZeUTgtCgg9ACFDCORDSHRBG1gnBVcoFW8SETZKHg/ users/code_BAlkUKkpKNVI_VBV9XFNBFEZcFiw5Qx00/europejska_karta_naukowca/hr_strategy_for_researchers_hrs4r.pdf have been largely completed in an effective and timely manner. The HR strategy is the basis for the process of further modernization of WUST and implementation of the highest European and world standards - currently in the area of human capital management and ultimately in all areas of WUST's operations.

In the implementation of the HR Logo project the representatives of the majority of WUST organizational units directly participate, including: Human Resource Management Department, Career Office, Educational Department, Department on Strategy of the University, Project Management Department, Centre for Scientific and Technical Information, Legal Office, Health and Safety Department, Vice Chancellor for IT, Information Security Administrator and a representative of the Government of PhD students. Substantive contributions within the teams appointed by the Rector are also provided by research staff representing various scientific units.

The main objectives of the activities are as follows:

1. the implementation of the desired model for the functioning of the WUST as a European academic institution.
2. a new quality of cooperation between WUST communities and its authorities for the strategic development of the University.
3. the development and implementation of new best practices in line with European standards, in particular for the recruitment of researchers (OTM-R principles).
4. the improvement of the quality of research and education through:
 - creating the conditions for modern human capital management,
 - making the working conditions and research careers more attractive for researchers,
 - supporting systematically the international and intersectoral mobility of researchers.

According to the modified Action Plan and Action Schedule (the modified Action Plan and Action Schedule are to be found here: http://pwr.edu.pl/fcp/xGBUKOQtTKlQhbx08SlkTUhZeUTgtCgg9ACFDCORDSHRBG1gnBVcoFW8SETZKHg/ users/code_eCVYRPgYXNVg5Xh09GgBLGI9XR3g8Gh9MDCEUHxYb/2018/pdf/modified_action_plan_hrs4r_up_to_2020.pdf, http://pwr.edu.pl/fcp/xGBUKOQtTKlQhbx08SlkTUhZeUTgtCgg9ACFDCORDSHRBG1gnBVcoFW8SETZKHg/ users/code_eCVYRPgYXNVg5Xh09GgBLGI9XR3g8Gh9MDCEUHxYb/2018/pdf/modified_action_schedule_up_to_2020.pdf) in the future it is planned, among others, to:

- carry out the occupational risk assessments for future workstations and update the documentation of the occupational risk assessment,
- amend the documentation concerning the personal data processing in WUST and introduce uniform rules for the handling of confidential information on the basis of agreements concluded with third parties,
- broaden the scope of training and courses for researchers.

As regards the implementation of the WUST Development Strategy - including the implementation of the HR Strategy - the effectiveness of activities in the area of internationalization of WUST is gradually increasing through hiring foreign lecturers, increasing the number of students and PhD students from abroad, acquiring representatives of foreign partner institutions to participate in providing the education. The activities of WUST units in the implementation of the strategy are aimed at increasing the number of publications in reputable journals and the number of projects carried out in cooperation with international units as well as organising conferences of international importance, which has an impact on the growth of scientific activity and raises the prestige of WUST in Poland and worldwide.

In February 2016, WUST implemented the Quality Policy, which is a set of intentions of WUST, resulting from the Development Strategy, aimed at meeting the expectations of stakeholders, including researchers. WUST applies pro-quality approaches in every aspect of its business, fulfilling its obligations towards the entire academic community by adhering to standards and by continuous improvement within the framework of its duties, powers and responsibilities. The quality policy shall constitute a declaration and commitment by the WUST management to implement, supervise and improve the quality activities in WUST and shall include, in particular, activities related to the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

3. ACTIONS

According to the Action Plan and Action Schedule adopted in the HR Strategy for Researchers (HRS4R) [the document HR STRATEGY FOR RESEARCHERS (HRS4R). *The implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers in WUST*, page 103, http://pwr.edu.pl/fcp/xGBUKOQtTKlQhbx08SlkTUhZeUTgtCgg9ACFDCORDSHRBG1gnBVcoFW8SETZKHg/_users/code_BAlkUKkpKNVI_VBV9XFNBFEZcFiw5Qx00/europejska_karta_naukowca/hr_strategy_for_researchers_hrs4r.pdf] the following tasks have been completed (the tasks are listed in the table in chronological order).

Task number in the Action Plan/Charter and Code area	Indicator(s) / Target	Implementation	Responsible Unit	Timing	Current status
Communication on the European Charter for Researchers and related WUST activities	Introduction /Making the employees acquainted with/ to HR standards concerning working conditions and recruitment rules.	Publication of information about the HR Excellence in Research awarded to. http://pwr.edu.pl/en/university/european-charter-for-researchers	Department on Strategy of the University/ Human Resource Management Department	June 2016	Completed and updated on an ongoing basis
Task 2 Ethical and professional aspects	Indication of ethical principles, standards of conduct and behaviour binding to the employees of WUST.	Publication of national guidelines on ethical issues in the field of higher education on the WUST website (in Polish) http://pwr.edu.pl/pracownicy/kodeks-etyki	Department on Strategy of the University	June 2016	Completed
Task 7 Ethical and professional aspects	Regulation of the following issues: H&S principles, protection of tools and equipment, protection of personal data, improvement of professional qualifications, counteracting discrimination in employment and treatment of employees.	New <i>Labour Regulations</i> were developed and implemented (Internal Regulation 118/2016), where: <ul style="list-style-type: none"> Chapter X provides for the protection of the work of women and young workers, Attachment No. 1 includes information for employees concerning equal treatment in employment. 	Human Resource Management Department	October 2016	Completed
Task 23 Working conditions and social security					
Task 25 Working conditions and social security					
Task 4 Ethical and professional aspects	Systematic information of employees and PhD students on current projects, grants, etc. via the Intranet.	Lists, quarterly updated and made available to employees, of: <ul style="list-style-type: none"> projects approved for implementation in a given quarter of a year, the implemented projects: international, 	Project Management Department	May 2017	Completed

		national and structural.			
Task 5 Ethical and professional aspects	Formulation of an action plan for expanding cooperation with the Regional Contact Point (RCP) for Research Programmes of the European Union in support of WUST researchers.	<p>In 13 departments, during the meetings of the Faculty Councils, a short information campaign about H2020, Horizon Bonuses and Grants was conducted.</p> <p>RCP representatives regularly participate in the meetings of the Project Evaluation Panel organised by Project Management Department concerning projects submitted to H2020.</p> <p>The Project Management Department (PMD) helps to promote trainings organised by RCP by placing information in the bulletin prepared by PMD.</p> <p>There is ongoing contact and mutual assistance concerning problems occurring in the application or implementation of H2020 projects.</p> <p>Information on submitted/implemented H2020 projects is/was exchanged on an ongoing basis.</p> <p>Persons interested in submitting project applications to H2020 are mutually directed to RCP and/or PMD.</p> <p>Several times a year, PMD staff meetings are held with representatives of other WUST units and RCP on issues related to H2020, Euraxess, JRC (Joint Research Centre), etc.</p>	Project Management Department	May 2017	Completed and updated on an ongoing basis
Task 30 Working conditions and social security	Entrusting the Career Office with new tasks to include career advice for PhD students and young researchers and implementation of the system for disseminating information on career advice.	<p>Examining the availability of vocational guidance training opportunities to assist PhD students and young researchers in their careers. Training for vocational counsellors in the above scope is recommended in view of extending the professional counselling to new groups of stakeholders.</p> <p>Participation of a professional counsellor in the National Congress of Science (26-27.01.2017) devoted to academic career paths and development of young research staff.</p> <p>A meeting between the Director of the Career Office</p>	Career Office	Planned implementation date May 2017 (Second implementation date: December 2018)	In progress (There was a temporary staff problem)

		<p>and the Board of PhD Students to discuss cooperation in obtaining information about the needs of PhD students.</p> <p>Preparation of a questionnaire to examine the needs of PhD students in terms of career support.</p> <p>Preparation of a model plan for promoting counselling services for PhD students and young scientists in the field of preparation of application documents for work in industry.</p> <p>Initiation of first actions to promote the support offered to PhD students and young researchers. Expanding the target group of training courses in the field of preparing application documents to include a group of PhD students and young scientists.</p> <p>Training in creating application documents was promoted and conducted. The offer of the Career Office has been permanently extended by the provision that PhD students may also have consultations with counsellors (in Polish) https://biurokarier.pwr.edu.pl/oferta-biura-karier/17/doradztwo-indywidualne In the period between November 2017 - March 2018, 5 people took advantage of the counselling services.</p>			
Task 7 Ethical and professional aspects	Updates of health and safety regulations and improvement of health and safety conditions.	<p>Updates of <i>Labour Regulations</i>, chapter Health and Safety at Work.</p> <p>Introduction of a new annex to <i>Labour Regulations</i> on the rules of allocation of personal protective equipment, clothing, work shoes and standards of allocation of personal protective equipment to WUST employees.</p> <p>Development of Internal Regulation 108/2016 on the organization of health and safety training for students entering WUST.</p> <p>Preparation of the Internal Regulation on the application of the provisions of the Act on Chemical Substances and Preparations in WUST.</p> <p>Updates of the Internal Regulation on health and</p>	Health and Safety Department	Planned implementation date May 2017 (Second implementation date: October 2018)	In progress (Waiting for the new Act on Higher Education (Act 2.0))

		safety regulations in WUST.			
Task 40 Training	Presentation of standards, internal regulations binding in WUST and general principles of its operation to new employees.	Preparation of a special package dedicated to recruited researchers, in Polish and English language versions: <i>Wroclaw University of Science and Technology. Welcome. A Guide for New Employees</i> Link: http://pwr.edu.pl/fcp/iGBUKOQtTKIQhbx08SlkTUhZeUTgtCgg9ACFDC0RCT3IBG1gnBVcoFW8SETZKHg/user/s/code_zAlkeOR5cJRk2WBUqERdeDV0HGG14XR0VG2sEVRNZCiE/guide_for_new_employees.pdf	Human Resource Management Department	June 2017	Completed
Task 34 Working conditions and social security	Enabling employees to settle their dispute amicably.	Appointment of an internal mediator in WUST by the Rector.	Rector's Office	July 2017	Completed
Task 13 Recruitment	Review and updates of internal regulations for the recruitment of researchers taking into account OTM-R principles.	Update of <i>Template of competition notice</i> by recommending that: <ul style="list-style-type: none"> each notification on a competition should include the Regulations for the conduct of an open competition; additionally, the Regulations have been made available in the special tab of OTM-R principles. Link: http://pwr.edu.pl/en/university/european-charter-for-researchers/open--transparent-and-merit-based-recruitment-of-researchers the complete set of documents should be allowed to be sent by candidates from abroad by e-mail (scans of the required documents, reducing the administrative burden for candidates), the vacancy notices should include a clause on different evaluation criteria for each candidate. Link: http://pwr.edu.pl/fcp/iGBUKOQtTKIQhbx08 	The team appointed by the Rector/ Human Resource Management Department	October 2017 (Completed in February 2018)	Completed

		SikTUhZeUTgtCgg9ACFDC0Rct3IBG1gnBVcoFW8SETZKHg/_users/code_zAlkeOR5cJrk2WBUqERdeDVOHGG14XR0VG2sEVRNZCiE/otmr/template_of_competition_notice.pdf			
Task 15 Recruitment	Formulation of a university-wide procedure for informing candidates of the strengths and weaknesses of their applications.	<p><i>Form defining strengths and weaknesses of Candidate's application documents</i> was formulated and recommended for use.</p> <p>Link: http://pwr.edu.pl/fcp/iGBUKOQtTKIQhbX08SikTUhZeUTgtCgg9ACFDC0Rct3IBG1gnBVcoFW8SETZKHg/_users/code_zAlkeOR5cJrk2WBUqERdeDVOHGG14XR0VG2sEVRNZCiE/otmr/form_defining_strengths_and_weaknesses_of_candidates_application_documents.pdf</p>	The team appointed by the Rector/ Human Resource Management Department	October 2017 (Completed in February 2018)	Completed
Task 16 Recruitment	Popularisation of good practices for the application of differentiated criteria of scientific achievements in the recruitment process.	<p><i>Good practices and selection criteria for candidates when conducting an open competition at Wroclaw University of Science and Technology</i> was developed and recommended for use.</p> <p>Link: http://pwr.edu.pl/fcp/iGBUKOQtTKIQhbX08SikTUhZeUTgtCgg9ACFDC0Rct3IBG1gnBVcoFW8SETZKHg/_users/code_zAlkeOR5cJrk2WBUqERdeDVOHGG14XR0VG2sEVRNZCiE/otmr/good_practices_and_selection_criteria_for_candidates_when_conducting_an_open_competition_at_wroclaw_university_of_science_and_technology.pdf</p>	The team appointed by the Rector/ Human Resource Management Department	October 2017 (Completed in February 2018)	Completed
Task 29 Working conditions and social security	Introduction of regulations on recognising the value of mobility in recruitment and evaluation.	<p>Within the framework of the document recommended for use: <i>Good practices and selection criteria for candidates when conducting an open competition at Wroclaw University of Science and Technology</i> a special area concerning the transfer of knowledge and mobility have been identified.</p> <p>By Internal Regulation 103/2017 the administrative and financial services and the services related to the process of concluding agreements within the</p>	The team appointed by the Rector/ Human Resource Management Department	October 2017 (Second implementation date: June 2020)	In progress (There are no institutional regulations at national level for the settlement of income tax for foreign workers, the portability of social security for foreigners,

		<p>framework of mobility programmes and cooperation agreements were included in the responsibilities of the Office of International Affairs.</p> <p>In addition, a definition of the concept of mobility and its types have been developed for internal use.</p>			or administrative regulations for the portability of grants).
<p>Task 4</p> <p>Ethical and professional aspects</p>	<p>Ensuring the access for young scientists and PhD students to laboratories and research equipment in existing regulations.</p> <p>Creation of solutions for formal, legal, organisational and financial limitations related to the access of young researchers and PhD students to laboratories and research equipment.</p>	<p>A draft of amendments to <i>Regulations concerning the use of WUST research infrastructure</i> (Internal Regulation 14/2015) was prepared and approved by the Legal Office.</p>	Centre for Scientific and Technical Information, Legal Office	<p>October 2017</p> <p>(Second implementation date: October 2019)</p>	<p>In progress</p> <p>(Due to the fact that changes in the Regulations require a resolution of the Senate, and most probably it will be necessary to prepare a new document after the adoption of the new Act on Higher Education by the Sejm (Act 2.0), the legitimacy of introducing changes in the Regulations has been left to the discretion of the authorities of WUST).</p>
<p>Task 7</p> <p>Ethical and professional aspects</p>	<p>Formulation of good practices and provision of technical solutions for the protection of research data.</p>	<p><i>Regulations for the protection and depositing of scientific data by the user</i> together with related documents have been formulated:</p> <ul style="list-style-type: none"> • Regulations for the protection and depositing of scientific data by the user and a WUST employee. • <i>Procedure for controlling access to and storage of WUST Research Data.</i> • <i>The WUST Research Data Security Policy.</i> • <i>IT System Security Policy for the Management of Research Data.</i> <p>The preparation of documents in the form of detailed</p>	Vice Chancellor for IT	<p>Planned implementation date: October 2017</p> <p>(Second implementation date: November 2018)</p>	<p>In progress</p> <p>(The preparation of documents in the form of detailed instructions has started).</p>

		instructions has started.			
Task 33 Working conditions and social security	Formulation of rules for better cooperation between the supervisor/tutor and the doctoral student.	Formulation <i>A Code of Good Practices for the promoter and the supervisor</i> The document was published on the website of PhD students of WUST. Link (in Polish) https://doktoranci.pwr.edu.pl/pliki/kodeks_dobrych_praktyk_28_11_2017a.pdf	Department on Strategy of the University	December 2017	Completed
Promotion of appropriate supervisor-PhD student relations		Preparation and promotion <i>A Code of Good Practices for the promoter and the supervisor.</i>	Educational Department	December 2017	Completed
Task 33 Working conditions and social security	Review and adaptation of the rules on entrusting the academic staff with teaching activities with regard to the time spent on training young researchers.	These issues have been discussed with the Vice Rector for Educational Affairs and will be considered by the WUST authorities when developing the new Rules on entrusting the academic staff with teaching activities and settling the FTE for the academic year 2018/2019.	Educational Department	Planned implementation date: May 2018 (Second implementation date: July 2020)	In progress (These rules will be discussed by the Senate in June/July 2018; final decisions have not been taken yet).
Task 33 Working conditions and social security	Updates of the Regulations for PhD studies.	<i>Regulations governing Ph.D. studies</i> at WUST (Internal Regulation 48/2017) were formulated and introduced. Link (in Polish) http://doktoranci.pwr.edu.pl/pliki/rsd_2017_2_.pdf	Educational Department	May 2018 (Completed in April 2017)	Completed
Task 26 Working conditions and social security	Formulation and implementation of remuneration regulations and regulations concerning the incentive system.	The implementation of this action is suspended due to the fact that the Polish Parliament is proceeding with a new act on higher education (including new financing rules).	Human Resource Management Department	May 2018	Suspended (Planned implementation date: December 2019)
Task 33 Working conditions and social security	Strengthening of the tutoring component in the evaluation of researchers.	Projects of recommendations to be applied (in order to improve quality) in the scope of: <ul style="list-style-type: none"> the introduction by the Councils of Faculties of the limits of PhD studies under the supervision of one supervisor, documented cooperation of the supervisor with the PhD students (linking the publications of the supervisor with the 	The team appointed by the Rector/ Human Resource Management Department	Planned implementation date: May 2018 (Second implementation date: December 2019)	In progress (The activities started, however, due to the fact that the changes require the approval of WUST authorities and individual decisions of particular Faculty

		doctoral student, e.g. one joint publication in two years).			Councils concerning the limits of PhD students in particular fields, the implementation date was postponed).
Task 11 Ethical and professional aspects	Linking of the staff evaluation system to training policy and further professional development.	Creation of a coherent training process at WUST through: <ul style="list-style-type: none"> investigating the soft training needs among researchers, emphasising the importance of specialist training courses - organised e.g. by departments against those organised by the Human Resource Management Department, implementing the training system and its assessment/correction in practical functioning (after successful transition stage, its inclusion in the evaluation system, e.g. granting additional points for participating in training courses organised in WUST). 	The team appointed by the Rector/ Human Resource Management Department	Planned implementation date: May 2018 (Second implementation date: December 2019)	In progress (The activities started, however due to the need to build a coherent training system and linking it subsequently with the evaluation system, the deadline for implementation was postponed).
Task 39 Trainings	Formulation and implementation of a procedure for organising and promoting training for research staff.	Soft training and training in applying for grants are carried out by particular WUST units and information about these initiatives is provided through e-mail communication, WUST Electronic Information Bulletin, Newsletter of the National Contact Point for Research Programmes of the European Union, Newsletter of the Office of International Affairs and communication dedicated to the implementation of specific projects, e.g. Innovative University - Innovative Teacher.	Human Resource Management Department	Planned implementation date: May 2018 (Second implementation date: December 2019)	In progress (The implementation of task 39 is closely related to the implementation of task 11, i.e. building a coherent training system, therefore the deadline has been postponed).
Task 7 Ethical and professional aspects	Formulation and implementation of principles and requirements concerning information security.	A document has been formulated: <i>WUST Information Security Policy</i> - introduced by the Internal Regulation 30/2018.	Information Security Administrator Vice Chancellor for IT	Planned implementation date: October 2019, Completed in May 2018	Completed

Comments on the implementation of the principles of Open, Transparent and Merit-based Recruitment:

WUST has long applied transparent and merit-based rules for the recruitment of research staff. Open competitions are announced for particular positions, they are communicated through Internet advertisements to domestic and foreign circles, and the recruitment is carried out by competent teams of specialists.

The analysis of the OTM-R Checklist has enabled WUST to better review the existing regulations and the practices and standards recommended for the recruitment of researchers. As a result, a special internal action plan for the implementation of the OTM-R policy was developed and implemented, which included, inter alia, the creation of a dedicated tab for OTM-R on the main website of the WUST, where all documents in force or recommended for use, aiming at even greater openness and transparency of the recruitment process, are available. It consists of: *Report OTM-R, OTM-R Checklist, Template of competition notice, The procedure for recruitment for the post of an academic teacher employed part-time at WUST, Regulations governing the open competition for the position of professor at WUST, Regulations governing the open competition for the following academic positions a teacher or instructor, a lecturer, a senior lecturer, an assistant, an assistant professor at WUST, Good practices and selection criteria for candidates when conducting an open competition at WUST, Form defining strengths and weaknesses of Candidate's application documents, Guide for new employees*. Communication within the institution will include meetings/emails for those supporting the recruitment process concerning the extension of information on OTM-R policy, the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. It is also planned that HR Assistants will be involved in the ongoing recruitment of academic staff in order to ensure the application and verification of the standards developed and recommended for the application of documents and to disseminate good practices in the field of communication with the candidate.

The period of application of the recommended documents will be treated on a transitional basis, the documents will be systematically modified and the Monitoring Group for the implementation of the European Charter for Researchers will, based on feedback from the WUST units, verify on an ongoing basis whether the proposed formula comprehensively fulfils the objectives of OTM-R.

Link to the special tab on the OTM-R Policy: <http://pwr.edu.pl/en/university/european-charter-for-researchers/open--transparent-and-merit-based-recruitment-of-researchers>

4. IMPLEMENTATION (MAXIMUM 1 PAGE)

The status of the implementation of the tasks included in the Action Plan and the Schedule is presented in the table in section 3 (Action).

In order to fulfil these tasks and to create the internal review, both the academic community was involved, special teams appointed by the Rector, and numerous organisational units, including the following: Human Resource Management Department, Career Office, Educational Department, Department on Strategy of the University, Project Management Department, Centre for Scientific and Technical Information, Legal Office, Health and Safety Department, Vice Chancellor for IT, Information Security Administrator and a representative of the Government of PhD students. The whole work was supervised by the members of the Implementation Team. A separate Monitoring Group organised cyclical meetings during which it verified the progress of work in individual organisational units and the timeliness of their implementation, through a special reporting system. Information about these meetings has been systematically presented on the WUST website and is available at: <http://pwr.edu.pl/en/university/european-charter-for-researchers/european-charter-for-researchers-current-actions>. Moreover, an internal document has been issued: *Information on the status of the implementation of tasks resulting from the Action Plan*, link (in Polish) http://pwr.edu.pl/fcp/oGBUKOQtTKlQhbx08SIkTUhZeUTgtCgg9ACFDCwgCFiFPFRYqCl5tDXdAGHpEQVgQaxMDOCAEDgMdlA5fRE0OPxZSBw/users/code_zAlkeOR5cJrk2WBUqERdeDV0HGG14XR0VG2sEVRNZCiE/informacja_o_stanie_realizacji_zadan_wynikajacych_z_planu_dzialan.pdf; after the implementation of a task has been completed, each organisational unit is obliged to present the implemented solutions in the form of a Power Point presentation. Another tool of the Monitoring Group is the *Checklist*, link (in Polish) http://pwr.edu.pl/fcp/oGBUKOQtTKlQhbx08SIkTUhZeUTgtCgg9ACFDCwgCFiFPFRYqCl5tDXdAGHpEQVgQaxMDOCAEDgMdlA5fRE0OPxZSBw/users/code_zAlkeOR5cJrk2WBUqERdeDV0HGG14XR0VG2sEVRNZCiE/karta_kontrolna.pdf, which includes an overall evaluation of the progress of the works, the identification of substantive obstacles to timely completion of the assigned

task and possible indication of a new deadline for its implementation. All activities related to the implementation and execution of the Action Plan are collected and systematized in extensive reports submitted quarterly to the Rector. On this basis, this internal review has been carried out.

The implementation of the actions contained in the Action Plan is ensured by general regulations, internal regulations, codes, recommendation letters approved by the authorities of the University: the Rector and the Senate.

The current and expected benefits of these actions include first and foremost:

1. activating the scientific community of WUST, providing a forum for discussion of the most important problems of academic life, development of the academic staff, quality of work, integration with WUST.
2. reviewing the internal rules for compliance with the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers.
3. streamlining and making administrative procedures more flexible.
4. supporting the implementation of strategic objectives related to the academic staff of WUST.
5. adapting the human capital management regulations to European standards.

The WUST Development Strategy for 2016-2020 has taken into account the diverse needs of employees, PhD students and students, WUST appreciates the opportunity and advantages of remote work offered by information technology, offers a wide range of social services, including those supporting the reconciliation of work duties and parenthood. In addition, it helps to stabilise the career for up-and-coming academics, provides them with good working conditions and protects them from excessive administrative burdens, stimulates the mobility of young employees and makes informed use of the opportunities offered by the mobility of researchers and students. These areas are in line with the principles of the European Charter for Researchers and are being further developed.

The following table indicates examples of additional actions taken in WUST, not included in the Action Plan, which are closely correlated with the principles of the Charter and the Code.

Task number from Action Plan/Charter and Code area	Description of additional activities not resulting from the Action Plan	Status of implementation
1, 3, 6, 8, 9, 10 Ethical and professional aspects	<p>Professional responsibility: A <i>Code of Good Practices for the promoter and the supervisor</i> was developed and implemented.</p> <p>Social involvement (conferences and meetings concerning current regional/local problems were organized, e.g. a cycle of meetings “Wrocław in smog” (29.11.2017, 5.12.2017, 12.12.2017), a conference concerning “Transport and mobility in the Wrocław agglomeration” (15-16 May 2018).</p> <p>The principle of non-discrimination (new Labour Regulations, Internal Regulation 118/2016 were developed, including Chapter X on the protection of women and adolescent workers and Appendix 1 on equal treatment in employment).</p> <p>A new procedure for granting holiday leave to academic staff of Wrocław University of Science and Technology has been developed together with a consolidated text (Internal Regulation 137/2017).</p> <p>A University-wide Doctoral Scholarship Committee was established (Internal Regulation 126/2017).</p>	Tasks completed
12, 14, 17, 18, 19, 20, 21	A website dedicated to the OTM-R Principles has been developed; it includes all binding documents recommended for use in the recruitment process of researchers.	Tasks completed

Recruitment	Rules concerning the employment of visiting professors in Wrocław University of Science and Technology were developed (Internal Regulation 12/2018). An obligation was introduced for research and teaching staff of Wrocław University of Science and Technology to complete a course in higher education didactics (Internal Regulation 87/2017).	
22, 24, 27, 28, 31,32, 35 Working conditions and social security	The offer of the Career Office was extended by training in the scope of creating application documents and consultations with counsellors for PhD students.	Tasks completed
36, 37 Trainings	Projects aimed at expanding the language skills of the research staff are carried out (foreign language courses: Advanced Academic English, Advanced Translation Academy, American Academic English and British Academic English, Academic Writing, Intensive Summer English Conversation Course, English Language with Elements of Technical Language, English Course C1 - 30h, English and German Language Courses at the level of C1 - 60h), or Soft Training: The Art of Voice Emission.	Tasks permanently implemented

For the purposes of the external evaluation, and from the current perspective, it is envisaged to compile complete documentation on the implementation of the tasks in all areas identified in the Charter and the Code and to prepare a comprehensive study on the state of implementation of the tasks included in the modified Action Plan - to facilitate the audit.

The revised Action Plan and Action Schedule till 2020 are published on the website and can be found at the following links:

http://pwr.edu.pl/fcp/xGBUKOQtTKIqhbX08SIkTUhZeUTgtCgg9ACFDC0RDSHRBG1gnBVcoFW8SETZKHg/_users/code_eCVYRPgYXNVg5Xh09GgBLGI9XR3g8Gh9MDCEUHxYb/2018/pdf/modified_action_plan_hrs4r_up_to_2020.pdf

http://pwr.edu.pl/fcp/xGBUKOQtTKIqhbX08SIkTUhZeUTgtCgg9ACFDC0RDSHRBG1gnBVcoFW8SETZKHg/_users/code_eCVYRPgYXNVg5Xh09GgBLGI9XR3g8Gh9MDCEUHxYb/2018/pdf/modified_action_schedule_up_to_2020.pdf