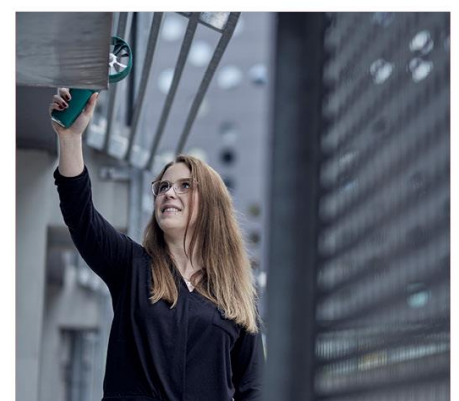
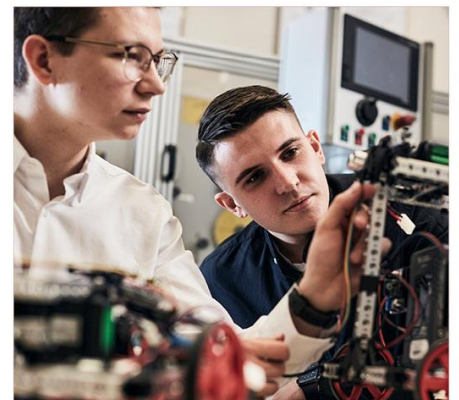




HR EXCELLENCE IN RESEARCH

OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT (ORM-R) OF RESEARCHERS FOR WROCŁAW UNIVERSITY OF SCIENCE AND TECHNOLOGY



WROCŁAW UNIVERSITY
OF SCIENCE AND TECHNOLOGY

WROCŁAW, DECEMBER 2021



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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 scientists with stable working conditions and professional development at every stage of their career path. Therefore, 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 as well as research and development activities, in accordance with the highest European standards. We are aware that the implementation of the European Charter for Researchers and the Code of Conduct for Recruitment of Researchers is a process influenced by the internal environment of the University, but also by external legislation.

Wrocław University of Science and Technology is aware of how important it is to create good and stable working conditions for scientists at every stage of their professional path. The development of broadly understood science 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 our University, in Europe and worldwide. The preamble to the Statute of WUST of 8 July 2021 states:

“In recognition of the achievements of the academic community and with respect for universal European values, the University accepts providing education to future creators of science and technology as its fundamental duty. With a sense of responsibility for its fulfilment, Wrocław University of Science and Technology develops original research and innovative technologies. Being aware of the social role of a university, Wrocław University of Science and Technology builds long-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.”

In the conviction that all activities of the University are conducted within the framework of its due autonomy, Wrocław University of Science and Technology develops ethical attitudes based on truth, tolerance, equality, openness and intellectual freedom, which are indispensable for the sustainable development of the modern world (¹Appendix 1).

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 to comply with the highest standards of employment.

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



The Open, Transparent and Merit-based Recruitment for Researchers (OTM-R) Policy, which was established in 2018, has been updated on the basis of the provisions of the Act on Higher Education and Science (Journal of Laws, 2021, item 478 as amended) and the Statute of Wrocław University of Science and Technology (Appendix 1). The OTM-R Policy complements both of the above-mentioned documents.

Objectives of OTM-R Policy:

1. Compliance with the principles and requirements defined in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers,
2. Recruitment of staff with the highest qualifications for the post offered,
3. Recruitment of foreign workers.

The OTM-R policy is **open, transparent and merit-based** and provides guidance on the commitments, principles and requirements of the Charter and the Code; therefore:

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

The recruitment procedures applied by WUST assume the definitions of research position are used according to the guidelines contained in Research profiles descriptors [Research profiles descriptors | EURAXESS \(europa.eu\)](#):

(a) First-Stage Researcher (R1) - researchers with an MSc degree by the end of their doctoral studies with less than 4 years of research experience, students of the Doctoral School and Doctoral Studies, employed as assistants,

(b) Recognised Researcher (R2) - researchers with a PhD degree or equivalent who are not yet fully independent researchers, with more than 4 years of research experience, at the position of assistant or associate professor,

(c) Established Researcher (R3) - independent researchers, with a DSc degree (habilitated doctor) at the position of associate professor or university professor,

d) Leading Researcher (R4) - independent, experienced and leading researchers in their field who are leaders of research teams with a DSc or a full professor degree.

We strive to ensure that the research positions we recruit for can be comparable at the international level.

In order to assess whether the recruitment conducted at Wrocław University of Science and Technology is open, transparent and merit-based, we regularly evaluate the OTM-R policy activities and introduce necessary regulations:

- CheckList OTM-R-2018:

LINK PL: [lista kontrolna otm r.pdf \(pwr.edu.pl\)](#)

LINK EN: [checklist otm-r en 2018.pdf \(pwr.edu.pl\)](#)

- CheckList OTM-R-2022:

LINK PL: [0 lista kontrolna otmr 2022.pdf \(pwr.edu.pl\)](#)

LINK EN: [0 lista kontrolna otmr 2021 en.pdf \(pwr.edu.pl\)](#)

The guide to open, transparent and merit-based recruitment at Wrocław University of Science and Technology presents the university's activities in the implementation of the **entire recruitment process**: from the guidelines and publication of the announcement to the very recruitment process, to the closing of the recruitment competition and making the results public. The guide is divided into two parts: A and B, which will make it easier to navigate for staff carrying out the recruitment processes and contests and for candidates interested in working at Wrocław University of Science and Technology.



Part A

Recruitment procedure

Recruitment rules for academic staff are regulated by:

- a) the Act of 20 July 2018, Law on Higher Education and Science, Article 119: “The first employment relationship established with an academic teacher in a given public higher education institution, for an indefinite or definite period of time longer than three months, with the number of working hours exceeding half of the full-time working time, shall be established after an open competition.”
- b) the Statute of Wrocław University of Science and Technology, Chapter VII and Appendix 8 to the Statutes of WUST - Procedure and conditions of the competition for the position of academic teacher (Appendix 1),
- c) the Code of Ethics for Employees of Wrocław University of Science and Technology (Appendix 2),
- d) ordinances of the proposer and organiser of the competition with details on the stages of recruitment (competition).

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

The guidelines for the procedure for conducting a competition for the position of academic staff are contained in Appendix 8 to the Statutes (Appendix 1).

1. The proposer and the organiser of the competition referred to in § 36 shall be:

- a. The Dean of the Faculty on the proposal of the head of an organisational unit of the Faculty;
- b. head of a university-wide unit.

2. The proposal put forward to the Rector to hold a competition should include a substantive justification along with an indication of the source of funding (Appendix 3).

3. The commencement of the competition procedure shall be conditional upon the Rector’s consent.

4. Information on the competition should include, at least:

1. the definition of the position which the competition concerns;
2. the name of the organisational unit of the University;
3. the name of the field and discipline of science represented by the candidate in the case of a proposal with respect to employing an academic teacher in the group of research staff and teaching or research staff;
4. the definition of the requirements for the candidate;
5. a list of documents required of the candidate;



6. the time limit for submitting applications for the competition;
 7. the date on which it will be possible to take up the position;
 8. the work time pattern.
5. The criteria for evaluating the candidate's achievements in a given position shall be defined by the proposer of the competition. The evaluation criteria should take into consideration the requirements concerning the positions of academic teachers as defined in §35.
6. The information about the competition shall be made public for at least 30 calendar days before the competition, at the same time in the following sources:
1. the Public Information Bulletin website of the University;
 2. the Public Information Bulletin website of the competent ministry responsible for higher education;
 3. the websites of the European Commission on the European online portal for mobile researchers.
7. The proposer and the organiser of the competition referred to in sec. 1 shall assemble a competition committee consisting of a person who is to be the direct superior of the person being employed and at least three persons representing the same science discipline as the person being employed or a related one. In the event the competition is for the position of professor or university professor, the members of the committee must be employed in the position of professor or university professor, at least 1 of whom must be a professor. The members of the committee shall designate its chairperson from among themselves.
8. The detailed procedure and conditions for the proceedings of the committee shall be defined by the Rector's directive..
9. The Rector shall decide on whether or not to employ the candidate selected as a result of the competition, upon consultation with the Chairperson of the Science Discipline Council.
10. Information on the result of the competition along with the justification drawn up by the competition committee shall be made available within 30 days after the end of the competition in the Public Information Bulletin, as well as on the relevant websites of the University and the Ministry of Science and Higher Education.

In accordance with the ***Code of Ethics for Workers of Wrocław University of Science and Technology***, made public in 2016 (Appendix 2), Resolution of the Senate of 18 February 2016 No. 918/39/2012-2016, Circular Letter 12/2016), good practices should be applied when conducting the competition:

- Avoid and prevent nepotism.
- Ensure truth, justice and objectivity; reject discrimination of any kind.
- Take care of the proper selection of research and teaching staff.
- Conduct recruitment procedures in an open and transparent manner.



General selection criteria for candidates(R1-R4)

The general criteria for the selection of candidates are presented in the recruitment rules: “Good practices and selection criteria for candidates when conducting an open competition at Wrocław University of Science and Technology” (Appendix 4). It is recommended that, during an open competition, the competition committees take into account all the experience gained by the candidates during their professional career, also taking into account their creativity and level of independence.

Scientific achievements:

- a. *scientific articles in foreign journals, including the so-called Philadelphia list,*
- b. *scientific articles in national journals, including the so-called Philadelphia list,*
- c. *scientific articles in foreign journals, including those outside the so-called Philadelphia list,*
- d. *scientific articles in national journals, including those outside the so-called Philadelphia list,*
- e. *works published in the materials of foreign and international conferences,*
- f. *works published in the materials of national conferences,*
- g. *books and monographs,*
- h. *chapters in books and monographs,*
- i. *number and type of reviews,*
- j. *references.*

Supervision:

- a. *the number of doctoral projects supervised,*
- b. *the number of persons who have been awarded a doctorate,*
- c. *experience as an auxiliary supervisor.*

Participation in conferences:

- a. *national,*
- b. *international.*

Work on editorial boards of journals

- a. *national ones (with national and international reach),*
- b. *foreign ones.*

Reviews:

- a. *concerning a scientific degree, position, or scientific achievements,*
- b. *of books ,*
- c. *of conference materials,*
- d. *of articles in Polish and English,*
- e. *of grants.*

Teamwork:

- a. *experience in managing and working in scientific teams.*

Knowledge transfer and mobility:

- a. *experience in the transfer of knowledge between science and business,*



- b. *professional experience acquired outside the university,*
- c. *experience in mobility programs (inter-university, cross-sectoral, international).*

Ability to obtain funds and manage research projects:

- a. *managing research projects including: EU, international, State Committee for Scientific Research, Ministry of Education and Science, National Science Centre, and National Centre for Research and Development projects,*
- b. *experience related to the management of scientific research,*
- c. *experience in research projects (implementation, from industry, other).*

Innovation activities

- a. *patents,*
- b. *patent applications,*
- c. *inventions,*
- d. *utility models,*
- e. *implementation projects.*

Spreading scientific awareness in society:

- a. *popular science and technical publications, other,*
- b. *experience in spreading scientific awareness in society.*

Didactic activity:

- a. *experience in conducting classes,*
- b. *experience in the preparation of teaching materials,*
- c. *number of theses supervised,*
- d. *caring for foreign students ,*
- e. *textbooks and scripts,*
- f. *awards or distinctions for didactic work.*

Organizational activities:

- a. *experience in organizing and managing scientific and didactic activities.*

Training received:

- a. *in the area of science,*
- b. *in the area of didactics .*

Other important achievements:

Specific selection criteria for individual positions (R4 to R1)

The criteria for selection to particular positions are set out in the Statute of Wrocław University of Science and Technology (Section VII, Employees) (Appendix 1).



According to the Statute of Wrocław University of Science and Technology (§ 33), academic staff are employed in the following groups:

- a. research and teaching staff, whose primary responsibility is to conduct research activities, educate and mentor students, or participate in the training of doctoral students;
- b. teaching staff, whose primary responsibility is to educate and mentor students or participate in the training of doctoral students;
- c. research staff, whose primary responsibility is to conduct research activities or to participate in the training of doctoral students.

Academic staff (§ 34) are employed in positions of:

1. professor (R4),
2. associate professor (R3),
3. assistant professor (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 for a fixed period as an academic teacher in a position:

1. visiting professor;
2. visiting researcher.

The Statute of Wrocław University of Science and Technology and Internal Regulations provide detailed requirements to be met by a person applying for a specific position (Appendix 5).

In the position of:

a) **professor (R4)** – a person who holds the title of full professor (ZW 11/2013, ZW 43/2012);

(b) **associate professor (R3)** – a person who holds a DSc (habilitated doctor) degree and significant achievements (ZW27/2019, ZW97/2018):

1. research and teaching achievements - in the case of research and teaching staff,
2. research achievements - in the case of research staff.

(c) **assistant professor (R2, R3)** – a person who holds at least a doctoral degree and can prove (ZW27/2019, ZW97/2018, ZW12/2013):

1. research experience, technical and teaching achievements - in the case of research and teaching staff,
2. research experience, technical achievements - in the case of research staff.

(d) **assistant (R1, R2)** (ZW12/2013, ZW 97/2018, ZW/201927, ZW38/2013) – a person who holds a Master of Art degree, Master of Science degree or equivalent;

(e) **visiting professor (R3-R4)** (ZW 12/2018) – a person with outstanding scientific, teaching or professional achievements;

(f) **visiting researcher (R1-R4)** – a researcher with a major scientific or professional achievements.

The regulations for open competitions are governed by internal orders (Appendix 5):

a) ZW 11/2013, ZW 43/2012 - for the position of professor at Wrocław University of Science and Technology;

b) ZW 12/2013 - for the position of lector or instructor, lecturer, senior lecturer, assistant, assistant professor;

c) ZW 38/2013 - for the position of part-time academic teacher;

d) ZW 12/2018 on the rules concerning the employment of visiting professors at Wrocław University of Science and Technology;

(e) ZW 97/2018, ZW 27/2019 - for research and teaching positions, research positions and teaching positions.

During the competition, Wrocław University of Science and Technology takes into account all the experience gained during the professional career. In addition to the general assessment of the potential of researchers, the creativity and level of independence of applicants are considered. Diversified selection criteria, including a wide range of knowledge and experience, make it possible to hire the most competent persons according to the profiles:



(R1) – first stage researcher; this profile includes individuals doing research under supervision in industry, research institutes or universities. It includes doctoral candidates.

Researchers with this profile will:

- carry out research under supervision;
- have the ambition to develop knowledge of research methodologies and discipline;
- have demonstrated a good understanding of a field of study;
- have demonstrated the ability to produce data under supervision;
- be capable of critical analysis, evaluation and synthesis of new and complex;
- be able to explain the outcome of research (and value thereof) to research colleagues.

Desirable competences:

- develops integrated language, communication and environment skills, especially in an international context.

(R2) – recognised researcher; PhD holders or equivalent who are not yet fully independent;

Necessary competences:

- all competences of 'First Researcher' (R1);
- has demonstrated a systematic understanding of a field of study and mastery of research associated with that field;
- has demonstrated the ability to conceive, design, implement and adapt a substantial programme of research with integrity;
- has made a contribution through original research that extends the frontier of knowledge by developing a substantial body of work, innovation or application. This could merit national or international refereed publication or patent;
- demonstrates critical analysis, evaluation and synthesis of new and complex ideas;
- can communicate with their peers - be able to explain the outcome of their research (and value thereof) to the research community
- takes ownership for and manages own career progression, sets realistic and achievable career goals, identifies and develops ways to improve employability;
- co-authors papers at workshop and conferences.

Desirable competences:

- understands the agenda of industry and other related employment sectors;
- understands the value of their research work in the context of products and services from industry and other related employment sectors;
- can communicate with the wider community, and with society generally, about their areas of expertise;
- can be expected to promote, within professional contexts, technological, social or cultural advancement in a knowledge based society;
- can mentor First Stage Researchers, helping them to be more effective and successful in their R&D trajectory.

(R3) – established researcher; researchers who have developed a level of independence.

Necessary competences:

- all necessary and most desirable competences of 'Recognised Researcher';
- has an established reputation based on research excellence in their field;
- makes a positive contribution to the development of knowledge, research and development through co-operations and collaborations;
- identifies research problems and opportunities within their area of expertise;
- identifies appropriate research methodologies and approaches;
- conducts research independently which advances a research agenda;
- can take the lead in executing collaborative research projects in cooperation with colleagues and project partners;
- publishes papers as lead author, organises workshop or conference sessions.

Desirable competences:

- establishes collaborative relationships with relevant industry research or development groups;
- communicates their research effectively to the research community and wider society;
- is innovative in their approach to research;
- can form research consortia and secure research funding / budgets / resources from research councils or industry;
- is committed to professional development of his/her own career and acts as mentor for others.

(R4) – leading researcher; researchers leading their research area or field.

Necessary competences:

- all necessary and most desirable competences of 'Established Researcher';
- has an international reputation based on research excellence in their field;
- demonstrates critical judgment in the identification and execution of research activities;
- makes a substantial contribution (breakthroughs) to their research field or spanning multiple areas;
- develops a strategic vision on the future of the research field;
- recognises the broader implications and applications of their research;
- publishes and presents influential papers and books, serves on workshop and conference organising committees and delivers invited talks.

Desirable competences:

- is an expert at managing and leading research projects;
- is skilled at managing and developing others;
- has a proven record in securing significant research funding / budgets / resources;
- beyond team building and collaboration, focusing on long-term team planning (e.g. career paths for the researchers and securing funding for the team positions);
- is an excellent communicator and networker within and outside the research community [creating networks];
- is able to create an innovative and creative environment for research;
- acts as a professional development role model for others.



STAGES OF THE RECRUITMENT PROCESS

The recruitment process by open competition shall be carried out in the following stages:

- Announcement of competition, publication of the competition notice and application,
- Appointment of competition committees,
- Conducting of the competition procedure by the competition committee,
- Selection of documents and recommendation of the candidate,
- Feedback and selection of the candidate,
- Complaint handling system,
- Adaptation,

Announcement of competition, publication of the competition notice and application

The layout and content of the announcement is regulated by the provision in appendix 8, point 4 of the WUST Statute (Appendix 1).

A recommended model notice is attached as Appendix 6.

In the announcement you will find: the name of the position, the type of position (R1-R4), the place of work including the organisational unit, the field/area/discipline or specialisation, the reference number of the announcement, the type of contract and the number of hours. The position description contains information about the position and its responsibilities and tasks. The requirements clearly define what knowledge, skills, experience or competences the best candidate should possess. In the section on required documents, the candidate will find a list of necessary documents which should be sent to participate in the recruitment process. The tab 'We offer' specifies what Wrocław University of Science and Technology, as an employer, can offer to the employee. The announcement contains information about the deadline for submitting offers and the expected date of employment.

Additional information of the announcement includes:

- (a) the competition may be unsuccessful without giving any reasons,
- (b) after the competition procedure is closed, the declined applications will be returned. They will be available for collection at the office of the proposer and the organiser of the competition, within six months, against receipt.

In accordance with the applicable law, candidates are also required to sign an information clause and a consent clause for the processing of personal data.

It should be avoided to include in the announcement, wherever possible and feasible, narrow and specialised competences.

It is permissible to include in the announcement: We kindly inform that only those persons who most fully meet the requirements of the position will be contacted.



It is unacceptable to add in the announcement that “only selected candidates will be contacted”, which could suggest that only certain applications will be considered at the discretion of the committee.

Applications together with the required documents can be delivered by post or e-mail. The contact details are published in each competition notice. After the submission of documents, candidates will receive a confirmation by e-mail.

The recommended model announcement includes a declaration of Wrocław University of Science and Technology on the openness and transparency of the recruitment process (Appendix 6).

Information about the competition is announced to the public, for at least 30 calendar days before the competition, simultaneously in the following sources: BIP bulletin of the University ([Ofert pracy - stanowiska naukowe \(pwr.wroc.pl\)](http://pwr.wroc.pl)), BIP of the Ministry for higher education (<http://www.bazaogloszen.nauka.gov.pl/>), European Commission webpages in the European portal for mobile researchers ([Jobs Search | EURAXESS \(europa.eu\)](http://euraxess.eu)). In the announcements posted on the portal ([Jobs Search | EURAXESS \(europa.eu\)](http://euraxess.eu)), as far as possible for a given position, we make sure that Polish and English are recognised as native languages.

In accordance with the applicable national law, information on the competition and its outcome, together with a justification, shall be made available in the Bulletin of Public Information on the websites of WUST, the minister and the minister supervising the institution within 30 days before and after the competition, respectively (Act of 20 July 2018, Law on Higher Education and Science (Article 119, points 3 and 4).

Appointment of competition committees

The Statute of the University, Chapter VII, appendix 8 point 7 defines the general method and principles for the appointment of competition committees, taking into account the position for which the competition is announced (Appendix 1).

“The proposer and the organiser of the competition referred to in sec. 1 shall assemble a competition committee consisting of a person who is to be the direct superior of the person being employed and at least three persons representing the same science discipline as the person being employed or a related one. In the event the competition is for the position of professor or university professor, the members of the committee must be employed in the position of professor or university professor, at least 1 of whom must be a professor. The members of the committee shall designate its chairperson from among themselves.”



The role of competition committee may be assigned by the proposer and the organiser of the competition to the committee responsible for the development of research staff; each time the immediate superior of the new employee² may be invited to the committee.

The proposer and the organiser of the competition shall prepare a report of the appointment of the competition committee.

The detailed composition, mode and conditions of work of the committee, as well as further stages of the procedure related to the employment of an employee are specified by the orders of the proposers and organisers of the competition (e.g. orders of the Dean of the Faculty or the Director of a university unit).

The proposer and the organiser of the competition should ensure that the members of the competition committee are independent, take objective and evidence-based decisions and are completely unbiased.

When appointing the committee, the proposer and the organiser of the competition should aim, as far as possible, to maintain gender balance in line with the guidelines in the Equality Plan for WUST 2022-2024.

The proposer and organiser of the competition should, whenever possible and feasible, ensure that the selection of the members of the competition committee reflects a diversity of expertise and competencies, a diversity of nationalities and sufficient experience in the assessment of candidates.

Members of the competition committee should be authorised by their employer to process personal data in accordance with the Internal Order.

Members of the competition committee must maintain absolute confidentiality to protect the privacy of applicants and must not disclose any information to persons who are not members of the competition committee.

Personnel Assistants of the competition proposer and the organiser support the process and the work of the Competition Committee, e.g. by preparing the content of announcements, information on competition results.

Conducting of the competition procedure by the competition committee

The proceedings of the competition committees should consider the following elements:

- (a) the committee shall begin its work no later than 14 days after the closing date for the submission of documents,
- (b) the work of the committee shall be organised and chaired by its chair,

² Internal Order 11/2013 on the introduction of the Regulations for the open competition for the position of professor at Wrocław University of Science and Technology, points 9 and 10.



- (c) the meeting of the competition committee shall be attended by at least half of its members, including its chair,
- (d) the competition committee must establish the eligibility criteria to be scored in order to make a transparent comparison between candidates,
- (e) the competition committee shall draw up minutes of its proceedings, to be signed by all its members. The model of the minutes of the competition committee shall be established by the proposer and the organiser of the competition.

Selection of documents and recommendation of the candidate

The competition committee will examine only those documents that have been submitted by the closing date specified in the competition notice.

The selection of the candidate is carried out in two stages:

a) **Stage I** - formal verification of documents.

Candidates whose applications did not meet formal requirements are informed about this fact by e-mail. It is good practice to request that the applicant supplement formal deficiencies in the submitted documents.

The competition committee evaluates the candidate's performance taking into account certain criteria included in „Good practices and selection criteria for candidates when conducting an open competition at Wrocław University of Science and Technology” for the positions of an academic teacher (R1-R4)” (Appendix 4).

The competition committee shall assess the professional experience of applicants in a qualitative and quantitative way, focusing not only on the number of publications. The importance of bibliometric indicators shall be properly balanced with other criteria such as teaching, supervision, participation in conferences, teamwork, knowledge transfer, research management, innovation activities, public awareness activities and training received. Career breaks or deviations from the chronological order in the CV should be seen as an evolution of the career and as a valuable contribution to the professional development of researchers following a multidimensional career path. Experience of mobility (national, international) including virtual mobility, change of discipline or sector should be seen as a valuable contribution to the professional development of the researcher.

(b) **Stage II** - assessment of documents.

The competition committee will examine in detail the achievements of each candidate and will compare them.

The competition committee, after examining the candidates' achievements, may decide to interview all or some of them in the on-site or on-line form. The competition committee may decide to prepare a preliminary presentation by the candidate. During the interview, the competition committee is responsible for ensuring that candidates give a full account of their



suitability for the position and should expect of the candidate to present a plan for professional and academic development. The competition committee will try, where possible and feasible, to ensure that interviews follow a predetermined schedule and that questions relate to specific situations, activities, and examples. The competition committee should take care to strike a balance of the talking time of the candidate and the committee (80% for the candidate and 20% for the committee). The competition committee cannot ask personal questions about e.g. marital status, parental plans, religion, illness, etc.

The competition committee 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 of its members. In the event of a tie, the opinion of the chairperson of the board shall prevail.

If there are no candidates meeting the formal requirements, the chair of the competition committee closes the recruitment procedure.

The competition committee shall draw up minutes of its proceedings and notify the results to the proposer and the organiser of the competition. The model of the minutes of the proceedings of the competition committee shall be established by the proposer and the organiser of the competition.

The minutes shall clearly and unequivocally justify the decision of the Competition committee on the selection or rejection of individual candidates. The minutes shall be signed by all its members.

The successful candidature shall be assessed by the competent council of the scientific discipline upon the request of the proposer and the organiser of the competition, addressed to the chairman of the competent council of the discipline. The resolution of the council of scientific discipline shall be adopted by secret ballot and shall require an absolute majority of votes.

The successful candidate is also reviewed by the Faculty Council. The Faculty Council's resolution is taken by secret ballot and requires an absolute majority of votes.

The decision on employing or not employing a candidate selected as a result of a competition, after consulting the Council of the scientific discipline and/or the Faculty Council, is taken by the Rector (appendix 8, item 4 of the University Statute) (Appendix 1).

Feedback and selection of the candidate

It is good practice to provide feedback to all applicants. Each application should be followed up, including a short note (e.g. by e-mail) thanking the candidate and informing him/her that they have not qualified for the second stage before the end of the recruitment process. Expression of thanks for participation in the recruitment process is a principle to be respected.



Candidates who have been shortlisted for the second stage are assessed according to the guidelines included in the form specifying the strengths and weaknesses of the candidate's application documents (Appendix 7).

Candidates in stage II are treated individually and receive a rejection decision in writing (a scan sent by e-mail is acceptable).

Information on strengths, but also on areas which are not necessarily strategic for the proposer and the competition organiser, is provided to unsuccessful candidates at their written request (e-mail correspondence is acceptable). Explaining the reasons for a refusal is a way of building relations with candidates and creating a good image of WUST.

The successful candidate will be informed (by telephone or in writing or by e-mail) of the competition committee's decision.

In accordance with the WUST Statutes, Chapter VII, appendix 8, item 10, information on the result of the competition along with the justification drawn up by the competition committee shall be made available within 30 days after the end of the competition in the Public Information Bulletin on the relevant websites of WUST and the Ministry of Science and Higher Education.

Complaints handling system

Applicants for the post of academic staff may lodge a complaint against the competition committee's decision within seven days of the announcement of the results of the competition. The complaint must be submitted in writing-paper to the competition proposer and organiser.

Each case of complaint is considered individually. The minutes of the committee's work, under the Access to Public Information Act, may be made available for inspection by the candidate upon request.

Should doubts arise, at any stage, as to the correctness of the conduct of the competition procedure, the Rector, the Dean or the chairman of the committee, as appropriate, request the appropriate legal opinion from the University's Legal Office. Confirmation of the procedural shortcomings in such opinion will constitute the basis for a decision to repeat the incorrect activities or a decision to invalidate the competition"³.

Adaptation

In order to make the first days of working at Wrocław University of Science and Technology easier, a ***Guide for new employees*** has been prepared: ***Wrocław University of Science and Technology. Welcome*** (Appendix 8). The guide contains essential information about

³ Internal Order 11/2013 on the introduction of the Regulations for the open competition for the position of professor at Wrocław University of Science and Technology,



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 perspectives, employee benefits and communication channels between the employee and the employer.

The guide was produced in two language versions and made available on the university's homepage:



Part B

How to prepare for an interview?

A face-to-face meeting with the members of the selection committee is the most common form of an interview, although, of course, we also organize meetings in a remote form.

The interview is aimed at clarifying the information received in the application documents and getting to know a candidate. We recommend that before the meeting you re-read the content of the announcement carefully and recall the details of the projects we have carried out.

Of course, you can bring diplomas and awards to the meeting, which can confirm your knowledge, experience or training. All documents that are necessary for the recruitment process have been listed in the job offer.

A meeting with the selection committee is also a good opportunity to broaden your knowledge about a given job offer. For that reason, it is worth preparing and writing down your questions. It will provide comfort for both parties and additionally allow the Candidate to dispel any doubts about the offer.

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

LINK PL: [Politechnika Wrocławska \(pwr.edu.pl\)](http://pwr.edu.pl)

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

When participating in a face-to-face meeting, please plan your trip early enough to arrive on time.

Answers to the most commonly asked questions by candidates.

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 three places: University home page, link: [Oferty pracy - Politechnika Wrocławska \(pwr.wroc.pl\)](http://pwr.wroc.pl) the website of the Ministry of Science and Higher Education ([Akademicka Baza Ogłoszeń – Wolne stanowiska naukowe, akademickie oraz w sferze zarządzania nauką w Polsce \(nauka.gov.pl\)](http://nauka.gov.pl)) and the portal for mobile scientists Euraxess ([Jobs & Funding | EURAXESS Poland](http://euraxess.eu)).

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



2. What are required documents?

Each advertisement is based on a fixed template and contains an information block: "required documents", where you will find the bulleted list of documents you need to take part in the competition. Depending on the position and unit, the range of documents required may vary. The most frequently required documents are: an application to enter the competition addressed to the Rector of Wrocław University of Science and Technology, a synthetic curriculum vitae, a personal questionnaire, a copy of documents confirming the professional/scientific degree, lists of publications and internships and necessary statements: Declaration of consent to the processing of personal data in the job offer for the purposes of recruitment in accordance with Article 6 paragraph 1 point (a) of GDPR (i.e. Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and the free movement of such data and repealing Directive 95/46/EC), Declaration of the fulfilment of the requirements set out in Article 113 of the Act of 20 July 2018. Law on higher education and science, Candidate's statement that Wrocław University of Science and Technology will be the primary place of work in case of winning the competition).

3. How and where should I send my documents?

The "additional information" field always provides the address details to which the required documents must be delivered. It also contains information until when the application documents are accepted.

4. What competencies are you looking for?

Each competition offer includes detailed information on what competencies, knowledge and experience we expect from the future employee. The "tasks" and "requirements" fields include descriptions of main responsibilities and highlighted key skills we are looking for.

5. What are some opportunities for development?

Wrocław University of Science and Technology as an employer aims to provide its employees with a stimulating working environment. Our employees take part in internship trips, participate in international conferences and training, use the substantial 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 has been awarded the HR Excellence in Research distinction, which confirms our commitment to building work standards and opportunities at the highest level. We are also involved in the Institutional Evaluation Programme (EIP), where we have passed the evaluation.

6. Who should I contact if I have questions about the specific competition?

The employees of the unit which conducts the given competition procedure will be happy to answer any questions to dispel doubts. In the field "additional information" there is a phone



number or e-mail address to the person who is responsible for collecting your application documents.

7. What to expect at a job interview?

The recruitment interview is conducted by a selection committee, whose composition depends on the position for which the recruitment process is conducted. Information about the date and place of the meeting is provided in advance. Most often, the meeting is conducted face - to - face. It is possible to carry out a remote interview using available communication tools.

8. How to prepare the best for a job interview?

We recommend that you follow up on the documents sent to the competition. On the basis of the job offer, note the experience that best fits a candidate profile. You may prepare and submit additional documents confirming knowledge, experience or qualifications that are not indicated as obligatory. A meeting with the committee is also a good opportunity to ask your previously prepared questions and clarify any doubts you may have.

9. What questions should I expect?

The questions asked by the selection board revolve around confirmation of the information contained in the forms sent and clarification of the issues if necessary.

Where can I find more information about WUST?

10. Where can I find more information about WUST?

The best source of information about our University is the home page of Wrocław University of Science and Technology:

LINK PL: [Politechnika Wrocławska \(pwr.edu.pl\)](http://pwr.edu.pl)

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

The individual thematic blocks available in the navigation panel will help you find the necessary information quickly and efficiently. Moreover, we have our social media accounts:

<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 protect my personal data?

The set of application documents also includes the Statement of consent to the processing of personal data in the job offer for the purposes of the recruitment in accordance with Article 6(1)(a) of the GDPR. At Wrocław University of Science and Technology, there is a Data Protection Inspector. Additional information is available on a dedicated website:

<https://pwr.edu.pl/ochrona-danych-osobowych>



Appendices

Appendix 1, Statute of Wrocław University of Science and Technology

LINK PL: [Statut - Politechnika Wrocławska \(pwr.edu.pl\)](https://pwr.edu.pl)

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

adopted by the Resolution of the Senate of WUST on 8 lipca 2021r., 161/12/2020-2024
Circular Letter 40/2021

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

LINK PL: [Kodeks Etyki - Politechnika Wrocławska \(pwr.edu.pl\)](https://pwr.edu.pl)

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

adopted by the Resolution of the Senate on 18 February 2016, no. 918/39/2012-2016
Circular Letter 12/2016

Appendix 3, Request for recruitment of academic teacher

Appendix 4, Recommended guidelines for the recruitment principles and selection criteria in open competitions for the position of academic teacher (R1-R4) at Wrocław University of Science and Technology

LINK PL: [4 dobre praktyki i kryteria doboru kandydatow pl.pdf \(pwr.edu.pl\)](https://pwr.edu.pl)

LINK EN: [4 recommended guidelines for the recruitment principles en.pdf \(pwr.edu.pl\)](https://pwr.edu.pl)

Appendix 5, Internal regulations (ZW43/2012, ZW11/2013, ZW12/2013, ZW38/2013, ZW12/2018, ZW97/2018, ZW27/2019)

LINKI PL:

https://pwr.edu.pl/fcp/zGBUKOQtTKlQhbx08SlkATxYCEi8pMgQGS39YCVVbWCECWR1pXhs_W3dN/_use_rs/code_zAlkeOR5cJRk2WBUqERdeDV0HGG14XR0VG2sEVRNZCiE/otmr/regulamin_konkursu_otwartego_na_stanowisko_profesora_w_politechnice_wrocławskiej_z_logo_hr.pdf

https://pwr.edu.pl/fcp/zGBUKOQtTKlQhbx08SlkATxYCEi8pMgQGS39YCVVbWCECWR1pXhs_W3dN/_use_rs/code_zAlkeOR5cJRk2WBUqERdeDV0HGG14XR0VG2sEVRNZCiE/otmr/regulamin_przeprowadzania_konkursu_otwartego_na_stanowisko_lektora_lub_instruktora_wykladowcy_z_logo_hr.pdf

https://pwr.edu.pl/fcp/zGBUKOQtTKlQhbx08SlkATxYCEi8pMgQGS39YCVVbWCECWR1pXhs_W3dN/_use_rs/code_zAlkeOR5cJRk2WBUqERdeDV0HGG14XR0VG2sEVRNZCiE/otmr/procedura_przeprowadzania_naboru_na_stanowisko_nauczyciela_akademickiego_z_logo_hr.pdf

LINKI EN:

https://pwr.edu.pl/fcp/JGBUKOQtTKlQhbx08SlkATxYCEi8pMgQGS39XAV5bWCECWR1pXhsqWXdN/_use_rs/code_iAlkeOR5cJRk2WBUqERdeDV0HGAg8Gh9MDCEUHxYb/otmr/regulations_governing_the_open_competition_for_the_position_of_profesor_at_wroclaw_university_of_science_and_technology.pdf

https://pwr.edu.pl/fcp/JGBUKOQtTKlQhbx08SlkATxYCEi8pMgQGS39XAV5bWCECWR1pXhsqWXdN/_use_rs/code_iAlkeOR5cJRk2WBUqERdeDV0HGAg8Gh9MDCEUHxYb/otmr/the_procedure_for_recruitment_for_the_post_of_an_academic_teacher_employed_part-time_at_wroclaw_university_of_science_and_technology.pdf

https://pwr.edu.pl/fcp/JGBUKOQtTKlQhbx08SlkATxYCEi8pMgQGS39XAV5bWCECWR1pXhsqWXdN/_use_rs/code_iAlkeOR5cJRk2WBUqERdeDV0HGAg8Gh9MDCEUHxYb/otmr/regulations_governing_the_open_competition_for_the_following_academic_positions_a_teacher_or_instructor_a_lecturer_a_senior_lecturer_an_assistant_an_assistant_professor.pdf



Appendix 6, Template of competition notice

LINK PL: [7 a szablon ogłoszenia .pdf \(pwr.edu.pl\)](#)

LINK EN: [7 template of competition notice.pdf \(pwr.edu.pl\)](#)

Appendix 7, Form defining strengths and weakness of Candidate's application documents

LINK PL: [6a formularz okreslajacy mocne i slabe strony.pdf \(pwr.edu.pl\)](#)

LINK EN: [6b form strengths weakness .pdf \(pwr.edu.pl\)](#)

Appendix 8, A guide for new employees: Wrocław University of Science and Technology.

WELCOME

LINK PL: [Przewodnik dla osób nowo zatrudnionych - Politechnika Wrocławska \(pwr.edu.pl\)](#)

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

Appendix 9, Link to the homepage of Wrocław University of Science and Technology containing all details about the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers

LINK PL: [Europejska Strategia dla Naukowców - Politechnika Wrocławska \(pwr.edu.pl\)](#)

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



.....
Data

.....
/Name and surname of the person submitting the request/
.....

.....
Faculty/University unit

REQUEST FOR RECRUITMENT OF ACADEMIC TEACHER

Professor
Arkadiusz Wójs, PhD, DSc, Eng.
RECTOR of Wrocław University of Science and Technology
s/a

Dear Rector,

I kindly request your permission to announce a competition for academic teachers in the following groups of employees: research-didactic staff :

at the position of:

Professor/Professor of WUST/Associate Professor/Assistant Professor/Visiting Professor/Visiting Researcher*

Stage of professional career (R1-R4)

- R1 – First Stage Researcher (up to the point of PhD)
- R2 – Recognised Researcher (PhD holders or equivalent)
- R3 – Established Researcher (independent researchers)
- R4 – Leading Researcher (independent researchers leading their research area or fields)

Proposed date of employment

Type of employment contract

Source of funding

The reasons for the request of creating a new post are as follows:

.....
.....
.....

Sincerely,

.....
/signature/



HR EXCELLENCE IN RESEARCH