TEAM FOR MONITORING THE IMPLEMENTATION OF THE EUROPEAN CHARTER FOR RESEARCHERS AND THE CODE OF CONDUCT FOR RECRUITMENT OF RESEARCH

ACTION PLAN FOR 2022-2025 WITH HR EXCELLENCE IN RESEARCH PERFORMANCE INDICATORS

Wrocław University of Science and Technology

WROCŁAW UNIVERSITY OF SCIENCE AND TECHNOLOGY

WROCŁAW, JANUARY 2022

Actions implemented (2016-2021) and actions planned for implementation in 2022-2025.
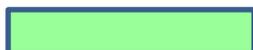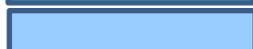
☐ = implemented task	☐ = new priority task 2022-2025
☐ = incomplete task	☐ = new secondary task 2022-2025
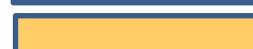
Status	No	The area of the Charter and the Code	Year	Substantive description of planned actions	Responsible unit	Task performance indicator	Status
				Corrective Actions			
				Block I. **Ethical and professional aspects**			
	4	Professional attitude	2022	Support for researchers in applying for research grants.	Vice-Chancellor for Organisation and Development, Vice-Chancellor for Cooperation, Projects Office	a) Revision of the Internal Order for the implementation of projects. (b) Development of the University's website. (c) Number of training courses on how to apply for projects. (d) Number of training videos published. e) Number of guides/manuals developed and made available on how to apply for national and international grants. (f) Number of grant applications submitted. (g) Number of persons providing support in practical preparation of applications.	
				Block III. **Working conditionals and security**			
	23	Research environment		Development of new regulations "Rules for the use of research infrastructure at Wrocław University of Science and Technology" consistent with the Statute	Business Offer of Wrocław University of Science and Technology,	a) Preparation of the Rules of Procedure. b) Indicator of employees, doctoral students and students using research infrastructure at Wrocław University of Science and Technology (based on records of CIB use).	

				and the organisational structure of the University in force since September 2021.	Equipment Department reporting to the Administrative Director	(c) Indicator of equipment made available to companies/persons from outside.	
				Providing information on research infrastructure (including scientific and research equipment with rooms/ laboratories or groups of rooms to which it is assigned as well as building facilities to carry out research, experimental, scientific or development work) on an open innovation platform.	Business Offer of Wrocław University of Science and Technology, Equipment Department reporting to the Administrative Director	a) Creation/extension of an Open Innovation Platform. (b) Website visitor rate from the WUST domain. (c) Website visitor rate apart from the WUST domain. (d) Indicator of reported research problems/establishment of research teams/networks built to solve the research problem.	
V	26	Funding and salaries		Development and implementation of remuneration regulations and the legislation concerning the system of wage motivation.	Human Resources Management Department	Ratio % of academic staff receiving special or performance allowance to all academic staff.	2018
V	30	Access to career advice	2016	Extending tasks of the Career Office in order to provide career counselling for PhD students and young researchers and also implementation of a system to disseminate information about career counselling.	Career Office	Ratio % of doctoral students seeking advice in the Career Office.	2020
			2022	A promotional campaign about the scope of activities of the Career Office including career advice for researchers with a focus on R1-R2.	Career Office	a) Development of promotional materials. b) Supplementing information about the career advice offer for university employees in the information package for new employees and the WUST website in the "Employee Zone" tab.	

						c) Supplementation of the information on the Career Office website - a separate tab for WUST employees. (d) Information meetings with young scientists (R1) in the Doctoral School. (d) Sending information on training courses planned for doctoral students by e-mail and EBiP. e) Information meetings with researchers in organisational units (Faculties).	
V	33	Teaching	2016	Verification and alignment of rules commissioning didactic classes in terms of taking into account the time spent on the training of early-stage researchers.	Educational Department	Ratio % of research supervisors for whom the obligatory number of teaching hours has been reduced due to time spent supervising an early career researcher to all research staff who train researchers (R1).	2018
V			2016	Updating regulations of PhD studies.	Educational Department		2018
V			2016	Development of a code of good practice of supervisors and scientific tutors.	The team appointed by the Rector, Department on Strategy of the University		2017
V			2016	Reinforcement of the element of providing research supervision in the evaluation of academic staff.	The team appointed by the Rector, Department on Strategy of the University	Ratio % of supervisors having joint publication with doctoral students and supervisors of doctorates awarded with distinction (inclusion of these facts in the evaluation sheet of the researcher).	2020

			2022	Monitoring the commissioning of didactic classes with a view to reducing the obligatory number of teaching hours for members of the Academia Iuvenum (R2) (ZW 53/2021).	Educational Department	Number of researchers / number of hours for whom the obligatory number of teaching hours has been due to work in Academia Iuvenum.	
				Revision and adaptation of the rules for commissioning didactic classes for research work.	Vice-Chancellor for Education, Educational Department	a) Updating the internal regulation regulating the obligatory number of teaching hours for researchers who conduct courses on the research work. (b) The number of supervisors and the number of hours for courses on research work in relation to all academic staff.	

Self-Improvement Actions

Block I. Ethical and professional aspects

V	2	Ethical principles	2016	Publishing of a set of national guidelines about ethical issues in the area of Higher Education on the Wroclaw University of Science and Technology website	Department on Strategy of the University		2016
			2022	Awareness activities concerning professional ethics.	Department of Humanities and Social Sciences (Faculty of Management), Information and Promotion Department	A campaign to raise awareness of unethical behaviour, bullying etc.	

∨	4	Professional attitude	2016	Development and implementation of the process of informing employees and PhD students about ongoing projects, grants, etc. through the Internet.	Project Management Department		2017
			2016	Including the provision of access for young scientists and PhD students to laboratories and research equipment in the existing regulations.	Center for Scientific and Technical Information, Legal Office	Ratio % of young scientists and doctoral students using laboratories and research equipment (based on declaration in the thesis submission, annual statements of heads and supervisors of scientific circles, statements from research projects).	2017 2020 Scheduled for 2022-2025 as no. 23 in corrective actions
∨	5	Contractual and legal obligations	2016	Development of an action plan regarding the extension of cooperation with the Regional Focal Point for Research Programmes of the European Union in order to support researchers of Wroclaw University of Science and Technology.	Project Management Department		2017
∨	7 23 25	Good practice in research; Research environment; Stability and permanence of employment	2016	Development and implementation of new Work Regulations.	Human Resources Management Department		2016
∨	7	Good practice in research	2016	Development of good practices and providing technical solutions for research data protection	Vice-Chancellor for Information Technology Director of WCSS	Number of scientific institutions from Lower Silesia, archiving data or creating backup copies in WCSS.	2020

v			2016	Development of the Information Security Policy.	Health and Safety Department		2019
v			2016	Updating the regulations on occupational health and safety.	Health and Safety Department		2017
v			2016	Conducting risk assessment for missing job positions and updating documentation and risk assessment.	Health and Safety Department		2019
v			2016	The amendment of documentation concerning the processing of personal data in Wrocław University of Science and Technology and also the introduction of uniform rules for the handling of proprietary information as confidential on the basis of agreements with third parties.	Information Security Administrator	Number of persons authorised to process personal data to increase data security.	2019
			2022	Development of a good practice document for research data management.	Wrocław Centre for Networking and Supercomputing	Guidelines for a Data Management Plan	
	9	Public engagement	2022	Development and implementation of the provisions of the Institutional Openness Policy for the dissemination and use of research results.	Library of Wrocław University of Science and Technology	Number of articles, papers, chapters published in the Gold Open Access model or confirmed to have been made public through green route, in one of the ROAR, DOAR repository networks.	
			2022	The promotional campaign presenting scientists and scientific research carried out at WUST. A database of experts for contacts with the media.	Information and Promotion Department	(a) Number of films and popular science texts published. (b) Website.	

	10 34	Non-discrimination; Complaints/appeals	2022	Awareness-raising activities on discrimination, development of specific anti-discrimination procedures under which discriminatory behaviour is reported.	University Equality Policy Team	(a) Informative actions. (b) Updating and developing the Internet "equality page". (c) Awareness training for WUST employees. (d) Anti-discrimination procedures. e) Monitoring the number of notifications to stop.dyskryminacja@pwr.edu.pl	
**Block II. Recruitment**						
V	11	Evaluation/ appraisal systems	2016	Linking the system of employee assessment with the training policy and continuing professional development.	The team appointed by the Rector, Human Resources Management Department	Ratio % of staff attending training during the academic year - based on information from HR Assistants (inclusion of training received in the staff member's periodic appraisal).	2020
	11 29	Evaluation/ appraisal systems Value of mobility	2022	Taking into account the enhancement of professional competences of researchers, including the recognition of mobility as an assessment element in recruitment and in the periodic evaluation of staff.	Vice-Rector for Science, Science Department, International Relations Office	(a) A model questionnaire for the periodic evaluation of research staff, including activities that enhance professional competence. (b) The total number of internships and research stays outside the home university in relation to the number of researchers.	
V	13	Recruitment (Code)	2016	Updating internal regulations on recruitment.	The team appointed by the Rector, Human Resources Management Department		2017
V	15	Transparency (Code)	2016	Development of university-wide procedures in the area of informing candidates about the strengths and weaknesses of their applications.			2017

	15 18 19	Transparency (Code); Recognition of mobility experience (Code); Recognition of qualifications (Code)	2022	Updating current OTM-R policy, preparation of "OTM-R Policy for 2022-2025" – OTM-R guidelines, procedures and practices for all types of positions (R1-R4). Implementation of good practices when recruiting researchers; considering incorporate mobility aspects.	Vice-Rector for Organisation and Development, Human Resources Management Department, Science Department, Vice-Rector for Cooperation ECN Implementation Monitoring Team	(a) Set of procedures. (b) Set of forms.	
				Strengthening of the university's efforts to attract visiting professors (experienced researchers).	International Relations Office	(a) Number of visiting researchers. b) Feedback from visitors.	
v	16	Judging merit (Code)	2016	Dissemination of good practices for the use of different criteria regarding achievements and scientific output in the recruitment process.	The team appointed by the Rector, Human Resources Management Department		2017
Block III. Working conditions and social security							
	22 28	Recognition of the profession Career development	2022	Development and implementation of rules for the employment of researchers (R2) at the position of assistant or associate professor.	Science Department, Human Resources Management Department	(a) Internal Regulations. (b) Internal regulation on rules for promotion from assistant to associate professor.	
			2022	Supporting the development of outstanding young scientists (R2) - especially Academia Iuvenum in various scientific disciplines.	Science Department	(a) Support for participation in conferences, research schools, internships and contacts with other centres. (b) Number of researchers benefiting from a dedicated training programme supporting the development of scientific excellence.	

Block III. Working conditions and social security

V	23	Research environment	2018	Conducting occupational risk assessment for missing work posts and updating the documentation of occupational risk assessment.	Health and Safety Department	Ratio % of jobs without a risk assessment.	2020
			2022	We are continuing to carry out occupational risk assessments for the missing job positions.	Health and Safety Department	Ratio % of jobs for which a risk assessment has been carried out.	
				Development of a website in English.		Website.	
			2022	Improving the availability of services and infrastructure for in-silico research	Wrocław Centre for Networking and Supercomputing	Indicator of employees, doctoral students and students using data processing infrastructure at Wrocław University of Science and Technology (WCSS usage records).	
	25	Stability and permanence of employment	2022	Creation of an English version of the "employee zone" website.	Human Resources Management Department	Website.	
	26	Funding and salaries		Monitoring the effectiveness of the Primus programme (salary incentive scheme for researchers).	Science Department	Ratio % of researchers who received incentive payments in relation to all researchers.	
				Monitoring the effectiveness of the Secundus programme (salary incentive scheme for researchers).		Ratio % of researchers who received incentive payments in relation to all researchers.	

	27	Gender balance		Activities aiming at balancing gender representation among all staff groups at the University.	University Equality Policy Team	(a) Formulation and implementation of guidelines for balancing gender representation in management structures and organisational units, competition committees, teams, expert and review committees. (b) Formulation of guidelines for the integration of the aspect of balancing gender representation in competition procedures.	
v	29	Value of mobility	2016	The creation of legislation regarding the recognition of the value of mobility in the process of evaluation and recruitment.	The team appointed by the Rector, Human Resources Management Department	Total number of internships and research stays outside the home university in relation to the number of researchers (an element of the periodic evaluation of the employee and the candidate in recruitment).	2017
	30	Access to career advice	2022	Training and career advice for researchers.	Career Office	(a) Number of young scientists (R1) and researchers (R2-R4) benefiting from counselling, training and other events (e.g. development programmes such as mentoring) organised by the Career Office. (b) Number of researchers registered on the Career Office portal.	
	32	Co-authorship	2022	Monitoring the development of early career researchers (R1-R2) as co-authors of papers, patents and research results independently of their supervisors.	Library of Wrocław University of Science and Technology	Number of young researchers (R1-R2) publishing independently of their supervisors.	
	33	Teaching		The monitoring of the effectiveness of the Tertius programme – reduction of the obligatory teaching hours due to the implementation of research projects.	Educational Department	Ratio % of researchers who received a reduction in the obligatory number of hours for leading research projects to all academic staff.	

	34	Complaints/appeals	2016	Appointment of a mediator at the University.	Rector		2017
v			2022	Promoting fair and equitable treatment within the institution, maintaining appropriate confidentiality in particular in cases involving ethical breaches by academic staff of the University (R1-R4).	Rector's Committee on Academic Affairs, Internal Mediator of Wrocław University of Science and Technology, Disciplinary Prosecutors for Academic Teachers, Disciplinary Prosecutor for Doctoral Students	Number of consultations and applications to the Mediator and the Disciplinary Prosecutor for Academic Teachers and for Doctoral Students.	
			2022		Vice-Rector for University Organisation and Development, The Rector's Plenipotentiary for Counteracting Corruption	(a) A communication campaign among the University's employees aimed at consolidating positive perceptions of notification activities and promoting an attitude of civic responsibility. (b) Information actions on the status and rights of the Signaller. (c) Number of reports per secure communication channel Sygnalista (whistleblower)	

Block IV. Training

	38	Continuing professional development	2016	Extending the thematic scope of trainings and courses for researchers.	Human Resources Management Department	Ratio of trainings in new thematic areas to the number of training courses delivered in an academic year - based on information from HR Assistants.	2019
v							

	39	Access to research training and continuous development	2016	Development and implementation of procedures in the area of organising and promoting trainings of research staff.	Human Resources Management Department	Ratio of participants to number of training and courses in an academic year - based on information from HR Assistants.	2018
V			2022	Training in forms of communication, i.e. how to promote, popularise research and achievements.	Department of Humanities and Social Sciences (Faculty of Management)	Training in message formulation, self-presentation and media relations.	
			2022	Continuation of University-wide training organised under the Central Training Budget as needed, in line with ZW 50/2021.	Human Resources Department	Number of training courses organised.	
			2022	Conducting group training and individual consultations on intellectual property rights (issues of substantive law on intellectual property, ways to protect creation, legal aspects of scientific collaboration and commercialisation).	Intellectual Property and Patent Information Office	Number of training/consultation hours completed.	
			2022	Monitoring the number of training grants for researchers.	Human Resources Department	Number of grants awarded for language courses, postgraduate studies for researchers.	
			2022	Training for researchers – supporting staff in self-assessment and development in soft skills areas.	Career Office	(a) Number of employees benefiting from soft skills consultations. (b) Number of consultations held.	

			2022	Training for WUST research staff in international research cooperation, with particular emphasis on Horizon Europe (acquisition, implementation and accounting for HE projects).		Number of training courses completed.	
			2022	Training for WUST research staff in international economic and innovation cooperation.	Wrocław Centre for Technology Transfer	Number of training courses completed.	
			2022	Training for participants of the WUST Doctoral School in the commercialisation of research results, technology transfer and cooperation with the economy.		Number of completed training courses (at least 1 training course per year).	
			2022	Consultancy and training services for data management, computing services, scientific software and cyber security	Wrocław Centre for Networking and Supercomputing	Number of consultation meetings, trainings and workshops.	
v	40	Supervision	2016	Preparation of a special package dedicated to recruited researchers containing information on the internal regulations in force at the University and the general principles of its operation.	Human Resources Management Department		2017