Politechnika Wrocławska

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 at Wrocław University of Science and Technology

Wroclaw

2016

Content

INTRODUCTION

Basic information on the University

Present University of Technology is the inheritor of a tangible property of German Königliche Technische Hochschule Breslau and intellectual and scientific achievements of Lviv University of Technology. The University has its present name University of Technology since 1945 and its creators and organizers were the scientists from Lviv and Warsaw.

From the beginning of its activity, the University has constituted an important center of technical education. Nowadays it is one of the biggest and best universities of technology in the country (I place in the ranking of Prospects for 2015 in the category of universities of technology). As of 30 November 2015 on sixteen departments in Wrocław, Jelenia Góra, Wałbrzych and Legnica, under the guidance of 2097 teachers, there are 33530 students who are being taught and 982 graduate students (as of December 31 2015). Their interests and passions can be pursued in 156 scientific circles, 30 organizations and 23 cultural agendas. The profile of this activity is very diverse and depends only on students' imagination.

Since 2014, there is also an Academic School Complex at Wroclaw University of Science and Technology covering high school and middle school.

In the teaching offer of the University there are 44 different fields of study and 30 programs taught in foreign languages. Teaching at the European level is appreciated not only at home but also abroad. University allows students to study according to standard programs, but also allows for the selection of individual tooting education. Students themselves can also create their specialties.

Lively contacts combine the University with many educational institutions and research centers around the world. Thanks to the signed partnership contracts, students and academic researchers at Wroclaw University of Science and Technology have the possibility to study abroad and to participate in joint research projects. The University participates in the following research programs: + Erasmus, Erasmus-Mundus, Leonardo da Vinci, Scholarship and Training Fund, Student Exchange Program, Double Degree Master Program, T.I.M.E.

Additional opportunities of going abroad and scholarships are also offered by foundations, organizations and institutions cooperating with Wroclaw University of Science and Technology. These are among the others: Campus France (French government scholarships), DAAD (German Academic Exchange Service), GFPS - Poland, Vulcanus in Japan, Polish-American Fulbright Commission, Ministry of Science and Higher Education, scholarship of Bureau for Academic Recognition and International Exchange and the Council of the City of Wroclaw.

World-class researches conducted by university staff and well-equipped laboratories result in cooperation with many domestic and foreign companies. Students have, however, the possibility of trainings, internships or implementation of thesis's topic in the branches of renowned companies worldwide.

According to reports of the Polish Patent Office since 2010 Wroclaw University of Science and Technology is a Polish leader in the number of reported inventions and utility models, and

obtained patents and rights of protection for utility models. From 1 September 2008 to 31 December 2015 the University reported a total of 1,063 items of industrial property. This number included 1,003 inventions (including 14 designs), 36 industrial designs - Polish and EU - and 12 trademarks. In the same period there were 989 granted exclusive rights, of which 935 are patents, 11 are rights of protection for utility models, 35 are the rights of registration of industrial designs, and 8 are rights of protection for trademarks.

Together with industry and other entities there were 136 of signed contracts on commonality rights to objects of industrial property. The University also reported twelve trademarks, of which eight have the right to protection.

In the years 2008-2015 the results of 30 research and development work of our scientists were commercialized. There were granted 19 licenses for inventions of employees working at Wroclaw University of Science and Technology and there were 11 assignment of rights.

Scientists of Wroclaw University of Science and Technology published 11 385 publications in journals from the Philadelphia List and 10 603 publications in journals possessing the Impact Factor.

Wroclaw University of Science and Technology campus consists of 216 buildings, 414 rooms and lecture-lab rooms, 532 teaching laboratories, 118 computer laboratories and 13 accredited laboratories.

Information on the position of the University in national and international rankings

The position of the University in the most important Polish Ranking of Higher Education Perspectives in recent years is getting higher. Even in 2008, Wroclaw University of Science and Technology was ranked seventh in Poland, according to the latest statement it is listed first in the classification of technical universities and in fourth place among all universities:

Ranking of Higher Education Perspectives 2015:
- I place among Polish technological universities,
- IV place among all universities in Poland,
- II place in the criterion of innovation,
- I place in the group of faculties - Construction, Engineering, Environmental Engineering,
- II place in the group of faculties Architecture and urban planning, Electrical, Energy, Engineering and Chemical Technology.

Also in other, organized in Poland, rankings University of Technology occupies leading positions. In the conducted in 2015 by Sedlak & Sedlak National survey of salaries the University took third place in the country and the first in the Lower Silesia in the statement of Polish universities, after graduation of which the median salary is the highest.

The competition Forge of presidents conducted by "Rzeczpospolita" in 2014, the University was ranked in sixth position and in 2015, when 4.38% of CEOs of the largest companies operating in Poland were graduates from Wroclaw University of Science and Technology, on the seventh.

Wroclaw University of Science and Technology was also among the most pro-doctoral universities in the country, taking in organized by the Council of Local PhD Polish Academy of Sciences in cooperation with the National Representation of Doctoral PRODOK contest, third place.

On the other hand, in a report prepared by the Ministry of Science and Higher Education Careers Service of Wroclaw University of Science and Technology was recognized as the best in Poland in obtaining jobs. The University, the only one in Lower Silesia, was also among the winners of the "Innovation Incubator".

Wroclaw University of Science and Technology won in the study of the activity of Polish universities on Twitter (E.Kulczycki, Universities on Twitter. Report 2014 "Workshop of a researcher" in 2014) in two categories - "the most influential university" and "the most popular university".

The University was also in the statement of the fifteen most beautiful universities of the world, prepared by The Huffington Post and Disney-Pixar in 2013.

Information on international cooperation on the basis of agreements

Table 1. Business contracts with institutions and foreign companies concluded in 2012-2014

Business contracts	2012	2013	2014	TOTAL
Establishing cooperation	32	32	27	91
Contracts for research and development	13	15	14	42
TOTAL	45	47	41	133

Table 2. Wroclaw University of Science and Technology's cooperation with foreign universities in 2012-2014

Newly signed agreement	2012	2013	2014	TOTAL
Intercollegiate	10	12	28	50
Interdepartmental	2	5	18	25
within Scholarship Fund	-	6	5	11
within Double Degree Master Program and T.I.M.E.	10	11	12	33
within Erasmus Program	646	518	384	1548
TOTAL	668	552	447	1667

Table 3. The effects of Wroclaw University of Science and Technology's cooperation with foreign institutions in 2012-2014

Type of action	Years			TOTAL
	2012	2013	2014	
joint research projects	166	167	138	471
joint educational projects	67	62	59	188
co-produced equipment	12	8	4	24
postdoctoral works completed	4	2	4	10
joint doctoral processes	12	11	16	39
Joint publications, reviews, dissertations, messages etc. (number)	164	170	147	481
joint work for industry (number of projects)	33	29	22	84
jointly filed patents	8	10	2	20

Information on the participation of the University in international programs and projects of scientific research

For many years Wroclaw University of Science and Technology has been participating in international programs and research projects. In this respect, it is one of the most active units in Poland.

Participation of the University in the EU Framework Programs:

- 4. Framework Program - 1 project,
- 5 Framework Program - 33 projects,
- 6 Framework Program - 50 projects,
- 7 Framework Program - 56 projects,
- CIP (Framework Program for Competitiveness and Innovation) - 3 projects,
- Horizon 2020 – after 200 competitions, according to data from CORDIS database, Wroclaw University of Science and Technology submitted 82 projects. Eight of them obtained funding, and three are coordinated,
- COSME (Program for Competitiveness of Enterprises and SMEs 2014-2020) - under the Program, the University implements one project.

Moreover, Wroclaw University of Science and Technology implemented international projects under the following programs:

- European Territorial Cooperation (INTERREG IVC, Baltic Sea Region, Poland-Saxony, Central Poland),

- Fund for Coal and Steel (8 projects).

The University took or takes part in:

- COST action (European Cooperation in Science and Technology),
- technological initiative ENIAC (2 projects),
- Norwegian Financial Mechanism EEA (4 projects),
- bilateral projects (Poland-Taiwan, Poland-Berlin, Poland-South Africa),
- Knowledge and Innovation Community EIT KIC InnoEnergy,
- KIC RawMaterials.

Information on implementation of international research grants

During the last five years, Wroclaw University of Science and Technology implemented: 44 projects under the 7th Framework Program, including:

- 8 in the area of Capacities,
- 27 in the area of Cooperation,
- 9 in the area of People.

9 projects under the HORIZON 2020 Program, including:

- 3 in the area of Marie Sklodowska Curie actions,
- 1 in the area of Teaming,
- 5 in the area of Industrial Leandership.

Table 4. Summary of international scientific grants over the past 5 years

Akronym	Duration	Area	Program
CLARIN	2008-2011	Capacities	7PR
LAGUNA	2011-2014	Capacities	7PR
EuCARD	2009-2013	Capacities	7PR
BRISK	2011-2015	Capacities	7PR
LAGUNA- LBNO	2011-2014	Capacities	7PR
TACMON2	2012-2015	Capacities	7PR
PRACE-3IP	2012-2016	Capacities	7PR
ENGINE	2013-2016	Capacities	7PR
LIREC	2008-2012	Cooperation	7PR
INGAS	2008-2012	Cooperation	7PR

PHOSFOS	2008-2011	Cooperation	7PR
SENSHY	2008-2011	Cooperation	7PR
BioElectricSurface	2008-2011	Cooperation	7PR
DELIGHT	2008-2011	Cooperation	7PR
FRONTS	2008-2011	Cooperation	7PR
INGAS	2008-2012	Cooperation	7PR
DEBCO	2008-2011	Cooperation	7PR
LABONFOIL	2008-2013	Cooperation	7PR
MAC-TFC – MEMS	2008-2012	Cooperation	7PR
MULTILAYER	2008-2012	Cooperation	7PR
ZeroWIN	2009-2013	Cooperation	7PR
HyCOMP	2011-2013	Cooperation	7PR
MATRANS	2010-2013	Cooperation	7PR
M-FUTURE 2011	2010-2013	Cooperation	7PR
CARE	2010-2012	Cooperation	7PR
CAPMIX	2010-2014	Cooperation	7PR
EGI-InSPIRE	2010-2014	Cooperation	7PR
TRANSFoRm-Enlarged EU	2010-2015	Cooperation	7PR
GABRIEL	2011-2014	Cooperation	7PR
WideLase	2012-2015	Cooperation	7PR
PI	2012-2015	Cooperation	7PR
NANOTHERM	2012-2015	Cooperation	7PR
NANOHEAT	2012-2015	Cooperation	7PR
ANGELab	2012-2016	Cooperation	7PR
COPERNIC	2013-2016	Cooperation	7PR
ARCH-CULV	2008-2011	People	7PR
Green Kitchen - Network	2010-2014	People	7PR
CHILTURPOL2	2011-2014	People	7PR

ExoticPhases4QIT	2011-2015	People	7PR
EduMEMS	2011-2015	People	7PR
EPP	2012-2014	People	7PR
FORMAT	2012-2015	People	7PR
BuPESA	2013-2015	People	7PR
EpicSTENT	2013-2017	PEOPLE	7PR
Wroclaw Centre of Excellence	2015-2016	TEAMING	H2020
EDEN	2015-2019	MSCA ETN	H2020
DISIRE	2015-2018	Industrial Leadership	H2020
EU-GREAT	2015-2017	Industrial Leadership/NMP	H2020
KAM2WestPL	2014-2015	Industrial Leadership	H2020
PROVIST	do 2018	MSCA GF	H2020
iCspec	2015-2018	Industrial Leadership	H2020
RENOIR	2016-2019	MSCA RISE	H2020
FUTURING	2016-2019	Industrial Leadership	H2020

Information on the participation of researchers in international scholarships and research internships

Academic researchers of Wroclaw University of Science and Technology often travel for international scholarships and research internships. In recent years, the most numerous group of our scientists benefited from the Top 500 Innovators program.

It is the largest governmental program to promote innovation in science, entirely funded by the Ministry of Science and Higher Education from the funds of Operational Program Human Capital. Its aim is to improve qualifications of Polish research and development resources in cooperation with economy, research management and commercialization of their results.

Till the end of 2015, within the frames of the project, 35 representatives of the Wroclaw University of Science and Technology went for internships and trainings to scientific and research centers from top Shanghai ranking (Academic Ranking of World Universities). In 2012-2015 they stayed on internships, in groups of 40, at renowned universities in the United States and in England.

Graduates of the Top 500 Innovators program coming from Wroclaw University of Science and Technology:

YEAR 2012 - 10 people

University of California, Berkeley – 3

Stanford University – 7

YEAR 2013 - 15 people

University of California, Berkeley – 7

Stanford University – 8

YEAR 2015 - 10 people

University of Cambridge – 6

Stanford University – 4

Participation of students, PhD students, graduates and employees of Wroclaw University of Science and Technology in other scholarship programs in 2012-2015:

- German Academic Exchange Service DAAD: 4 academic researchers, 15 students and graduates,
- Activities "Maria Sklodowska-Curie" - research fellowships for two workers,
- Fulbright Commission scholarship program - research fellowships for two workers,
- CEEPUS - one doctoral student took part in the project.

Information on the international mobility of researchers

Table 5. Mobility of Wroclaw University of Science and Technology workers - trips in 2012-2014

Purpose of trip	2012	2013	2014	TOTAL
Research work	104	116	104	324
Teaching	50	69	31	150
Internship	23	23	20	66
Contract, agreements	36	22	23	81
Other	88	96	81	265
Erasmus program	117	134	94	345
Conferences	595	520	486	1601
Organizational	79	80	94	253
Total	1092	1060	933	3085

In 2012-2014, Germany was the country mostly visited by our scientists. This is due to the fact that German institutions are by far the largest group of foreign institutions with which Wroclaw University of Science and Technology cooperates. Among the countries also frequently visited by the researchers from Wroclaw University of Science and Technology were: France, Czech Republic, United Kingdom, Italy, the Netherlands, Spain and Sweden.

Table 6. Foreign academic researchers who came at Wroclaw University
of Science and Technology

Purpose of visit	2012	2013	2014*	TOTAL
Scientific and teaching consultations	203	283	107	593
Internship	17	8	7	32
Contracts, employment contracts	10	6	4	20
Organizational	85	113	44	242
Other	115	28	38	181
Total	430	438	200	1070

* Data for the period October-December 2014

In 2012-2014, the researchers coming at our university (not counting visits for conferences) were mostly from Germany, France, Great Britain, United States, Ukraine, the Czech Republic, Italy, Spain and Brazil.

International Conferences in 2012-2014

In 2012 Wroclaw University of Science and Technology organized 23 international conferences in the campus. 1,170 foreigners took part in them. In addition, our university was a co-organizer of 11 other international conferences. Employees of Wroclaw University of Science and Technology declared participation in 595 conferences (having 538 public speeches). In 2013 the University organized 19 international conferences and was a co-organizer of 10. 714 foreigners took part in them. Employees of Wroclaw University of Science and Technology declared their participation in 523 conferences (having 483 public speeches). In 2014, there were 15 international conferences held in the campus, which were attended by 809 foreigners. Wroclaw University of Science and Technology was also a co-organizer of the next 11. Employees of the University declared participation in 486 conferences (including 448 public speeches).

Information on the presence of the University in the international networks of information and communication

Wroclaw University of Science and Technology is present in the international networks of information and communication, such as CORDIS, EURAXESS or Participant Portal. Employees of Wroclaw University of Science and Technology use the portal of the European Commission CORDIS mainly to seek partners for their projects. Under the Horizon 2020 portal is used as a database of projects funded under the Framework Programs (5 Framework Program, 6 Framework Program, 7 Framework Program, HORIZON 2020). In the previous framework programs served as a source of information on announced competitions.

The University also uses the portal of mobile researchers Euraxess, the aim of which is to support international mobility of researchers by giving free information and providing necessary assistance during abroad trips. In Wroclaw Centre for Technology Transfer of Wroclaw University of Science and Technology there is the office of Euraxess that helps both those researchers arriving at our university, as well as those traveling from Wroclaw University of Science and Technology abroad. Searching for academics, the University put appropriate job advertisements over there, including those carried out in the framework of projects such HORYZONT 2020 i.e. MSCA ITN.

Participant Portal is a contacting tool with the European Commission, which is essential for a scientist in terms of finding an interesting contest, filling an application under HORYZONT2020 and its accounting. Wroclaw University of Science and Technology is already registered on the portal, has its own identification number PIC 999845931 and chosen LEAR.

Additionally, in 2013, Wroclaw University of Science and Technology become a member of Knowledge4Innovation (K4I) platform at the European Parliament. As a result, it gained the opportunity to participate in the development of European policy in the field of financing research and innovation.

Information on the internationalization of the University in the context of students, graduate students and academic researchers

In 2014, Wrocław University of Science and Technology was awarded the Erasmus Charter for Higher Education, entitling to apply for funds under Erasmus + program for the years 2014/2020. Echea card number of Wroclaw University of Science and Technology: 45300-LA-1-2014-1-PL-E4AKA1-Echea. Erasmus code: PL WROCLAW02.

Table 7. Arrivals of foreign students and PhD students at Wroclaw University of Science and Technology within the international exchange

ARRIVALS		
2012		
Program	Number	The most popular countries
Erasmus+	256	Spain, Portugal, Turkey
Exchange	12	Mexico, South Korea
Mundus	6	Russia
Double diploma (T.I.M.E)	-	-
2013		
Program	Number	The most popular countries
Erasmus+	268	Spain, France, Portugal
Exchange	11	Mexico, South Korea
Mundus	41	Serbia, Pakistan
Double diploma (T.I.M.E)	-	-
2014		
Program	Number	The most popular countries
Erasmus+	256	Spain, Turkey, France
Exchange	24	Mexico, South Korea
Mundus	13	Palestine
Erasmus for Ukraine	8	Ukraine
Double diploma (T.I.M.E)	1	France

Table 8. Trips of students, graduate students and graduates of Wroclaw University of Science and Technology in the international exchange

TRIPS		
2012		
Program	Number	The most popular countries
Erasmus+	276	Spain, Germany, Portugal
Exchange	5	USA
Mundus	3	Russia
Double diploma (T.I.M.E)	6	France
2013		
Program	Number	The most popular countries
Erasmus+	282	Germany, Spain, Portugal
Exchange	5	Japan, Serbia
Mundus	13	Serbia
Double diploma (T.I.M.E)	13	Germany, Canada, France
2014		
Program	Number	The most popular countries
Erasmus+	282	Germany, Spain, Italy
Exchange	8	Australia, China
Mundus	4	New Zealand
Double diploma (T.I.M.E)	7	Germany, Canada, France

Table 9. Trips of students and PhD students' of WUT for practical placement abroad in 2012-2014

	2012	2013	2014	TOTAL
Practical placement abroad	130	123	116	369

Table 10. Trips of students and PhD students' of WUT for practical placement abroad in 2012-2014

	2012	2013	2014	TOTAL
The number of foreign students at WUT	463	525	597	1585

METHODOLOGY

Wroclaw University of Science and Technology has expressed its support for the principles enclosed in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, and the Rector, Prof. Tadeusz Więckowskiego, signed statements of support for the principles of the Charter and the Code in March 2016. On March 15th 2016 the Rector invited key people of academic staff and University administration (a total of 26 people) for a meeting which initiated the University's efforts to obtain the logo of "Human Resources Excellence in Research", during which he presented the idea of the process of implementation.

Afterwards, on the basis of Internal Directive No. 40/2016 (Appendix 1), the Team for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the Wroclaw University of Science and Technology was established. In order to ensure the best accomplishment of the implementation of the principles of the Charter and the Code, the team included representatives of research staff and a wide range of administrative staff responsible for the analysis and verification of legal regulations, procedures and practices; the development of a document describing HR Strategy and the Action Plan, and also promotion and communication of the developed documents at the University.

Table 11. Members of the Team for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at Wroclaw University of Science and Technology

	Name and Surname	University Unit/Faculty
1	Prof. PhD Eng. Zygmunt Hasiewicz – **Team Coordinator**	Faculty of Electronics
2	Prof. PhD Eng. Marek Samoć – **- Deputy Team Coordinator**	Faculty of Chemistry
3	Prof. PhD Eng. Roman Galar	Rector's Plenipotentiary for Strategy of University Development
4	Prof. PhD Eng. Andrzej Matynia	Faculty of Chemistry
5	Prof. PhD Eng. Wacław Andrzej Sokalski	Faculty of Chemistry
6	Prof. PhD Eng. Grzegorz Sęk	Faculty of Fundamental Problems of Technology
7	Prof. PhD Eng. Renata Krzyżyńska	Faculty of Environmental Engineering
8	Grażyna Fitek	Rector's Office
9	PhD Eng. Jarosław Janiszewski	Chancellor
10	MSc Eng. Joanna Szafraniec	Chief Accountant - Deputy Chancellor for Finance
11	MSc Anna Kalinowicz	Human Resource Management Department
12	MSc Eng. Magdalena Soberka	Human Resources Management Department
13	MSc Aleksandra Penza	Human Resources Management Department
14	PhD Eng. Waldemar Grzebyk	Center for Scientific and Technical Information

15	PhD Eng. Katarzyna Kozłowska	Center for Scientific and Technical Information
16	MSc Eng. Piotr Otręba	Intellectual Property and Patent Information Department of the Center for Scientific and Technical Information
17	MSc Rafał Pawełczak	Project Management Department
18	MSc Joanna Pająk	International Cooperation Department
19	MSc Eng. Alicja Maniak	Department on Strategy of the University
20	MSc Agnieszka Niczewska	University Communication Department
21	MSc Katarzyna Kroczak-Knapik	Marketing and Promotion Department
22	MSc Roman Konieczka	Legal Office
23	MSc Eng. Tomasz Dobosz	Government of PhD students

The course of work carried out by the Team for Implementation

After the appointment of the Team for Implementation, the first action that was undertaken by its members was a review of the guidelines included in the Charter and the Code, and also the introduction to the methods of their implementation in the various institutions that operate both in Poland and abroad.

The first meeting of the Team for Implementation was held on 31st of March, 2016. Under the leadership of the Coordinator, Prof. Zygmunt Hasiewicza, the team developed a concept of the implementation of the principles of the Charter and the Code and also defined the form of implementing the internal analysis of legal acts and internal documents in force at Wroclaw University of Science and Technology. It is illustrated by the following block diagram.
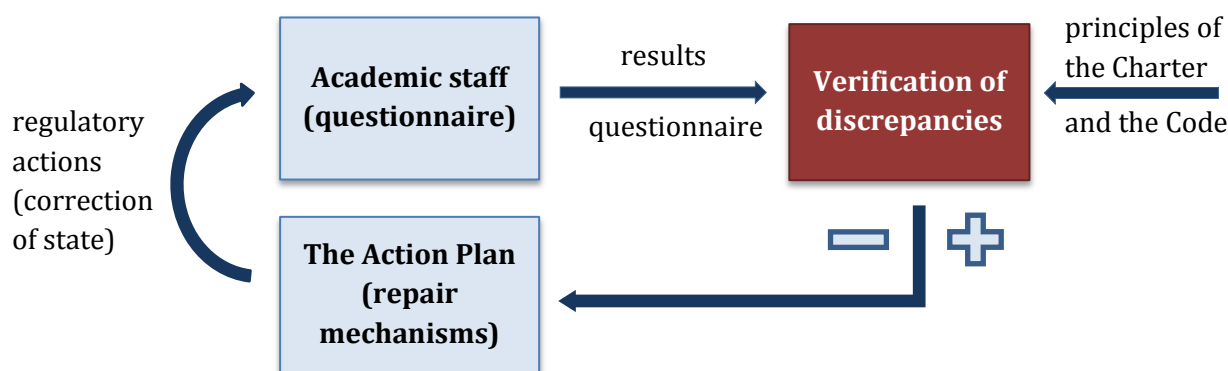

Figure 1. Scheme of the concept of implementing the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers which was approved by the Team for Implementation

An important element of the first meeting of the Team for Implementation was the presence of the Rector, who strongly declared his support for the implementation of the principles of the Charter and the Code at the University. He also declared to take actions that will aim to create a more friendly and stimulating research environment at the University and will ensure stable working conditions and professional development for researchers.

Between March and May 2016, eleven meetings were held, including: a meeting initiating work on implementation and a meeting of the Team for Implementation during which the most important actions that aim to implement the Charter and Code at the University were established, and also meetings of smaller working groups which carried out particular tasks assigned in accordance with their area of competence.

Table 12. The schedule of meetings within the framework of implementing the Charter and Code principles at Wroclaw University of Science and Technology

Date	Objective of a meeting
15th March 2016	Presentation of the idea of implementing principles of the Charter and the Code at Wrocław University of Science and Technology by the Rector
31st March 2016	Development of the concept of implementing the Charter and the Code principles and also an overview of the form of accomplishment of internal analysis (meeting of the Team for Implementation)
6th April 2016	An overview of the rules of creating HR Strategy and the Action Plan, the development of guidelines for a questionnaire survey and an exchange of insights with regards to the internal analysis of documentation (meeting of the Team for Implementation)
14th April 2016	Initial verification of conducted internal analysis and the planning of further work regarding the creation of a uniform development of existing legislation and internal regulations (meeting of the working group)
15th April 2016	An overview of the completed tasks within the framework of the implementation of the Charter and the Code principles, and also a presentation of the current statistics related to the questionnaire survey and communication channels which were created within the framework of the information campaign on the implementation of the Charter and the Code principles at the University (meeting of the Team for Implementation)
19-20th April 2016	Detailed verification of conducted internal analysis, an overview and the writing down of practices that occur at the University in relation to the principles of the Charter and the Code (meeting of the working group)
22th April 2016	An overview of the method of analysing data from the carried out questionnaire survey and the form of its presentation (meeting of the working group)
28th April 2016	An overview of completed tasks within the framework of the implementation of the Charter and the Code principles, and also an overview of the questionnaire survey results with preliminary conclusions (meeting of the working group)

4th May 2016	Presentation of the developed internal analysis and questionnaire survey results, a discussion including conclusions from the presented data and also the designation of tasks within the framework of HR Strategy and the Action Plan (meeting of the Team for Implementation)
6th May 2016	A summary of work carried out within the framework of the implementation of the Charter and the Code principles, designation of the monitoring of the implementation effects and an overview of the different elements of the HR Strategy and the Action Plan documents (meeting of the working group)
9th May 2016	Presentation to the Rector of HR Strategy and the Action Plan, which was developed for Wroclaw University of Science and Technology, and also sending the documentation to the Rector Elect, Professor Cezary Madryas, who on the 1st of September 2016 will assume the position of Rector.

The information campaign

The information campaign took place in connection to the actions undertaken concerning the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at Wroclaw University of Science and Technology at the turn of March and April 2016.

In addition to its informative nature, the campaign aimed to involve PhD students and researchers employed at Wroclaw University of Science and Technology to speak out about working conditions and professional development within the framework of the carried out questionnaire survey.

Extensive information about the support of Wroclaw University of Science and Technology for the principles of the Charter and the Code were posted on a website dedicated to implementation. The site was launched at the beginning of April and is available under the following link, which is located on the homepage of the University: http://www.portal.pwr.edu.pl/european-charter-for-researchers,242.dhtml . The site describes what the Charter and Code is and what benefits the University and its academic staff get from obtaining the "Human Resources Excellence in Research" logo. Actions undertaken at the University with regards to preparation for the implementation of the Charter and the Code principles, and also people designated to be contacted about the project, were presented on the website. The website is continuously updated with information about work on implementation.

Moreover, with regards to the conducted questionnaire survey, an additional promotional campaign was carried out with the use of various communication channels including, among others:

- e-mails to participants of the survey,

- e-mails to Faculty Deans together with a letter from the Rector inviting participation in the survey,

- notifications in the University system of questionnaires,

- messages in the Electronic Information Bulletin of the University,

- messages in the Newsletter of the International Cooperation Department,

- approximately 200 posters (Appendix 2) delivered to buildings of the University promoting actions that aim to implement the principles of the Charter and the Code at Wroclaw University of Science and Technology, together with information about the survey.

The staff and PhD students invited to participate in the survey received acknowledgement e-mails for completing the survey and sharing views on the issues raised in the questionnaire. It has been highlighted that such information will help to determine future directions of the development of the working environment of scientists at Wroclaw University of Science and Technology, and will also facilitate the achievement of the "Human Resources Excellence in Research" logo. Separate acknowledgements were also published in the Electronic Information Bulletin of the University.

Internal analysis of documentation

Internal analysis was conducted by comparing the guidelines included in the Charter and the Code with current national legislation and the internal regulations of Wroclaw University of Science and Technology. The standard table of internal analysis, which is available on the website of EURAXESS, was used in the analysis. In the first phase of the process, individual organizational units, which perform actions within their areas of competence, carried out the analysis. A detailed overview of the rules of analysis and the form of its execution took place at one of the meetings of the Team for Implementation. Material prepared by individual organizational units was collected in one document of the standard table of internal analysis.

In the next step, preliminary verification of legislation and internal regulations of the University included in the document of the analysis was carried out. Afterwards, the Action Plan was formulated by a group with the participation of the coordinator of the Team for Implementation, Prof. Zygmunt Hasiewicza, and representatives of the Legal Office of Wroclaw University of Science and Technology. In order to verify the conducted internal analysis, a separate working group was appointed with respect to current practice at the University. It included representatives of the organizational units involved in the project of the implementation of the principles of the Charter and the Code for the University, and was supervised by the Coordinator of the Legal Office, mgr Roman Konieczka.

Table 13. Members of the working group appointed for detailed verification of the internal analysis documentation

Lp.	Name and Surname	The organizational unit of the University
1	MSc Roman Konieczka	Legal Office
2	MSc Marlena Gorzelańczyk-Kowalczyk	Legal Office
3	MSc Eng. Alicja Maniak	Department on Strategy of the University
4	MSc Anna Kalinowicz	Human Resources Management Department
5	MSc Aleksandra Penza	Human Resources Management Department
6	MSc Eng. Elżbieta Mazurek	Project Management Department
7	MSc Eng. Hanna Helman	Educational Department
8	MSc Anna Poderska	Chief Accountant Office
9	MSc Małgorzata Kałuża	Rector's Office
10	MSc Julita Ryglowska	Center for Scientific and Technical Information

A detailed verification of existing legislation and internal regulations of the University was carried out during the working meetings held on the 19th and 20th of April. The completed standard table of internal analysis was finally presented and overviewed among all members of the Team for Implementation, and conclusions that were drawn from it were used to create the HR Strategy and Action Plan.

The questionnaire survey

Along with the ongoing work on internal analysis on existing legislation and internal regulations of the University, a questionnaire survey was launched. It aimed to obtain feedback on the working conditions and professional development of researchers at Wroclaw University of Science and Technology. An anonymous questionnaire survey was conducted between the 11th and 25th April 2016. PhD students; academic and research staff; scientific, scientific and technical and also engineering and technical employees of Wroclaw University of Science and Technology were invited to take part in the survey.

The questionnaire consisted of 4 thematic blocks concerning:

- ethical and professional aspects,
- recruitment and assessment,

- working conditions and social security,
- trainings.

The survey included a total of 40 statements corresponding to the 40 guidelines included in the Charter and the Code (Appendix 3). Issue No.11 - "The employee assessment", as a result of the justified decision of the Team for Implementation, was moved from the first thematic block - "Ethical and professional aspects" to the second thematic block - "Recruitment", with simultaneous modification of its name to "Recruitment and assessment".

The following 5-grade scale was posted next to each statement:

5 - definitely yes; 4 - probably yes; 3 - probably not; 2 - definitely not; 0 - I do not know

One answer was meant to be chosen in the questionnaire and it had to reflect the opinion of the respondent as to what extent Wroclaw University of Science and Technology fulfils this criterion.

The survey was conducted by the University system of questionnaires. In order to complete it, the system had to be started through a web browser and a respondent had to be logged in. The survey provided anonymity. The system recorded the downloading of the questionnaire from the account of the user, but after completing the questionnaire and clicking "Finish", the survey was mixed in a database with other surveys and lost any physical relation with the person who filled it in.

Statistics on the number of completed questionnaires, with a division into respondents representing various professional groups, i.e. PhD students, Assistants, Lecturers, Associate Professors, Professors and a group of others, were constantly being reported to the Coordinator of the Team for Implementation. This enabled periods of the largest runoff polls to be monitored. The analysed data related to the increase of survey completion has shown that the wide-ranging information campaign, with the use of posters hung in the buildings of the University and e-mails to the Faculty Deans together with a letter of the Rector inviting participation in the survey, had the biggest importance for the involvement of participants in answering the survey.

Summary of data from the analysis of internal documentation and the questionnaire survey

The results of the survey were analysed in terms of quantity and quality. Based on the collected data, a presentation illustrating the results of the survey, with a division of respondents' answers with regards to 40 statements that correspond to the 40 principles of the Charter and the Code, was prepared. Afterwards, the survey results along with the prepared standard table of internal analysis were presented to the Team for Implementation. Critical issues, which require modification with respect to the guidelines of the Charter and the Code, were discussed in detail and included in HR Strategy and the Action Plan. To ensure transparency of conducted

operations, the results of the survey were published on the website dedicated to the implementation of the principles of the Charter and Code.

INTERNAL ANALYSIS

Analysis of legal acts, internal documents and mandatory practice at the University

Acronyms and abbreviations:

FNP - Fundacja na rzecz Nauki Polskiej (Eng.: Foundation for Polish Science)

FRP - Fundacja Rektorów Polskich (Eng.: Polish Rectors Foundation)

ISA - Information Security Administrator

KRASP - Konferencja Rektorów Akademickich Szkół Polskich (Eng.: Conference of Rectors of Academic Schools in Poland)

KRPUT - Konferencja Rektorów Polskich Uczelni Technicznych Eng.: Conference of Rectors of Polish Universities of Technology)

MNiSW - Ministerstwo Nauki i Szkolnictwa Wyższego (Eng.: Ministry of Science and Higher Education)

MPiPS - Ministerstwo Pracy i Polityki Socjalnej (Eng.: Ministry of Labour and Social Policy)

MSWiA - Ministerstwo Spraw Wewnętrznych i Administracji (Eng.: Ministry of Interior and Administration)

NCN - Narodowe Centrum Nauki (Eng.: National Centre of Science)

NCBiR - Narodowe Centrum Badań i Rozwoju (Eng.: National Centre of Research and Development)

ODO - Ochrona danych osobowych (Eng.: Protection of personal data)

PAN - Polska Akademia Nauk (Eng.: Polish Academy of Sciences)

PhD student - participant of PhD studies

PO - Pismo Okólne (Eng.: Circular Letter)

WUT - Wroclaw University of Science Technology

ZW - Zarządzenie Wewnętrzne (Eng.: Internal Regulation)

Ethical and professional aspects

1. Research freedom

Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Act on Higher Education Act on Industrial Property Rights Act on Copyrights and Related Rights Act on Database Protection Unfair Competition Act Act on the Principles of Science Financing Public Finance Act Act on the Violation of Public Finance Discipline Code of the National Centre of Science related to scientific research integrity and application for research funds adopted by the Resolution of the NCN Board 20/2016 Code of ethics for researchers adopted by the Resolution of the General Assembly of PAN 10/2012 Code of Good Practices in Higher Education Institutions, KRASP FRP 2007. Code of ethics for the laureates and beneficiaries adopted by the Foundation's Board in 2008. Reliability in scientific research and respect for intellectual property, MNiSW 2012. Recommendations of the Board of National Centre of Science related to tests involving the participation of humans, 2016.	Statute of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016) Code of Ethics for the Employees of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 918/39/2012-2016 (PO 12/2016) Regulations on Intellectual Property Management adopted by the Resolution of the Senate 610/29/2012-2016 (ZW 13/2015) Regulations on using the infrastructure of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 611/29/2012-2016 (ZW 14/2015) Wroclaw University of Science and Technology Development Strategy including Wroclaw University of Science and Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013)	does not require action	-

2. Ethical principles

Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional codes of ethics.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Act on Higher Education Code of the National Centre of Science related to scientific research integrity and application for research funds adopted by the Resolution of the NCN Board 20/2016 Code of ethics for researchers adopted by the Resolution of the General Assembly of PAN 10/2012 Code of Good Practices in Higher Education Institutions, KRASP FRP 2007 Code of ethics for the laureates and beneficiaries adopted by the Foundation's Board in 2008. Good academic practices in employing and in supervisor-subordinate relationships, MNiSW 2014 Good practices in scientific review procedures, MNiSW 2011 Reliability in scientific research and respect for intellectual property, MNiSW 2012 Recommendations of the Board of National Centre of Science related to tests involving the participation of humans, 2016	Statute of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016) Code of Ethics for the Employees of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 918/39/2012-2016 (PO 12/2016) Regulations on Intellectual Property Management adopted by the Resolution of the Senate 610/29/2012-2016 (ZW 13/2015) Resolution of the Senate 320/17/2012-2016 on implementing at Wroclaw University of Science and Technology the Position of KRPUT's Executive Committee of Nov. 12, 2013, on additional employment of academic teachers with an employer carrying out teaching or research activity ZW 36/2014 regulating the participation of WUT employees in external projects and contracts ZW 5/2011 regulating the use of the University's facilities for purposes not related to statutory activities ZW 21/1995 regulating the protection of the rights of individuals and interests of Wroclaw University of Science and Technology	Making available on WUT webpage a set of national guidelines on the questions of ethics in the field of Higher Education	1 month/ Department on Strategy of the University

	Wroclaw University of Science and Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013)		
	PhD student's Code of Ethics		

3. Professional responsibility

Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Criminal code	Statute of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016)	does not require action	-
Labour code			
Act on Higher Education			
Act on Industrial Property Rights	Code of Ethics for the Employees of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 918/39/2012-2016 (PO 12/2016)		
Act on Copyrights and Related Rights			
Act on Database Protection			
Unfair Competition Act	Regulations on Intellectual Property Management adopted by the Resolution of the Senate 610/29/2012-2016 (ZW 13/2015)		
Code of the National Centre of Science related to scientific research integrity and application for research funds adopted by the Resolution of the NCN Board 20/2016	Wroclaw University of Science and Technology Development Strategy including Wroclaw University of Science and Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013)		
Code of ethics for researchers adopted by the Resolution of the General Assembly of PAN 10/2012			
Code of ethics for the laureates and beneficiaries adopted by the Foundation's Board in 2008			
Good Practices in Higher Education Institutions, KRASP FRP 2007			
Good practice in scientific research. Recommendations, Group on Ethics in Science at the Ministry of Science, 2004			
Good academic practices in employing and in supervisor-subordinate relationships, MNiSW 2014			
Reliability in scientific research and respect for intellectual property, MNiSW 2012			

4. Professional attitude

Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Act on Higher Education Public Finance Act Act on the Principles of Science Financing Act on the Violation of Public Finance Discipline Act on the National Centre of Science Act on the National Centre of Research and Development Code of the National Centre of Science related to scientific research integrity and application for research funds adopted by the Resolution of the NCN Board 20/2016 Recommendations of the Board of National Centre of Science related to tests involving the participation of humans, 2016 Good practices in scientific review procedures, MNiSW 2011 Reliability in scientific research and respect for intellectual property, MNiSW 2012	Wroclaw University of Science and Technology Quality Policy adopted by the Resolution of the Senate 919/39/2012-2016 (ZW 30/2016) Regulations on using the infrastructure of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 611/29/2012-2016 (ZW 14/2015) ZW 60/2015 regulating the preparation and implementation of projects between 2014 and 2020 ZW 89/2015 regulating the surcharge for indirect costs of projects (contracts) beginning in 2016 ZW 80/2015 regulating the detailed guidance on the preparation and implementation of projects ZW 38/2004 regulating the financing of WUT's own contribution to special research programs financed by the Ministry of Science and Information Technology ZW 92/2015 regulating the preparation of applications for statutory grants and the dividing, spending and accounting of the allocated financial resources ZW 78/2014 regulating the procedure of the circulation of contracts in WUT and the information on the contracts made and carried out at WUT units	Development and implementation of the process of informing employees and PhD students about ongoing projects, grants, etc. via the Intranet Taking into account in the existing regulations the access of young scientists and PhD students to laboratories and research equipment	1 year / Project Management Department 1,5 year / Center for Scientific and Technical Information , Legal Office

	The regulations on the division of the grants intended to finance carrying out of the scientific research or development works and tasks related, aimed at the development of young scientists and PhD students (ZW 6/2011 with changes)		
	Wroclaw University of Science and Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013)		

5. Contractual and legal obligations

Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions. This includes intellectual property rights regulations, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis, publications, patents, reports, new products development, etc.) as set out in the terms and conditions of the contract or equivalent document.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Act on Industrial Property Rights Act on Copyrights and Related Rights Act on Database Protection	Regulations on Intellectual Property Management adopted by the Resolution of the Senate 610/29/2012-2016 (ZW 13/2015) ZW 60/2015 regulating the preparation and implementation of projects between 2014 and 2020 Wroclaw University of Science and Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013) "Rules and Regulations of WUT's Center for Scientific and Technical Information (ZW 101/2013 with changes)" ZW 50/2016 regulating the documentation and dissemination of the results of research performed at WUT	Development of an action plan for the extension of cooperation with the Regional Contact Point for Research Programmes of the European Union to support WUT's scientists	1 year / Project Management Department

6. Accountability

Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees. Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Act on Higher Education Act on the Principles of Science Financing Public Finance Act Act on the Violation of Public Finance Discipline	Statute of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016) Wroclaw University of Science and Technology Financial Management Regulations adopted by the Resolution of the Senate 300/21/2005-2008 with changes (ZW 23/2007 with changes) Wroclaw University of Science and Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013) ZW 80/2015 regulating the detailed guidance on the preparation and implementation of projects Management control regulations at WUT (ZW 49/2016) ZW 12/2004 regulating internal audit processes at WUT Regulations of the Internal Control Unit (ZW 67/2004) Instructions on the control, circulation, storage and sharing of accounting documents at WUT (ZW 6/2001)	does not require action	-

	The regulations on the division of the grants intended to finance carrying out of the scientific research or development works and tasks related, aimed at the development of young scientists and PhD students (ZW 6/2011 with changes)		
	ZW 18/2003 regulating the establishing and amounts of benefits for business trips within the country and travel allowances for persons not employed at WUT		
	ZW 49/2007 regulating the establishing and amounts of benefits for business trips outside the country		
	ZW 25/2015 regulating the granting and using of the University's credit cards		
	ZW 60/2015 regulating the preparation and implementation of projects between 2014 and 2020		
	Office instruction and single list of files in WUT's organizational units (ZW 18/2001 with changes)		
	ZW 11/2001 regulating the procedure of passing the archived documents to the University's Archive		
	ZW 78/2014 regulating the procedure of the circulation of contracts in WUT and the information on the contracts made and carried out at WUT units		
	PO 13/1998 on the reduction of costs related to the use of University's phones in WUT's organizational units		

7. Good practice in research

Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfill them at all times.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Labor code along with OSH and fire protection implementation rules	Employment Regulations at WUT (ZW 45/2010 with changes)	Development and implementation of a new Work Regulation	6 months / Human Resources Management Department
MPiPS Regulation on general OSH rules	Rules and Regulations of WUT's Center for Scientific and Technical Information (ZW 101/2013 with changes)		
Fire Protection Act			
Act on preventing and combating infections and infectious diseases among people	ZW 25/2000 regulating Occupational Safety and Health at WUT	Development of good practices and providing technical solutions for research data protection	1,5 year / Deputy Chancellor for IT
Personal Data Protection Act	ZW 17/2000 with changes regulating the organization of classified information protection at WUT		
Act on Chemical Substances and Their Mixtures			
Law on Genetically Modified Organisms	ZW 66/2011 regulating personal data protection rules and organization of personal data protection system at WUT		
The Act on Protection of Secret Information			
Act on Database Protection			
MNiSW Regulation on Occupational Safety and Health in higher education institutions	ZW 43/2007 regulating the ensuring of safety to employees, students and other persons in the buildings or on the premises of WUT in case of fire or other hazards	Development of the Information Security Policy	3,5 year / Information Security Administrator, Deputy Chancellor for IT
MSWiA Regulation on the documentation of personal data processing and technical and organizational conditions required for the devices and IT systems used for personal data processing	ZW 10/2009 regulating the occupational health tests for WUT employees		
Reliability in scientific research and respect for intellectual property, MNiSW 2012	ZW 28/2012 regulating the procedures for determining the circumstances and reasons for accidents at work and accidents while commuting to work or from work	Updating the regulations on health and safety	1 year /Occupational Safety and Health Department
Good practices in scientific review procedures, MNiSW 2011	ZW 56/2012 regulating Occupational Safety and Health training for WUT employees		

		Recommendation No 1/2014 of the Administrator of Information Security of Oct. 22, 2014	Conducting risk assessment for missing job positions and updating documentation and risk assessment	3 year / Occupational Safety and Health Department
		ZW 3/2004 regulating the application of the act on chemical substances and preparations and of the regulations for the act issued by WUT		
		ZW 39/2004 regulating the distribution of personal protective equipment, working clothes and footwear and the norms regarding the distribution of personal care products to WUT employees	Amendment of documentation concerning the processing of personal data at Wroclaw University of Science and Technology and the introduction of uniform rules for handling proprietary information as confidential on the basis of concluded agreements with third parties	3 years / Information Security Administrator
		ZW 43/2007 regulating the ensuring of safety to employees, students and other persons in the buildings or on the premises of WUT in case of fire or other local hazard		
		ZW 29/2012 regulating Occupational Safety and Health at workstations equipped with computer screens		
		ZW 17/2000 regulating secret information protection at WUT		
		ZW 50/2013 regulating the creation of Defense and Security Center		
		PO 31/2010 on the creation of a Group for Monitoring Personal Data Protection System and on the implementation of "Good practices of personal data protection" at WUT		
		PO 30/2003 on the legalization of measurement devices and containers used for the production, movement and handling of spirit		
		Instruction for the management of IT system used for the processing of personal data at WUT (PO 8/2007)		
		PO 8/2007 on the implementation at WUT of the method for handling documents on personal data processing and instruction on granting natural persons access to their personal data		

	PO 21/2015 on the Register of dataset and the duty to update the data on personal datasets processed at WUT		
	PO 24/2015 on appointing a commission for occupational safety and health at WUT		
	ODO No 1/2012 on the introduction at WUT of the model for personal data processing authorization form OSH instructions for various workplaces available for download from the website		

Additional good practices at the University

As part of the running infrastructure Wroclaw Centre for Networking and Supercomputing provides: backup system, data backup service. Services are directed to research teams using the services of computing and scientific institutions in the area of Lower Silesia. Using the services of data storage is free. Backups and archives are serviced by the use of IBM Tivoli Storage Manager. Tape library serves for the research teams as storage of large data sets needed for the calculation. Disk resources are used by the systems and services operating in Wroclaw Centre for Networking and Supercomputing, including computing servers, e-mail and advanced backup system.

8. Dissemination, exploitation of results

All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Act on Higher Education Act on the National Centre of Science Act on the National Centre of Research and Development Act on Industrial Property Rights Act on Copyrights and Related Rights Act on Database Protection Access to Public Information Act	Regulations on Intellectual Property Management adopted by the Resolution of the Senate 610/29/2012-2016 (ZW 13/2015) Resolution of the Senate 857/48/2008-2012 on approving the statute of a special purpose vehicle (established for indirect commercialization of research results) Wroclaw University of Science and Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013) ZW 50/2016 regulating the documentation and dissemination of the results of research performed at WUT ZW 112/2014 with changes regulating the establishment of „Repozytorium Wiedzy Politechniki Wrocławskiej" project (Eng.: WUT Knowledge Repository) Rules and Regulations of the Center for Scientific and Technical Information (ZW 101/2013 with changes) ZW 60/2014 regulating the financing, accounting and organizing scientific conferences and other scientific events at WUT	does not require action	-

	ZW 2/2011 with changes introducing the uniform Regulations of the Academic Entrepreneurship Incubator		
	ZW 106/2014 establishing Biuro Kooperacji Środowisk Naukowych i Gospodarczych (Eng.: Industry and Research Cooperation Bureau)		
	ZW 28/2013 establishing project titled "Establishing the rules for the cooperation with businesses on performing research, development works and services at WUT"		
	Regulations for offering library collections and information services by WUT's library-information system		

Additional good practices at the University

Wroclaw University of Science and Technology has a coherent system for technology transfer and research results commercialization. The central element of this system is Punkt Kontaktowy ds. Transferu Technologii (PKTT) (Eng.: Contact Point for Technology Transfer). The purpose of the Point is to coordinate the activities undertaken by WUT's organizational units, including Wrocławskie Centrum Transferu Technologii (WCTT) (Eng.: Wroclaw Centre for Technology Transfer), Akademicki Inkubator Przedsiębiorczości (AIP) (Eng.: Academic Entrepreneurship Incubator), faculty-based coordinators for the cooperation with industry and WUT's special purpose vehicles, in the process of technology transfer, especially in maintaining contacts with scientists and entrepreneurs interested in technology transfer from WUT to economy. The key role in technology transfer is played by WUT's Wroclaw Centre for Technology Transfer. As a consequence of introducing new Regulations of Intellectual Property Management, the University's Commercialization Commission was replaced by Technology Transfer Commission. The Commission is one of the key elements in the commercialization process, acting as an advisory board in technology transfer. It is entitled to issue opinions on approving the Result for commercialization and on the method of commercialization. Models of commercialization paths at WUT were also refined – both for direct and indirect commercialization. Wroclaw University of Technology has a special purpose vehicle named „Instytut Transferu Technologii Sp. z o.o. (Eng.: Technology Transfer Institute). Its responsibilities include taking up shares in capital companies or establishing capital companies, which are created in order to implement the results of scientific research or development works carried out at WUT. Rector, in the form of a contract, may confer the management of industrial property rights on a company for commercialization purposes. In order to carry out its tasks, the University passes the results of scientific research and development works, especially the obtained industrial property rights, as a transfer of assets to a special purpose vehicle. The paid dividend from a special purpose vehicle is spent on the University's statutory activity.

9. Public engagement

Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Act on Higher Education Access to Public Information Act Entries of ECHE card (Erasmus University Charter for Higher Education)	ZW 50/2016 regulating the documentation and dissemination of the results of research performed at WUT ZW 63/2014 on establishing Young Researchers Academy at WUT's Faculty of Fundamental Problems of Technology ZW 10/2000 on WUT's rules for releasing information to the press Wroclaw University of Science and Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013) ZW 91/2013 with changes on the establishment of WUT's Academic Junior High School and Academic High School Rules and Regulations of the Center for Scientific and Technical Information (ZW 101/2013 with changes) Regulations for offering library collections and information services by WUT's library-information system Regulations on the use of open learning area Regulations of Lower Silesian Festival of Science	does not require action	-

Additional good practices at the University
Wroclaw University of Science and Technology uses good practices for the popularization of science, including Lower Silesian Science Festival held every year in September, the Academy of Young Explorers, involvement of the University in the activities of the School of Academic, portal Wroclaw University of Science and Technology as an information platform, publishing information in the media about the results of scientists' research, eg. in the series "Science at your service".

10. Non-discrimination

Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Labor code Act on Higher Education	Employment Regulations at WUT (ZW 45/2010 with changes) Wroclaw University of Science and Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013) ZW 88/2015 on regulating the procedures in case mobbing is reported by an employee Code of Ethics for the Employees of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 918/39/2012-2016 (PO 12/2016)	does not require action	-
Additional good practices at the University			
Wroclaw University of Technology takes part in the national campaign "Girls into science" and "Girls into learning."			

11. Evaluation/appraisal systems

Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee. Such evaluation and appraisal procedures should take due account of their overall research creativity and research results, e.g. publications, patents, management of research, teaching/lecturing, supervision, mentoring, national or international collaboration, administrative duties, public awareness activities and mobility, and should be taken into consideration in the context of career progression.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Act on Higher Education	Statute of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016)	Linking the evaluation system with training policy and further professional development	2 years / The team appointed by the Rector, Human Resources Management Department
	Wroclaw University of Science and Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013)		
	Regulations on WUT's academic teachers evaluation adopted by the Resolution of the Senate 699/32/2012-2016 (ZW 51/2015)		
	ZW 31/2004 on introducing the Regulations on awarding Medal of Wroclaw University of Science and Technology		
	ZW 37/2010 on introducing the Regulations on the Distinction "For great service to the Faculty"		
	ZW 28/2007 introducing the Regulations on dividing and awarding discretionary bonuses at WUT		
	Resolutions of the Faculty Boards specifying detailed rules and guidelines for formulating academic teacher evaluations		

Recruitement

12. Recruitment

Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning at their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career. Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Labor code Act on Higher Education Regulation by the Ministry of Family, Labor and Social Policy on the procedures and conditions for the issue of work permits for foreigners	Statute of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016) Regulations on performing open competition for the position of lector or instructor, lecturer, senior lecturer, assistant, assistant professor at Wroclaw University of Science and Technology, adopted by the Resolution of the Senate 852/48/2008-2012 with changes (ZW 60/2012 with changes) Regulations on performing open competition for the position of professor at Wroclaw University of Science and Technology, adopted by the Resolution of the Senate 793/46/2008-2012 with changes (ZW 43/2012 with changes) Wroclaw University of Science and Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013) ZW 38/2013 on introducing the Procedure of recruitment for the positions of academic teacher employed on a maximum of half-time at WUT	does not require action	-

13. Recruitment (Code)

Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialized as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Labor Code Act on Higher Education	Code of Ethics for the Employees of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 918/39/2012-2016 (PO 12/2016) Statute of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016) Regulations on performing open competition for the position of lector or instructor, lecturer, senior lecturer, assistant, assistant professor at Wroclaw University of Science and Technology, adopted by the Resolution of the Senate 852/48/2008-2012 with changes (ZW 60/2012 with changes) Regulations on performing open competition for the position of professor at Wroclaw University of Science and Technology, adopted by the Resolution of the Senate 793/46/2008-2012 with changes (ZW 43/2012 with changes) Wroclaw University of Science and Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013) ZW 38/2013 on introducing the Procedure of recruitment for the positions of academic teacher employed on a maximum of half-time at WUT	Update internal regulations on recruitment	1,5 year / The team appointed by the Rector, Human Resources Management Department

14. Selection (Code)

Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
	Statute of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016)	does not require action	-
	Regulations on performing open competition for the position of lector or instructor, lecturer, senior lecturer, assistant, assistant professor at Wroclaw University of Science and Technology, adopted by the Resolution of the Senate 852/48/2008-2012 with changes (ZW 60/2012 with changes)		
	Regulations on performing open competition for the position of professor at Wroclaw Universit y of Technology, adopted by the Resolution of the Senate 793/46/2008-2012 with changes (ZW 43/2012 with changes)		
	ZW 38/2013 on introducing the Procedure of recruitment for the positions of academic teacher employed on a maximum of half-time at WUT		

15. Transparency (Code)

Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Labor code Act on Higher Education	Statute of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016) Code of Ethics for the Employees of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 918/39/2012-2016 (PO 12/2016) Regulations on performing open competition for the position of lector or instructor, lecturer, senior lecturer, assistant, assistant professor at Wroclaw University of Science and Technology, adopted by the Resolution of the Senate 852/48/2008-2012 with changes (ZW 60/2012 with changes) Regulations on performing open competition for the position of professor at Wroclaw University of Science and Technology, adopted by the Resolution of the Senate 793/46/2008-2012 with changes (ZW 43/2012 with changes) ZW 38/2013 on introducing the Procedure of recruitment for the positions of academic teacher employed on a maximum of half-time at WUT	Development of University-wide procedures for informing candidates on the strengths and weaknesses of their applications	1,5 year / The team appointed by the Rector, Human Resources Management Department
Additional good practices at the University			
Good practice concerning the preparation of minutes of competitions - they include a detailed justification of decisive criteria for the selection of a candidate who wins.			

16. Judging merit (Code)

The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
	Statute of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016) Wroclaw University of Science and Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013)	Dissemination of good practices for the use of different criteria concerning achievements and scientific achievements in the recruitment process	1,5 year / The team appointed by the Rector, Human Resources Management Department

17. Variations in the chronological order of CVs (Code)

Career breaks or variations in the chronological order of CVs should not be penalized, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
	Statute of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016) Wroclaw University of Science and Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013)	does not require action	-

18. Recognition of mobility experience (Code)

Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Entries of ECHE card (Erasmus University Charter for Higher Education)	Resolution of the Senate 138/8/2012-2016 on the internationalization of WUT Wroclaw University of Science and Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013) Resolution of the Senate 734/32/2012-2016 on accepting the Report on Foreign Cooperation for 2014	does not require action	-

19. Recognition of qualifications (Code)

Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Act on Higher Education Act on scientific degrees and academic titles and degrees and a title in art Regulation of the MNiSW on the detailed procedure and conditions for carrying out activities in the doctoral proceedings, habilitation proceedings and proceedings for granting the title of professor MNiSW Regulation on the criteria for the evaluation of the scientific background of a candidate for the academic title of doctor habilitatus MNiSW International Exchange Department, guidelines: http://www.nauka.gov.pl/uznawanie-wyksztalcenia/dla-uczelni.html and http://www.nauka.gov.pl/uznawanie-kwalifikacji-zawodowych	Statute of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016) Wroclaw University of Science and Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013) Regulations on performing open competition for the position of lector or instructor, lecturer, senior lecturer, assistant, assistant professor at Wroclaw University of Science and Technology, adopted by the Resolution of the Senate 852/48/2008-2012 with changes (ZW 60/2012 with changes) Regulations on performing open competition for the position of professor at Wroclaw University of Science and Technology, adopted by the Resolution of the Senate 793/46/2008-2012 with changes (ZW 43/2012 with changes)	does not require action	-
Additional good practices at the University			
Ads on employment are published on the University website, on the website of the office servicing the Ministry of Science and Higher Education and, in the English version, on the website of the European Commission in the European EURAXESS portal for mobile researchers.			

20. Seniority (Code)

The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognized.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
	Statute of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016) Wroclaw University of Science and Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013)	does not require action	-

21. Postdoctoral appointments (Code)
Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Act on Higher Education Act on Academic Degrees and the Academic Title, and Degrees and Title in the Field of Art MNiSW Regulation on the criteria for the evaluation of the scientific background of a candidate for the academic title of doctor habilitatus	Statute of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016) Regulations on performing open competition for the position of lector or instructor, lecturer, senior lecturer, assistant, assistant professor at Wroclaw University of Science and Technology, adopted by the Resolution of the Senate 852/48/2008-2012 with changes (ZW 60/2012 with changes) ZW 38/2013 on introducing the Procedure of recruitment for the positions of academic teacher employed on a maximum of half-time at WUT	does not require action	-

Working conditions and social security

<table>
<tr>
<td colspan="4">22. Recognition of the profession
All researchers engaged in a research career should be recognised as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants)</td>
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<tr>
<th>Relevant legislation
(permitting the implementation of this principle)</th>
<th>Existing Institutional rules</th>
<th>Actions required</th>
<th>When/Who</th>
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<tr>
<td>Act on Higher Education

Act on Academic Degrees and the Academic Title, and Degrees and Title in the Field of Art

Act on the rules for the recognition of professional qualifications acquired in EU member states</td>
<td>Statute of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016)

Wroclaw University of Science and Technology Doctoral Degree Program Regulations adopted by the Resolution of the Senate 618/30/2012-2016 (ZW 30/2015)

Wroclaw University of Science and Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013)</td>
<td>does not require action</td>
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23. Research environment

Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work program.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Labour code Act on Higher Education Act on the Financing of Science Fire Protection Act Act on occupational medicine services Act on preventing and combating infections and infectious diseases among people Act on Chemical Substances and Their Mixtures Law on Genetically Modified Organisms MPiPS Regulation on general OSH rules The Ministry of Infrastructure Regulation on technical conditions for buildings and their location	Wroclaw University of Science and Technology Doctoral Degree Program Regulations adopted by the Resolution of the Senate 618/30/2012-2016 (ZW 30/2015) Employment Regulations at WUT (ZW 45/2010 with changes) ZW 10/2009 regulating the occupational health tests for WUT employees ZW 3/2004 regulating the application of the act on chemical substances and preparations and of the regulations for the act issued by WUT ZW 39/2004 regulating the distribution of personal protective equipment, working clothes and footwear and the norms regarding the distribution of personal care products to WUT employees ZW 43/2007 regulating the ensuring of safety to employees, students and other persons in the buildings or on the premises of WUT in case of fire or other local hazard ZW 29/2012 regulating Occupational Safety and Health at workstations equipped with computer screens	Development and implementation of new Work Regulations Updating the regulations on occupational safety Conducting risk assessment for missing job positions and updating documentation and risk assessment	6 months / Human Resources Management Department 1 year /Occupational Safety and Health Department 3 years /Occupational Safety and Health Department

	Establishing rules for providing allowances to WUT employees for working in conditions onerous or hazardous to health (ZW 24/1987 with changes)		
	Occupational Safety and Health regulations at WUT (ZW 25/2000)		
	ZW 13/2011 on the scope of duties of the University's Radiation Protection Officer		
	ZW 56/2012 regulating Occupational Safety and Health training for WUT employees		
	ZW 38/2004 regulating the financing of WUT's own contribution to special research programs financed by the Ministry of Science and Information Technology		
	Regulations on using the infrastructure of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 611/29/2012-2016 (ZW 14/2015)		
	Regulations of the Academic Entrepreneurship Incubator adopted by the Resolution of the Senate No 415/30/2008-2012 (ZW 2/2011 with changes)		
	Rules and procedures for assigning WUT employees, postgraduate students and students abroad for research, teaching and training purposes, adopted by the Resolution of the Senate 421/30/2005-2008 (ZW 24/2008)		
	PO 30/2003 on the legalization of measurement devices and containers used for the production, movement and handling of spirit		
	ZW 106/2014 establishing Biuro Kooperacji Środowisk Naukowych i Gospodarczych (Eng.: Industry and Research Cooperation Bureau)		
	Regulations for offering library collections and information services by WUT's library-information system		

	Regulations on the use of open learning area		
	Wroclaw University of Science and Technology Development Strategy including Wroclaw University of Science and Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013)		
	OSH instructions for various workplaces available for download from the website of OSH Department		

Additional good practices at the University

For the purposes of scientific research and in particular the organization of the IT environment supporting the process of research service and IT units (such as Wroclaw Centre for Networking and Supercomputing (WCNS), University Informatization Area (UIA)) provide access to:

- computational services - under which there are provided hardware and software designed to conduct scientific calculations and there is provided support and training in the field of computer-aided scientific research; computing services are provided to scientists from local academic environment and from all over the country; the use of high performance computers in WCNS is free, it takes place on the basis of awarding so called computing grants. Applications for grants are accepted on a continuous basis,
- archive services - under which the backup system and data archiving service is provided; services are directed to research teams using the computing services and to scientific institutions in the area of Lower Silesia. Using the services of data storage is free,
- security services - in the frame of which the security team of WCNS ensures a high level of safety of computing services and data storage; implemented policy of backup to protect users against losing important data and calculation results,
- private network services - in the frame of which for the University, including the organization of scientific community (in particular, secure access to the resources of the University) was launched for university staff service PWR-VPN designed to provide employees of Wroclaw University of Science and Technology secure and reliable access to network resources of PWR-NET for people outside their home university.

In order to improve safety and consistency of computer tools used at the University (on the University's computers and employees' ones) there is an access provided in the context of the University-wide Agreements forIT tools, in particular to: anti-virus software and a firewall, and Microsoft tools within the program of Enrollment for Education Solutions constituting a group licensing program based on subscription model ensuring the right to use selected products, and any upgrades or downgrades for a specific period of time.

24. Working conditions

Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, inter alia, to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Labor code Act on Higher Education Act on occupational and social rehabilitation and employment of the disabled Act on the Financing of Science	Statute of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016) Wroclaw University of Science and Technology Doctoral Degree Program Regulations adopted by the Resolution of the Senate 618/30/2012-2016 (ZW 30/2015) Employment Regulations at WUT (ZW 45/2010 with changes) ZW 71/2013 on changed organization of WUT administration related to units subjected to Deputy Rector for Student Affairs in connection to the establishing of Independent Section for Support of People with Disabilities Rules for assigning teaching duties and accounting working hours for academic year 2015/2016 adopted by the Resolution of the Senate 741/33/2012-2016 (ZW 61/2015) PO 13/2005 on appointing a Disabled People Representative at WUT Wroclaw University of Science and Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013)	does not require action	-

Additional good practices at the University
For the purposes of scientific research, in particular the organization of environment supporting the research process, departments and information units (such as the Wroclaw Centre for Networking and Supercomputing (WCNS), units subordinate to the Deputy Chancellor for IT) provide access to tools and services to implement research at different times and from different locations. This may be ensured, among others, thanks to VPN, anti-virus software, remote access mechanisms and access to parts of tools on home computers (licenses with the possibility of installing software on "home" computers of university staff for the needs of scientists' work, research and education). The University also houses a kids' club "mSzkrab" for the children of staff, students and PhD students conducted by Manus Foundation.

25. Stability and permanence of employment

Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in Council Directive on permanent employment.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Labor Code Act on Higher Education	Statute of Wroclaw University of Science and Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016) Employment Regulations at WUT (ZW 45/2010 with changes) Wroclaw University of Science and Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013) Resolution of the Senate 134/9/2008-2012 on the guaranteed return to work with previous employment conditions for employees employed at special tasks in projects	Development and implementation of new Work Regulations	6 months / Human Resources Management Department

26. Funding and salaries

Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Labour code Act on Higher Education Act on social security system MNiSW Regulation on the rules for renumeration for work and other work-related benefits for employees employed at a public high school Act on promotion of employment and on labor market institutions MNiSW Regulation on detailed conditions and procedures for granting and paying Ministry's special scholarships for outstanding accomplishments to postgraduate students MNiSW Regulation on postgraduate study programs and postgraduate student scholarships MNiSW Regulation on the conditions for granting scholarships to persons with open doctoral procedure	Statute of Wroclaw University of Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016) Rules for applying 50% of deductible depreciation from employment at WUT adopted by the Resolution of the Senate 255/16/2008-2012 (ZW 72/2009) The regulations on the division of the grants intended to finance carrying out of the scientific research or development works and tasks related, aimed at the development of young scientists and PhD students adopted by the Resolution of the Senate 528/36/2008-2012 (ZW 49/2011) Rules for granting Rector's and Dean's awards and distinctions to WUT postrgaduate students adopted by the Resolution of the Senate 504/35/2008-2012 (ZW 32/2011) Rules for granting scholarships to postgraduate students from WUT's own scholarship found adopted by the Resolution of the Senate 407/20/2012-2016 (ZW 49/2014) The Rules for dividing and awarding discretionary bonuses at WUT adopted by the Resolution of the Senate 687/43/2008-2012 (ZW 22/2012) Resolution of the Senate 279/17/2008-2012 regulating payment for WUT employees working on projects in employment relationship	Development and implementation of remuneration regulations and legislation concerning the system of motivating salary	2 years / Human Resources Management Department

	Wroclaw University of Technology Doctoral Degree Program Regulations adopted by the Resolution of the Senate 618/30/2012-2016 (ZW 30/2015)		
	Employment Regulations at WUT (ZW 45/2010 with changes)		
	Wroclaw University of Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013)		
	Rules for awarding special scholarships to postgraduate students and students (ZW 34/2003)		
	Rules for granting material aid to postgraduate students (ZW 79/2014 with changes)		
	ZW 7/2012 with changes on remuneration paid to academic teachers for overtime and for teaching on the basis of contracts of mandate or task-specific contracts (part-time and full-time programs)		
	ZW 9/2016 of January 19, 2016 on the possibility to raise wages for WUT employees in 2016		
	ZW 61/2015 on assigning teaching duties and accounting working hours for academic year 2015/2016		
	ZW 47/2014 with changes introducing the Rules for granting scholarships to postgraduate students and establishing the financial limits of the scholarships		
	ZW 34/2006 establishing terms and conditions for granting and quantifying postgraduate student scholarships granted to students at full-time doctoral programs		

	ZW 48/2014 with changes introducing the Rules for increased scholarships granted to postgraduate students from specific subsidies to pro-quality tasks at WUT's full-time doctoral programs		
	ZW 41/2014 with changes regulating the granting of scholarships to employees from WUT's own scholarship fund		
	ZW 45/2012 regulating the granting of doctoral scholarships to WUT employees		
	ZW 28/2007 with changes introducing the Regulations on dividing and awarding discretionary bonuses at WUT		
	ZW 64/2004 regulating the employment of foreigners on the basis of an employment contract, contract of mandate or task-specific contract		

27. Gender balance
Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Labour code	Employment Regulations at WUT (ZW 45/2010 with changes)	does not require action	-

28. Career development

Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Labour code Act on Higher Education Act on Academic Degrees and the Academic Title, and Degrees and Title in the Field of Art MNiSW Regulation on postgraduate study programs held by university organizational units	Statute of Wroclaw University of Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016) Wroclaw University of Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013)	does not require action	-

29. Value of mobility

Employers and/or funders must recognise the value of geographical, intersectoral, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher's career. Consequently, they should build such options into the specific career development strategy and fully value and acknowledge any mobility experience within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Act on Higher Education MNiSW Regulation on the conditions for sending a person abroad for research, teaching or training and on such person's special rights MNiSW Regulation on foreigners undertaking and pursuing studies and trainings, as well as participating in scientific research and development works Entries of ECHE card (Erasmus University Charter for Higher Education)	Statute of Wroclaw University of Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016) Rules and procedures for assigning WUT employees, postgraduate students and students abroad for research, teaching and training purposes, adopted by the Resolution of the Senate 421/30/2005-2008 (ZW 24/2008) Wroclaw University of Technology Doctoral Degree Program Regulations adopted by the Resolution of the Senate 618/30/2012-2016 (ZW 30/2015) Wroclaw University of Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013) ZW 89/2013 on signing agreements between universities as part of Erasmus+ program ZW 61/2015 on assigning teaching duties and accounting working hours for academic year 2015/2016 Wroclaw University of Technology Quality Policy adopted by the Resolution of the Senate 919/39/2012-2016 (ZW 30/2016)	The creation of legislation concerning recognition of mobility value in the process of evaluation and recruitment	1,5 year / The team appointed by the Rector, Human Resources Management Department

	ZW 41/2016 on concluding agreements and contracts on cooperation with foreign teaching and scientific research institutions		
Additional good practices at the University			
Activity of the International Exchange of Persons Section within the Department of International Cooperation, which coordinates participation in international scholarship programs, promotes them among the academic community in the form of mailing.			

30. Access to career advice

Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Act on Higher Education	Regulations of the Academic Entrepreneurship Incubator (ZW 2/2011 with changes) ZW 8/2011 on organizational changes in the administration of the University regarding the organizational units subordinate to the Deputy-Rector for Students	Extending the tasks of the Career Office for vocational counseling for PhD students and young scientists and implementation of a system to disseminate information concerning vocational guidance	1 year / Career Office

31. Intellectual property rights

Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&D results through legal protection and, in particular, through appropriate protection of intellectual property rights, including copyrights. Policies and practices should specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organizations, as possibly provided for under specific collaboration agreements or other types of agreement.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Act on Higher Education Act on Industrial Property Rights Act on Copyrights and Related Rights Act on Database Protection Reliability in scientific research and respect for intellectual property, MNiSW 2012	Regulations on Intellectual Property Management adopted by the Resolution of the Senate 610/29/2012-2016 (ZW 13/2015) Rules and Regulations of WUT's Center for Scientific and Technical Information at WUT (ZW 101/2013 with changes) ZW 50/2016 regulating the documentation and dissemination of the results of research performed at WUT	does not require action	-

Additional good practices at the University

Wroclaw University of Science and Technology has a coherent system for technology transfer and research results commercialization. The central element of this system is Punkt Kontaktowy ds. Transferu Technologii (PKTT) (Eng.: Contact Point for Technology Transfer). The purpose of the Point is to coordinate the activities undertaken by WUT's organizational units, including Wrocławskie Centrum Transferu Technologii (WCTT) (Eng.: Wroclaw Centre for Technology Transfer), Akademicki Inkubator Przedsiębiorczości (AIP) (Eng.: Academic Entrepreneurship Incubator), faculty-based coordinators for the cooperation with industry and WUT's special purpose vehicles, in the process of technology transfer, especially in maintaining contacts with scientists and entrepreneurs interested in technology transfer from WUT to economy. The key role in technology transfer is played by WUT's Wroclaw Centre for Technology Transfer. As a consequence of introducing new Regulations of Intellectual Property Management, the University's Commercialization Commission was replaced by Technology Transfer Commission. The Commission is one of the key elements in the commercialization process, acting as an advisory board in technology transfer. It is entitled to issue opinions on approving the Result for commercialization and on the method of commercialization. Models of commercialization paths at WUT were also refined – both for direct and indirect commercialization. Wroclaw University of Technology has a special purpose vehicle named „Instytut Transferu Technologii Sp. z o.o. (Eng.: Technology Transfer Institute). Its responsibilities include taking up shares in capital companies or establishing capital companies, which are created in order to implement the results of scientific research or development works carried out at WUT. Rector, in the form of a contract, may confer the management of industrial property rights on a company for commercialization purposes. In order to carry out its tasks, the University passes the results of scientific research and development works, especially the obtained industrial property rights, as a transfer of assets to a special purpose vehicle. The paid dividend from a special purpose vehicle is spent on the University's statutory activity.

32. Co-authorship

Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognized and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc., or to publish their own research results independently from their supervisor(s).

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Act on Higher Education Act on Industrial Property Rights Act on Copyrights and Related Rights Resolution No 20/2016 of the NCN Board on scientific research integrity Act on Academic Degrees and the Academic Title, and Degrees and Title in the Field of Art	Regulations on Intellectual Property Management adopted by the Resolution of the Senate 610/29/2012-2016 (ZW 13/2015) ZW 50/2016 regulating the documentation and dissemination of the results of research performed at WUT Code of Ethics for the Employees of Wroclaw University of Technology (PO 12/2016)	does not require action	-
Additional good practices at the University			
Analysis of annual citation and scientific achievements of Wroclaw University of Science and Technology's workers presented to the Senate, which all of the scientists receive.			

33. Teaching

Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Act on Higher Education Act on Academic Degrees and the Academic Title, and Degrees and Title in the Field of Art MNiSW Regulation on the rules for renumeration for work and other work-related benefits for employees employed at a public high school MNiSW Regulation on the criteria for the evaluation of the scientific background of a candidate for the academic title of doctor habilitatus	Statute of Wroclaw University of Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016) Regulations on WUT's academic teachers evaluation adopted by the Resolution of the Senate 699/32/2012-2016 (ZW 51/2015) Rules for assigning teaching duties and accounting working hours for academic year 2015/2016 adopted by the Resolution of the Senate 741/33/2012-2016 (ZW 61/2015) Wroclaw University of Technology Doctoral Degree Program Regulations adopted by the Resolution of the Senate 618/30/2012-2016 (ZW 30/2015) ZW 7/2012 with changes on remuneration paid to academic teachers for overtime and for teaching on the basis of contracts of mandate or task-specific contracts (part-time and full-time programs) Wroclaw University of Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013)	does not require action	-

	ZW 95/2014 regulating the visiting and inspection of organized classes held at WUT by academic teachers, postgraduate students and specialists from outside the University		
	ZW 9/2015 regulating the IT system for surveying students and postgraduate students on their opinion about classes taught at WUT		
	ZW 19/2011 introducing the obligation to complete an "Academic Teacher Training" course for researchers and teachers of WUT		
Additional good practices at the University			
There is a teaching and pedagogical course offered for PhD students and teachers implemented by the Department of Humanities and Social Sciences of Wroclaw University of Science and Technology.			

34. Complaints/appeals

Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Act on Higher Education MNiSW Regulation on the detailed procedure for investigation and disciplinary proceedings against academic teachers	Statute of Wroclaw University of Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016) Regulations on WUT's academic teachers evaluation adopted by the Resolution of the Senate 699/32/2012-2016 (ZW 51/2015) Resolution of the Senate 100/5/2012-2016 on the approval of the Rules of the Senate Board of Appeal Employment Regulations at WUT (ZW 45/2010 with changes) ZW 88/2015 on regulating the procedures in case mobbing is reported by an employee Rector's letter No R/1832/2003 determining the tasks of the Rector's Ethical Commission	Appointment of mediator at the University	1 year / Rector

35. Participation in decision-making bodies

Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Act on Higher Education Act on trade unions	Statute of Wroclaw University of Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016) Wroclaw University of Technology Doctoral Degree Program Regulations adopted by the Resolution of the Senate 618/30/2012-2016 (ZW 30/2015) Wroclaw University of Technology Election Rules adopted by the Resolution of the Senate 879/38/2012-2016 (ZW 5/2016) ZW 46/2006 concerning the introduction of PhD Students' Self-governed Regulations at Wroclaw University of Science and Technology	does not require action	-
Additional good practices at the University			
Departments, Studies and Centres' regulations also define the regulations of science employees' representation in decision-making bodies at the level of organizational units. There are appointed Rector and Deputy-Rectors' representatives and advisers at Wroclaw University of Science and Technology.			

Trainings

36. Relation with supervisors
Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.

Relevant legislation (permitting the implementation of this principle)	**Existing Institutional rules**	**Actions required**	**When/Who**
Labor Code Act on Higher Education Good academic practices in employing and in supervisor-subordinate relationships, MNiSW 2014	Statute of Wroclaw University of Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016) Wroclaw University of Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013) Regulations on WUT's academic teachers evaluation adopted by the Resolution of the Senate 699/32/2012-2016 (ZW 51/2015) Regulations of PhD studies at Wroclaw University of Science and Technology adopted by the Senate Resolution No. 618/30 / 2012-2016 (ZW 30/2015) PO 20/2013 on determining uniform principles of progress' evaluation in the preparation of doctoral dissertation at PhD studies being completed since the academic year 2012/2013	does not require action	-

37. Supervision and managerial duties

Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Act on Higher Education together with the implementation rules	Regulations of PhD studies at Wroclaw University of Science and Technology adopted by the Senate Resolution 618/30 / 2012-2016 (ZW 30/2015) Rules for assigning teaching duties and accounting working hours for academic year 2015/2016 adopted by the Resolution of the Senate 741/33/2012-2016 (ZW 61/2015) Code of Ethics for the Employees of Wroclaw University of Technology adopted by the Resolution of the Senate 918/39/2012-2016 (PO 12/2016) Wroclaw University of Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013) ZW 95/2014 regulating the visiting and inspection of organized classes held at WUT by academic teachers, postgraduate students and specialists from outside the University	does not require action	-

38. Continuing professional development
Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Labour code Act on Higher Education MNiSW Regulation on the conditions for sending a person abroad for research, teaching or training and on such person's special rights	Statute of Wroclaw University of Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016) Wroclaw University of Technology Doctoral Degree Program Regulations adopted by the Resolution of the Senate 618/30/2012-2016 (ZW 30/2015) ZW 60/2014 regulating the financing, accounting and organizing scientific conferences and other scientific events at WUT Wroclaw University of Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013) Wroclaw University of Science and Technology Quality Policy adopted by the Resolution of the Senate 919/39/2012-2016 (ZW 30/2016) ZW 25/2013 regulating the procedure of the circulation and publishing job offers, training and placement offers for students, postgraduate students and graduate students in entities other than WUT ZW 24/2008 introducing rules and procedures for assigning WUT employees, postgraduate students and students abroad for research, teaching and training purposes	Extending the scope of thematic training courses for researchers	3,5 year / Human Resources Management Department

	ZW 23/2009 on the duty to register the joining of national and international academic/scientific societies		

Additional good practices at the University

Study of Humanities and Social Sciences and the Department of Foreign Languages at WUT have an offer of professional development aimed at researchers, among others, language courses offer.

Department of International Cooperation at WUT coordinates and informs its' employees about scholarships offers and projects of the EU within teaching and research potential development among young academics, among others, scholarships for PhD students.

WUT offers an interdisciplinary PhD studies, lectures, lectures of visiting professors, teaching and research internships of PhD students and postdoc researchers.

In addition, information about opportunities to participate in training are spread via the Electronic Bulletin of Wroclaw University of Science and Technology, Project Management Department's newsletter, the newsletter of the Regional Contact Point, website of Wroclaw Centre for Technology Transfer.

The Erasmus + program shall support the professional development of researchers by funding trips abroad aimed at raising professional qualifications.

Directorate of Foreign Languages Department organizes for teachers, twice in the academic year, "Development Days". Employees of Foreign Language Department participate in lectures, workshops, seminars, discussions on various topics in the field of modern teaching, psychology, intercultural and ethics. They invite specialists from the country and from abroad. Periodically there are organized trainings for leadership in the field of psychology, management and labor law. The choice of subjects for employees' trainings is also made on the basis of carried out in Foreign Languages Department surveys and both teams and individual teachers' needs are taken into consideration.

39. Access to research training and continuous development

Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take-up and effectiveness in improving competencies, skills and employability.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Labour code Act on Higher Education MNiSW Regulation on the conditions for sending a person abroad for research, teaching or training and on such person's special rights	Statute of Wroclaw University of Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016) Wroclaw University of Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013) Wroclaw University of Science and Technology Quality Policy adopted by the Resolution of the Senate 919/39/2012-2016 (ZW 30/2016)	Development and implementation of procedures for organizing and promoting trainings of research workers	2 years / Human Resources Management Department

Additional good practices at the University

The offer of Studies in Humanities and Social Sciences and of Foreign Languages Department addressed to the scientists, the activities of the Department of International Cooperation, to coordinate and inform employees on scholarship offers.

Spreading information on opportunities to participate in training via the Electronic Bulletin of Wroclaw University of Science and Technology, Project Management Department's newsletter, the newsletter of the Regional Contact Point, website of Wroclaw Centre for Technology Transfer. In addition, there are funds in the budgets of units for scholarships, trips abroad and within the country in the framework of development activities.

The Erasmus + program shall support professional development of researchers by funding trips abroad aimed at raising professional qualifications.

Regional Contact Point maintains and monitors the effectiveness of undertaken training activities. For the University's employee' Foreign Languages offers: language training courses, including "rare" languages (Spanish, Portuguese, Czech, Swedish, Japanese), specialized English courses for academic teachers, conducting classes in English Academic English, language courses on request of departments and organizational units of the University, for example Projects Management Department, Center for Scientific and Technical Information, central administration, preparational courses for international certification exams IELTS, FCE, CAE, BULATS, Mondiale, examinations ACERT, BULATS, Mondiale certified with a certificate, workshops developing interpersonal skills, intercultural workshops, special courses for young scientists in the field of culture, language and voice emission, translating scientific-technical and design documentation into Polish and foreign languages, correction of scientific texts in English by native speakers.

40. Supervision

Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.

Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules	Actions required	When/Who
Act on Higher Education MNiSW Regulation on postgraduate study programs and postgraduate student scholarships	Statute of Wroclaw University of Technology adopted by the Resolution of the Senate 953/40/2012-2016 (PO 16/2016) Wroclaw University of Technology Development Strategy including Wroclaw University of Technology Development Plan and Strategic Goals together with the measures of their progress, adopted by the Resolution of the Senate 127/7/2012-2016 with changes (ZW 31/2013) Wroclaw University of Technology Doctoral Degree Program Regulations adopted by the Resolution of the Senate 618/30/2012-2016 (ZW 30/2015)	does not require action	-

Analysis of the questionnaire survey results

The study involved 435 people, of whom 22.53% of the respondents are women. A group of people between the age of 31 and 45 (40%) was represented the most, another one under 30 (28.05%), and between the age of 56 and 65 (14.71%). The least numerous were respondents over 65 (7.36%) and between 46 and 55 (9.89%).

22,53%

77,47%

■ women ■ men
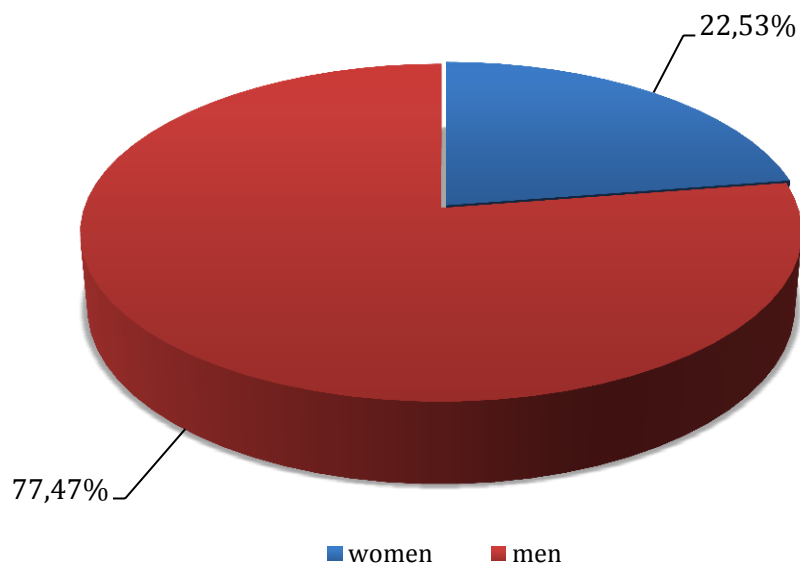
Pie chart 1. The percentage of respondents by gender

7,36%

14,71%

28,05%

9,89%

40,00%

■ under 30 ■ 31-45 ■ 46-55 ■ 56-65 ■ over 65
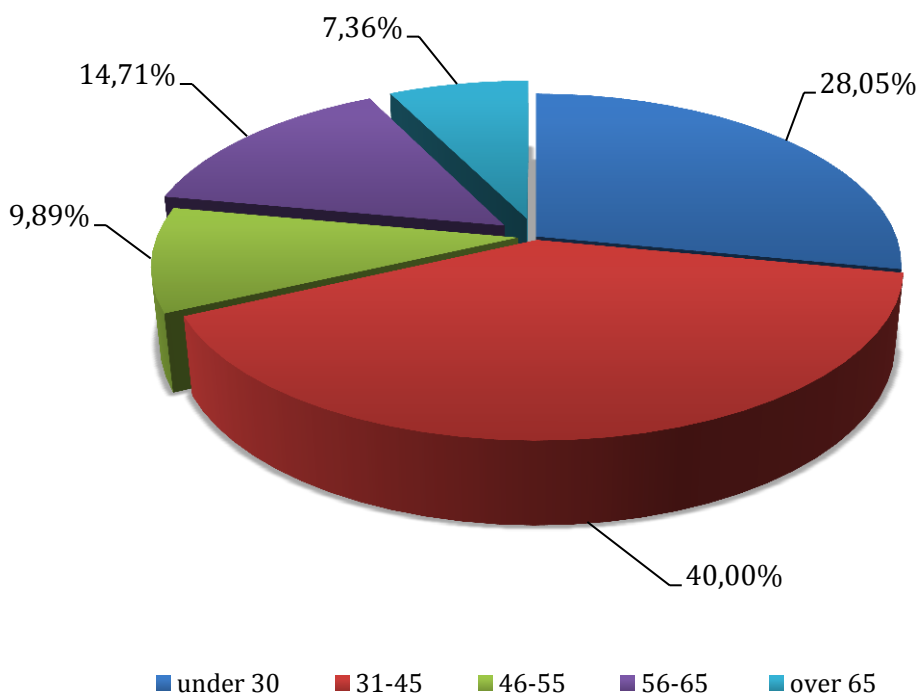
Pie chart 2. Percentage of respondents according to different age groups
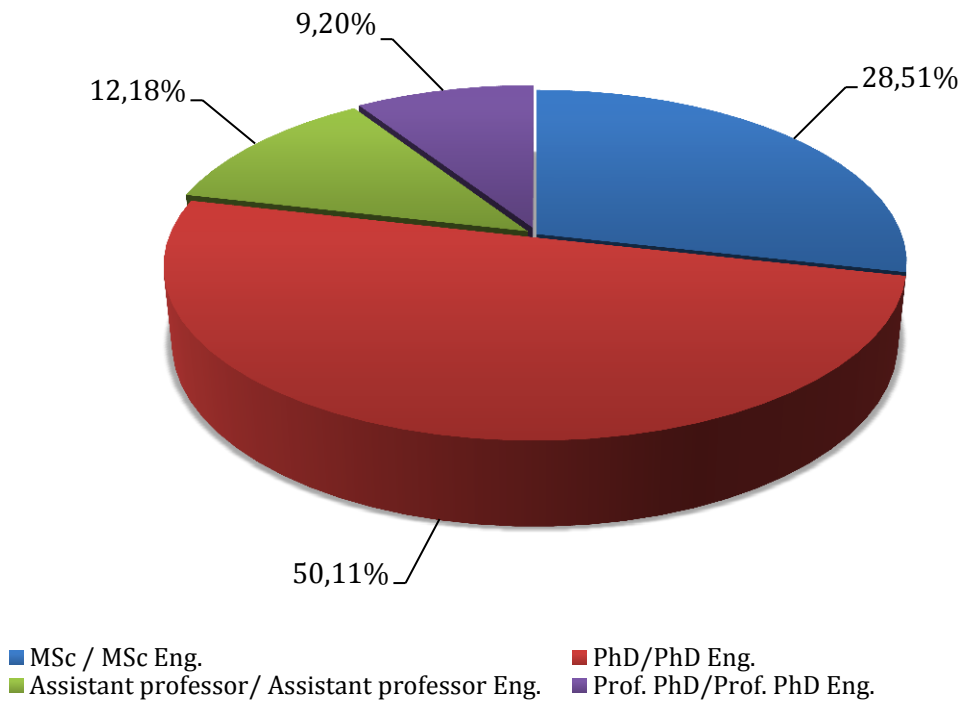
Pie chart 3. Percentage of respondents divided according to degree / academic title or professional title

Among the respondents, most people have a PhD title or PhD Eng. (50.11% of respondents), another group are MSc or MSc Eng. (28.51%), followed by assistant professors and assistant professors engineers (12.18%). The smallest group consists of people with the title of professor - 9.2%.
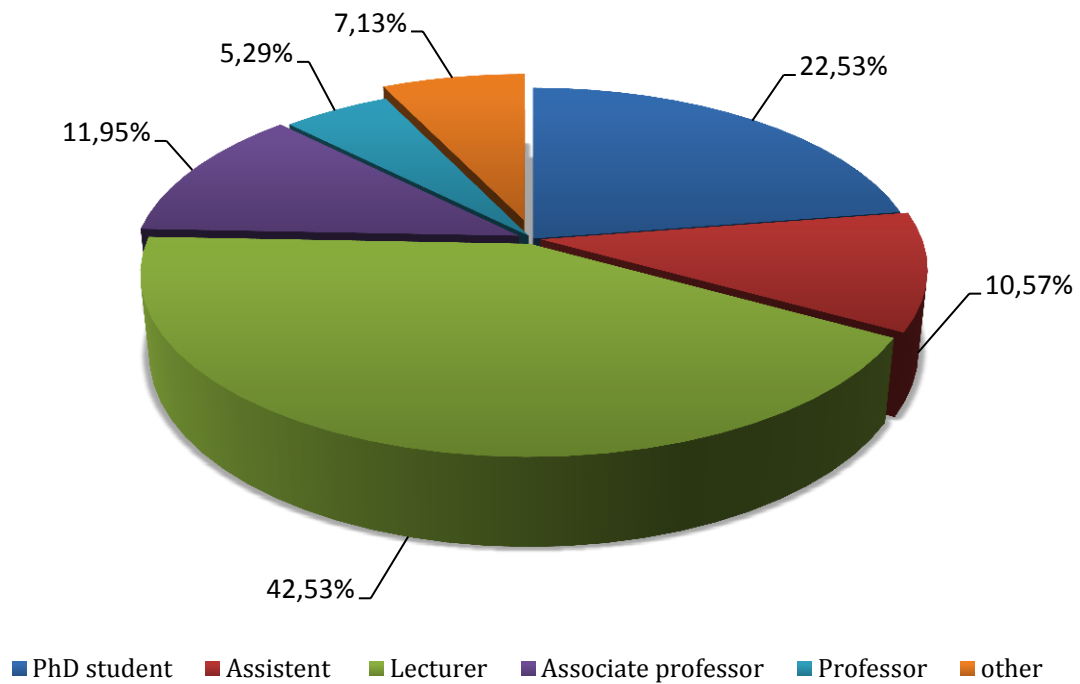
Pie chart 4. Percentage of respondents according to occupational group

Professional groups of surveyed are represented most frequently by adjuncts (42.53%) and PhD students (22.53%), followed by professors (11.95%), assistants (10.57%), associate professors (5.29%). 7.13% of the remaining respondents belong to other professional groups than those mentioned above, part of whom consist people employed on engineering-technical and scientific-technical positions.

Ethical and professional aspects

The first module of questions which respondents encountered concerned ethical and professional aspects of work.
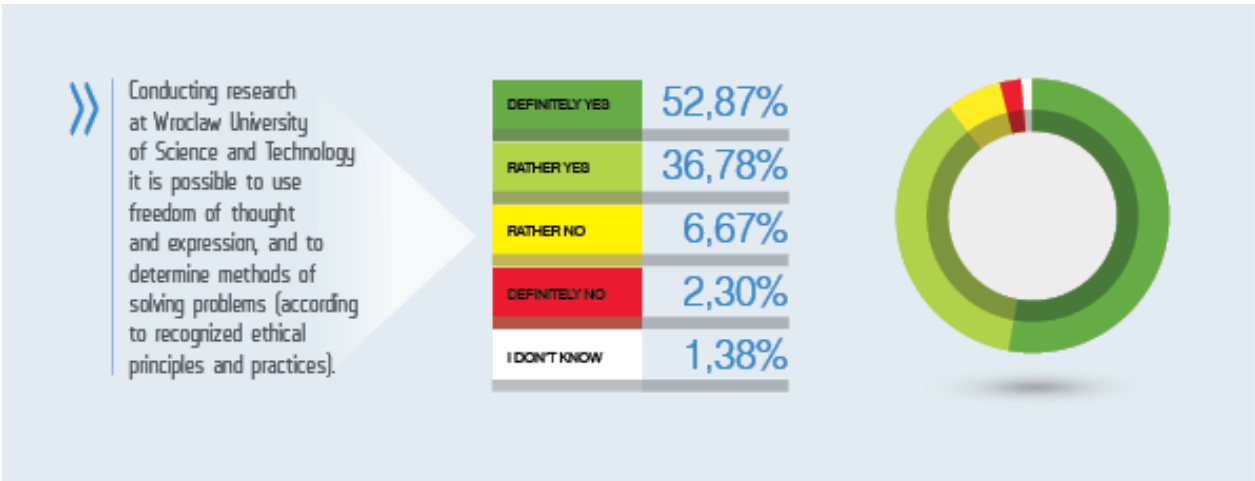
Figure 2. Research freedom (1)

Most of the answers declared *definitely yes* (52.87%) or *rather yes* (36.78%). The rest of the answers *rather not* or *definitely not* account for a total of 8.97%. 1.38% is the answer *I do not know*.
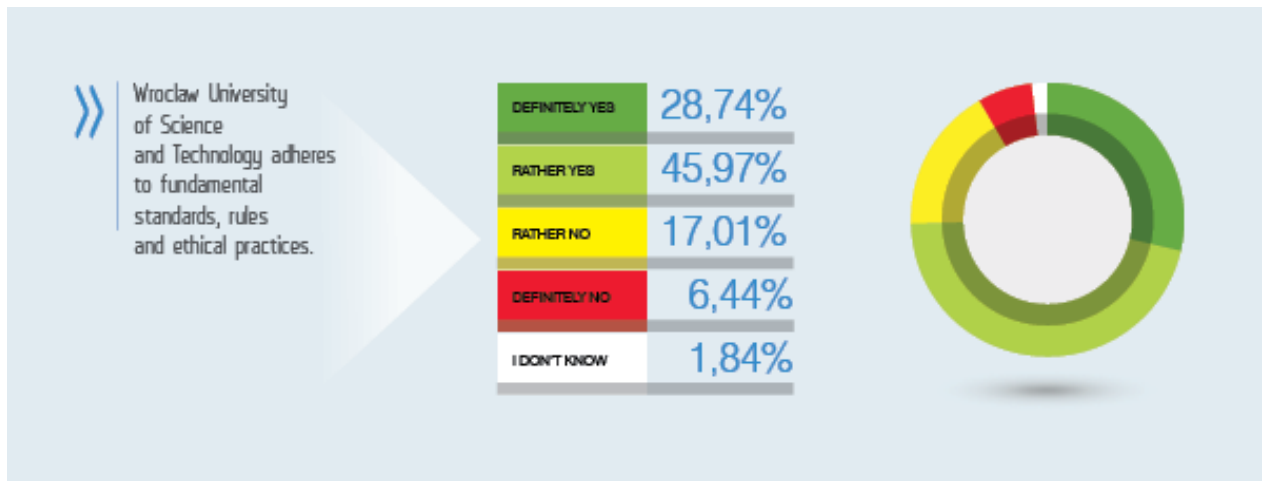
Figure 3. Ethical principles (2)

Another question in this part was related to compliance with fundamental norms and principles and ethical practices. The majority of the respondents (a total of 74.71%) marked *definitely yes* or *rather yes* . *Rather not* or *definitely not* less than a quarter of the respondents (23.45%). The remaining 1.84% of the respondents chose the answer *I do not know*.
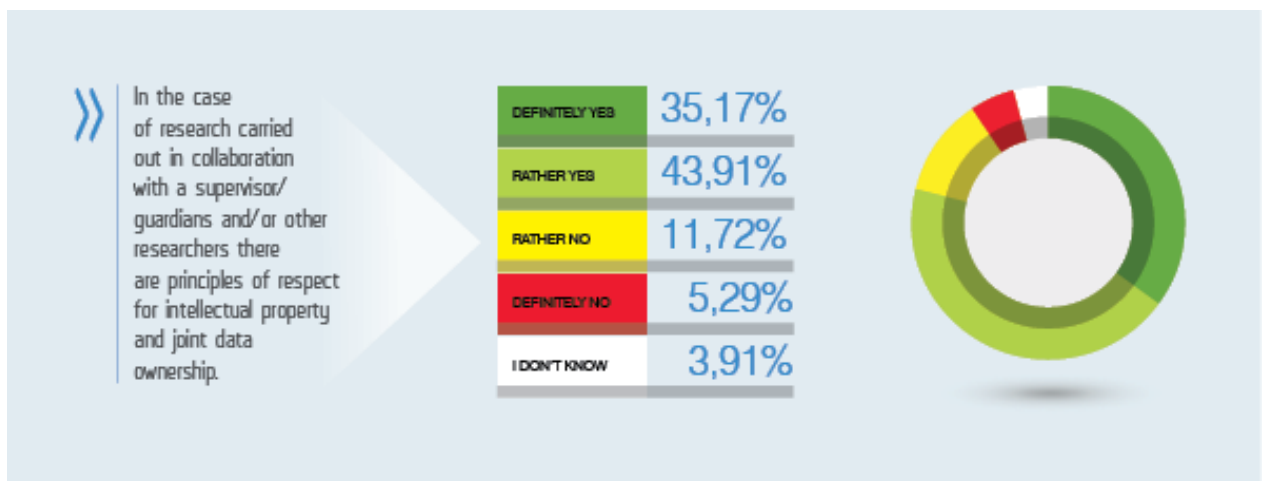
Figure 4. Professional responsibility (3)

On this question, most respondents answered that these rules are observed at Wrocław University of Science and Technology. The answer *definitely yes* was marked by 35.17% of people, the answer *rather yes* was marked by 43.91% of the respondents. The assessment of this issue at the level of *rather not* was marked by 11.72%, and *definitely not* by 5.29% of the respondents. 3.91% of people indicated the answer *I do not know*.
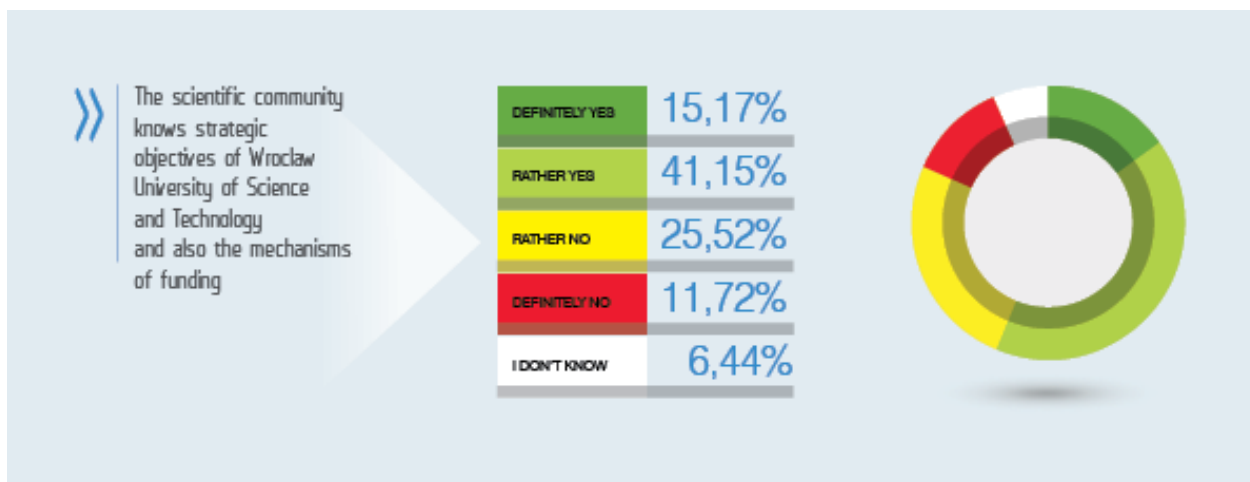
Figure 5. Professional attitude (4)

The answer to this question at a level *definitely yes* or *rather yes* was marked by 56.32% of the respondents. *Rather not* and *definitely not* was marked by a total of 37.24% of the respondents. 6.44% of the respondents marked the answer *I do not know*.
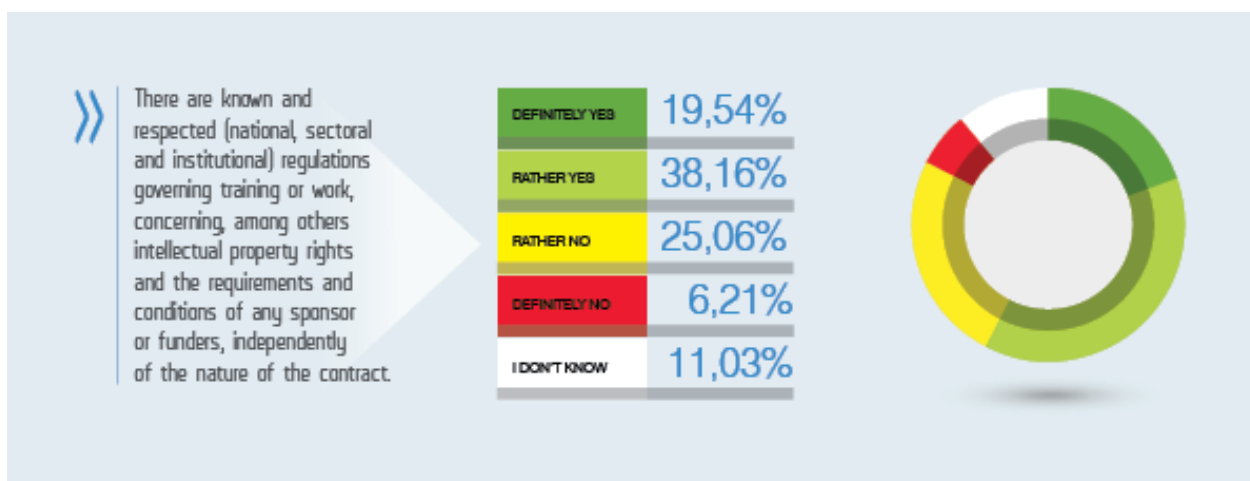
Figure 6. Contractual and legal obligations (5)

Another issue of the survey also came out in favor of the University. 19.54% of the respondents replied *definitely yes* and 38.16% *rather yes*. A total of 31.27% of the respondents answered *rather not* or *definitely not*. 11.03% of people answered: *I do not know*.
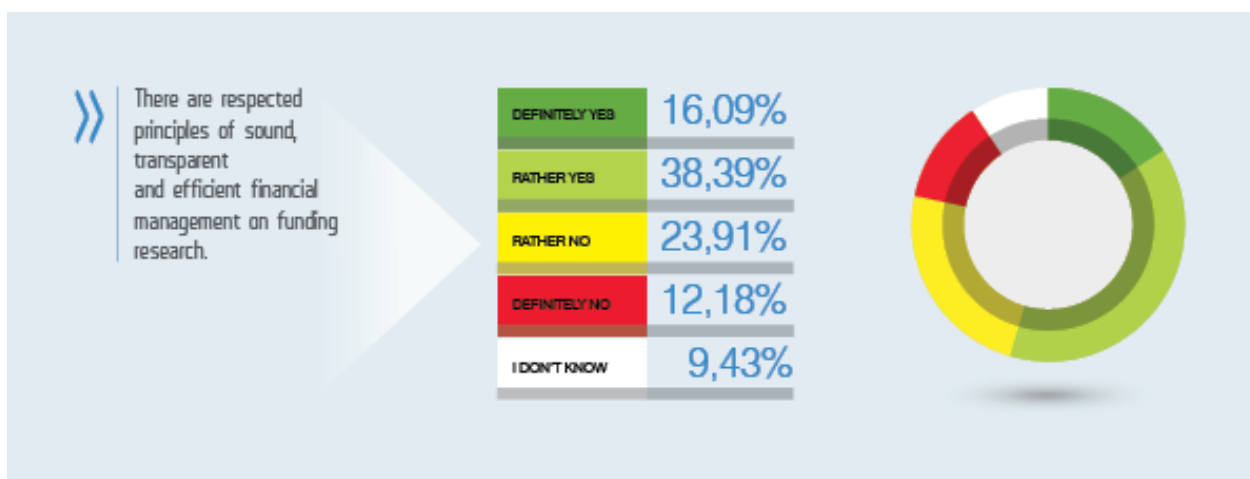
Figure 7. Accountability (6)

16.09% of the respondents did not have any doubts in this aspect, because they answered *definitely yes*. The answer *rather yes* was chosen by 38.39% of people, the answer *rather not* was marked by 23.91% of the respondents, and *definitely not* by 12.18% of people involved in the study. The other people replied: *I do not know*.
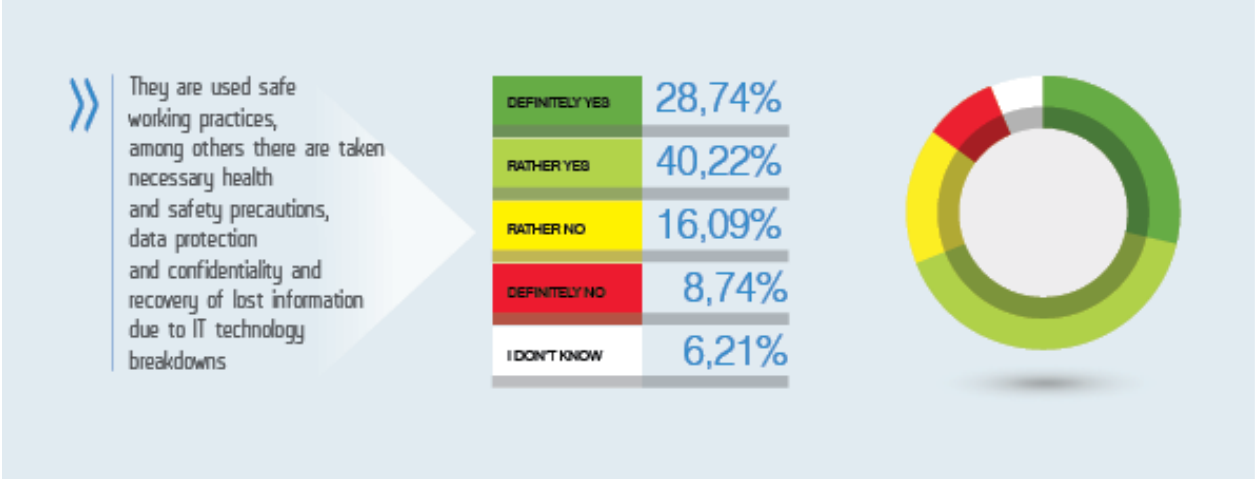
Figure 8. Good practice in research (7)

Definitely yes or *rather yes* answered a total of 68.96% of the respondents, while *rather not* or *definitely not* was chosen by 24.83% of the respondents. 6.21% of people answered: *I do not know*.
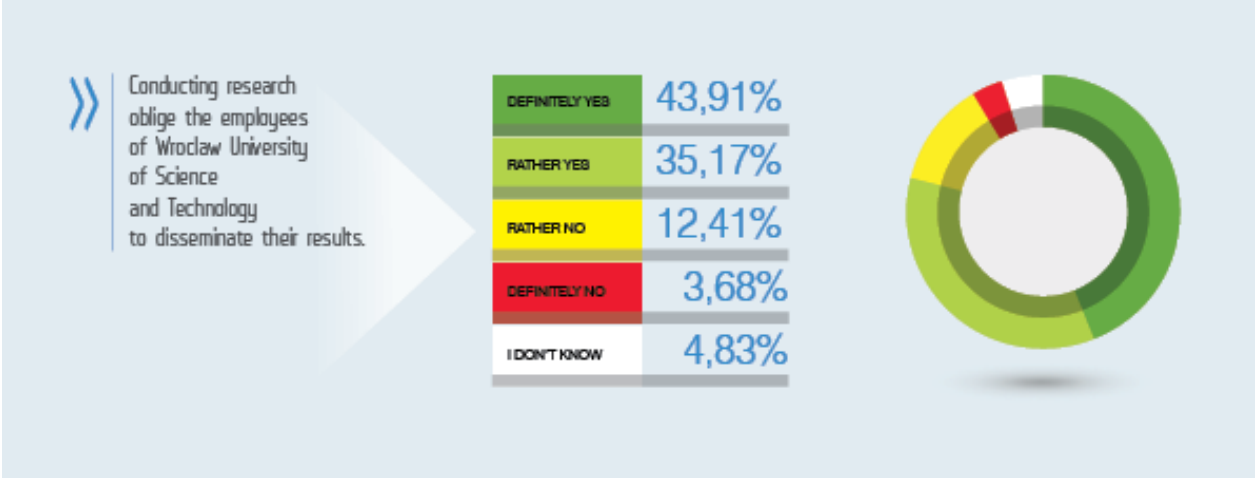
Figure 9. Dissemination, exploitation of results (8)

Definitely yes answered 43.91% of the respondents, 35.17% of the respondents answered *rather yes*. The answer *definitely not* and *rather not* respectively 12.41% and 3.68% of the respondents. The remaining 4.83% of the respondents replied *I do not know*.
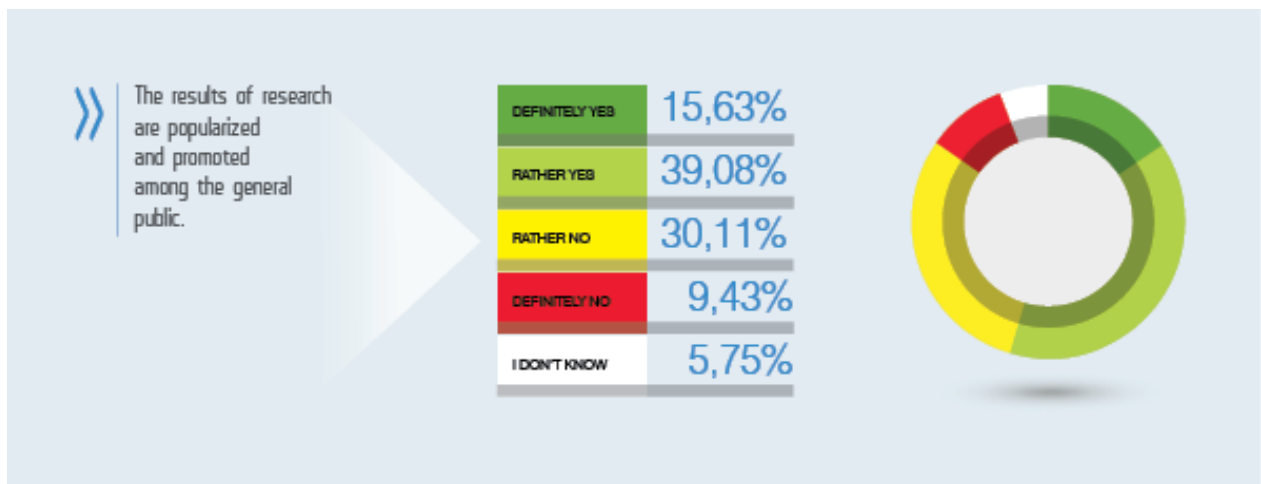
Figure 10. Public engagement (9)

15.63% of the respondents *definitely* notices this phenomenon, 39.08% of the respondents answered *rather yes. Rather not* or *definitely not* was marked respectively 30.11% and 9.43% of those participating in the survey. The remaining 5.75% are the answers *I do not know*.
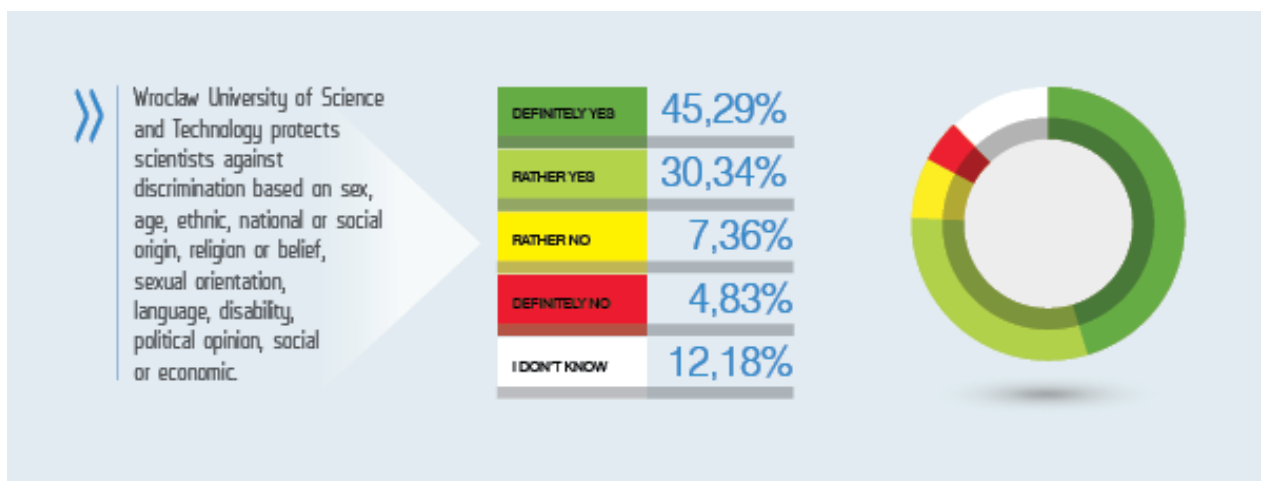
Figure 11. Non-discrimination (10)

45.29% of scientists answered *definitely yes*, 30.34% chose the answer *rather yes.* Indications for answers *rather not* and *definitely not* were granted consecutively by 7.36% and 4.83% of the respondents. *I do not know* was the answer indicated by 12.18% of the respondents.

Recruitment and evaluation

RECRUITMENT AND EVALUATION

Wrocław University of Science and Technology takes care of admission standards for researchers by defining transparent recruitment procedures tailored to the type of positions and ensuring a proper assessment of qualifications of academic and professional achievements of candidates.

At Wrocław University of Science and Technology there is a procedure of regular evaluation of scientists and the results of their research carried out in a transparent manner by an independent commission.

DEFINITELY YES	36,32%
RATHER YES	37,70%
RATHER NO	13,79%
DEFINITELY NO	6,21%
I DON'T KNOW	5,98%

Figure 12. Evaluation/ appraisal systems (11)

36.32% of the respondents answered *definitely yes* and *rather yes* 37.70%. The answer rather not was marked by 13.79%, and *definitely not* by 6.21% . The rest 5.98% of the respondents chose to answer *I do not know.*

At Wrocław University of Science and Technology, in the process of recruitment and admission the researchers to work there are clearly defined standards.

DEFINITELY YES	24,83%
RATHER YES	37,47%
RATHER NO	17,47%
DEFINITELY NO	9,66%
I DON'T KNOW	10,57%
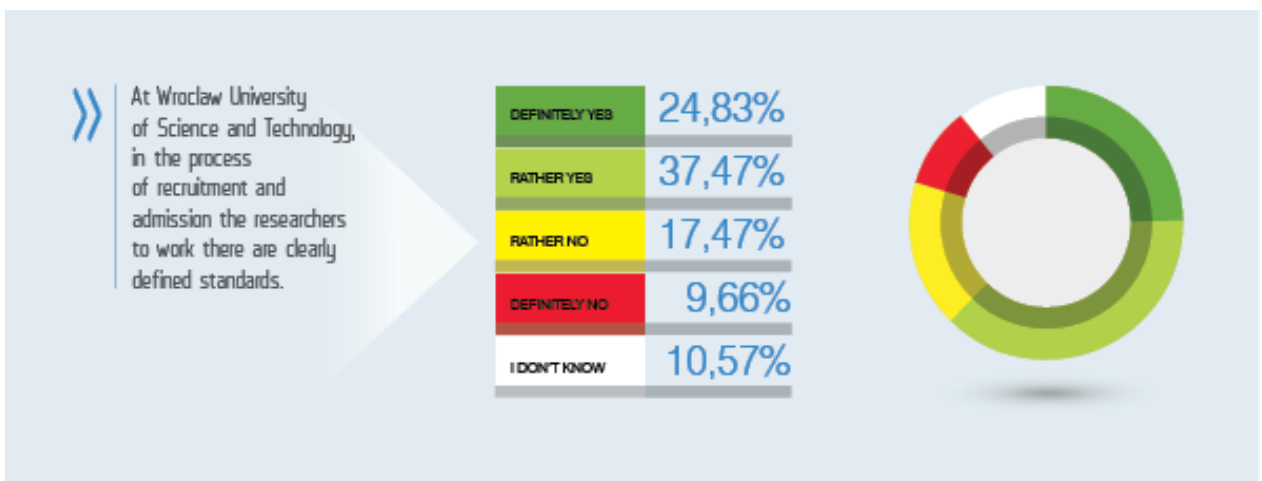
Figure 13. Recruitment (12)

Definitely yes responded 24.83% people and 37.47% opted for the answer *rather yes*. On the other hand, 17.47% of the respondents said that such standards do not exist and 9.66% think that they *definitely* do not exist. 10.57% of answers were *I do not know.*
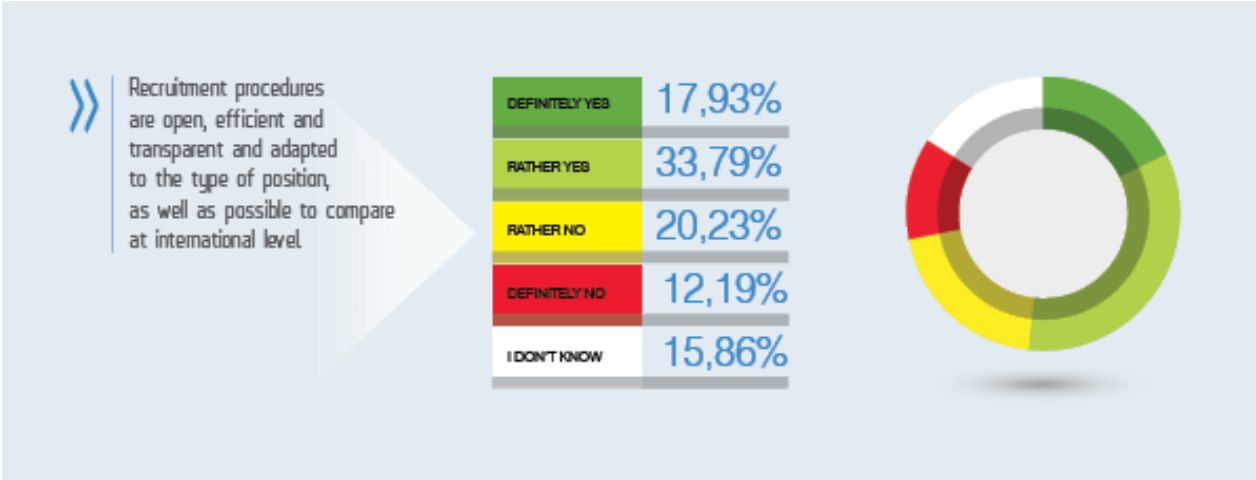
Figure 14. Recruitment (Code) (13)

Definitely yes answered 17.93% of the respondents to this question, while 33.79% decided to mark answers *rather yes*. *Rather not* and *definitely not* answered respectively 20.23% and 12.19% of scientists. The remaining 15.86% of those who responded marked the answer *I do not know.*
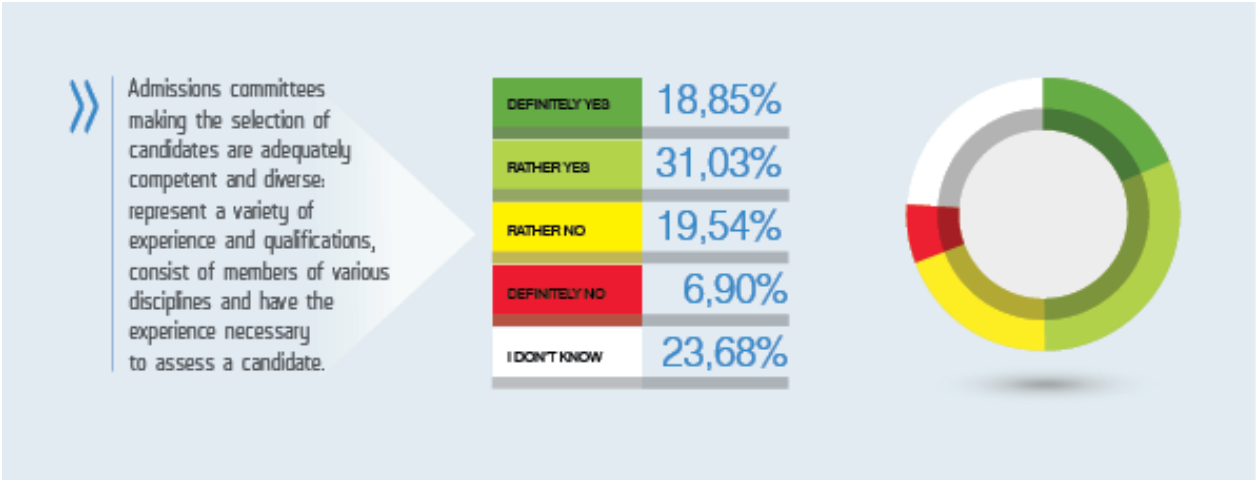
Figure 15. Selection (Code) (14)

To such a question *definitely yes* was granted 18.85%, while 31.03% inclined to answer *rather yes*. 19.54% opted for the answer *rather not*, while 6.9% *definitely not*. 23.68% of the participants answered *I do not know.*
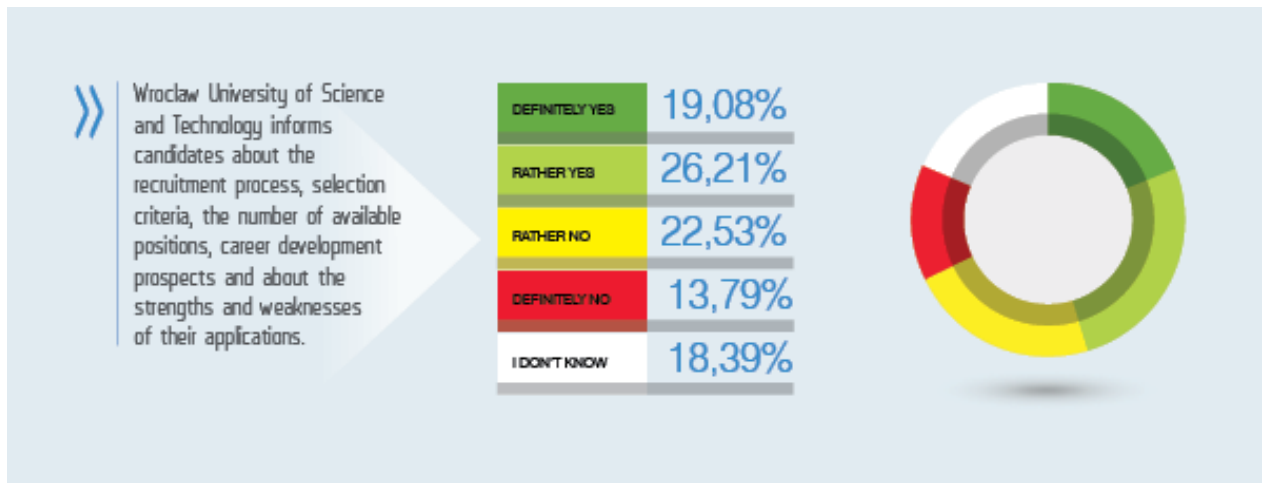
Figure 16. Transparency (Code) (15)

There were 19.08% answers *definitely yes* in this case, 26.21% *rather yes, rather not* answered 22.53% and 13.79% *definitely not.* 18.39% of the respondents replied *I do not know.*
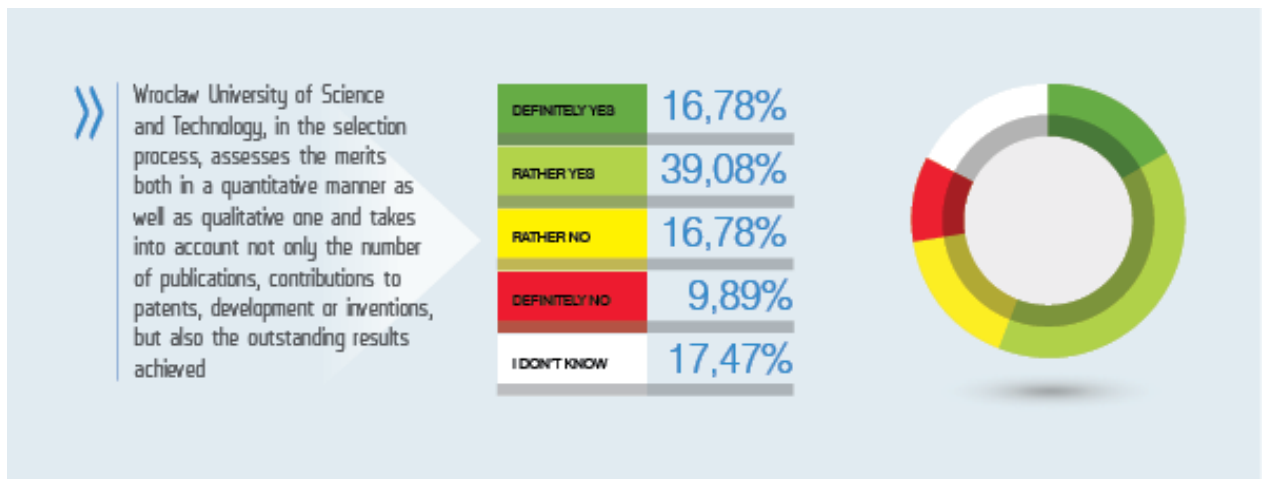
Figure 17. Judging merit (Code) (16)

The answers *definitely yes* was granted by 16.78% of the respondents, and 39.08% chose to mark answers *rather yes. Rather not* indicated 16.78% of the respondents, and *definitely not* 9.89%. 17.47% of the respondents answered *I do not know* to this question.
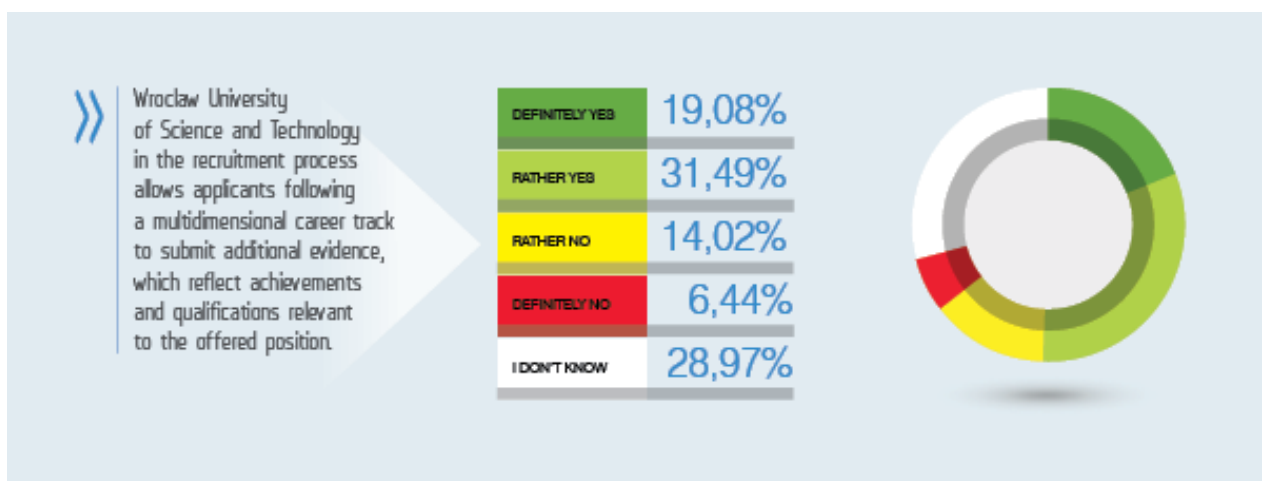
Figure 18. Variations in the chronological order of CVs (Code) (17)

Definitely yes answered 19.08% participating in the survey, 31.49% answered *rather yes.* In contrast, the response *rather not* and *definitely not* were granted consecutively 14.02% and 6.44%. As many as 28.97% answered *I do not know*.
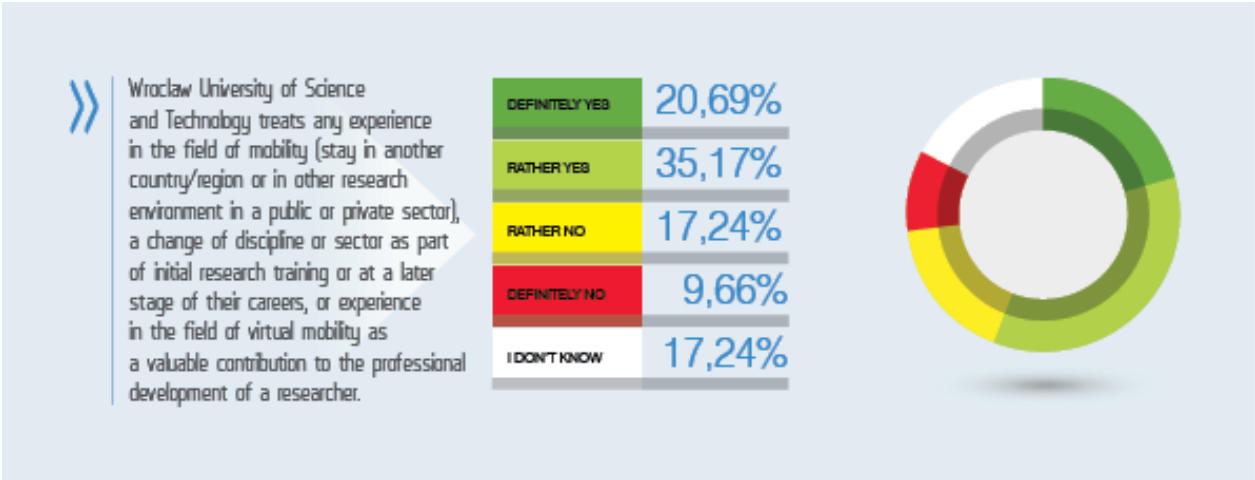
Figure 19. Recognition of mobility experience (Code) (18)

Definitely yes answered 20.69% of the respondents, *rather yes* - 35.17%. 17.24% of the surveyed answered *rather not* and 9.66% *definitely not.* The answer *I do not know* was indicated by 17.24%.
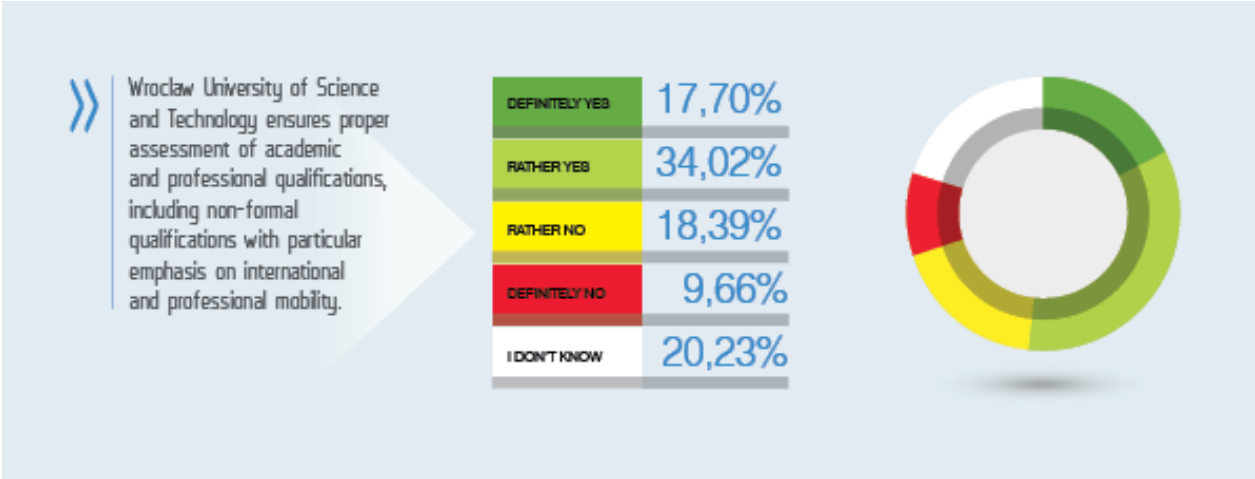
Figure 20. Recognition of qualifications (Code) (19)

To this question 17.70% of people answered *definitely yes*, 34.02% *rather yes.* To mark the response *rather not* decided 18.39%, and *definitely not* 9.66%. More than one in five respondents (20.23%) answered *I do not know.*
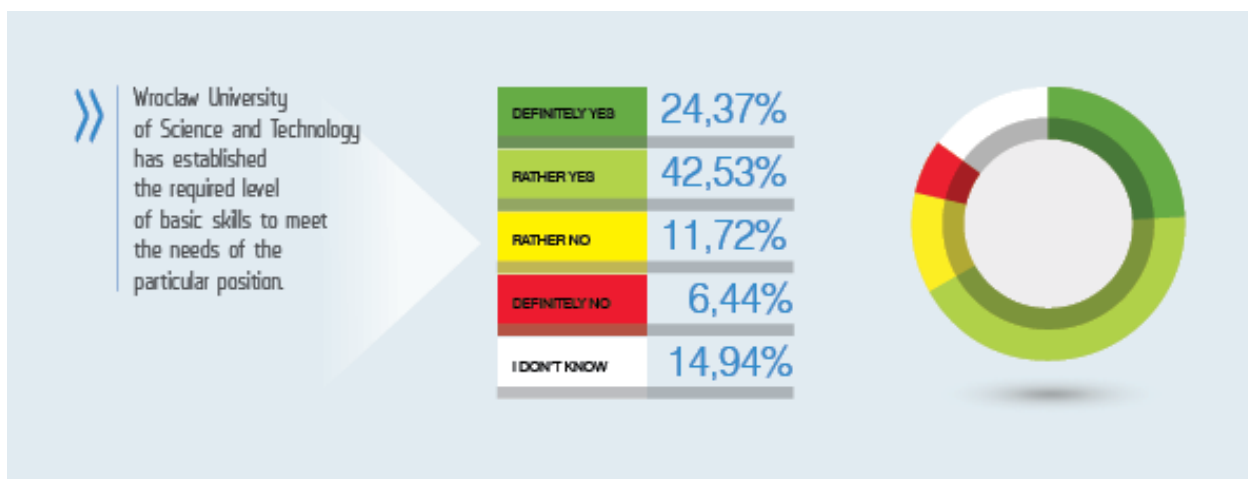
Figure 21. Seniority (Code) (20)

Definitely yes answered 24.37% of the respondents, 42.53% chose the answer *rather yes.* 11.72% of the responses chose the opinion *rather not*, but *definitely not* 6.44%. 14.94% of people participating in the survey indicated the answer *I do not know.*
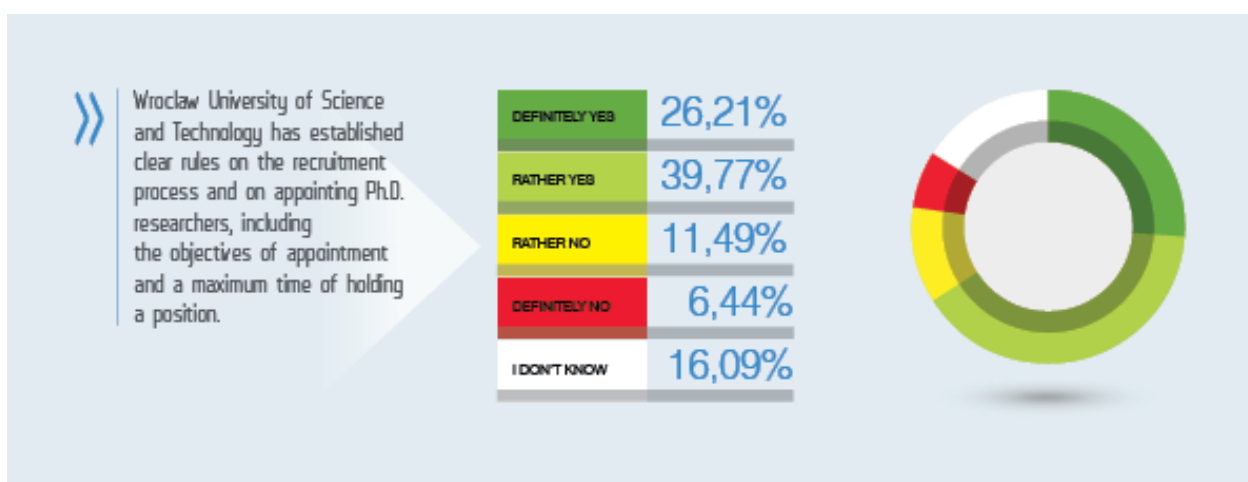
Figure 22. Postdoctoral appointments (Code) (21)

Are such rules established at the University? *Definitely yes* think 26.21% of the respondents, 39.77% is of the opinion that *rather yes*. In the opinion of 11.49% such rules *rather do not* exist, while 6.44% said that they *definitely do not* exist. 16.09% of the respondents indicated the answer *I do not know*.

Working conditions and social security
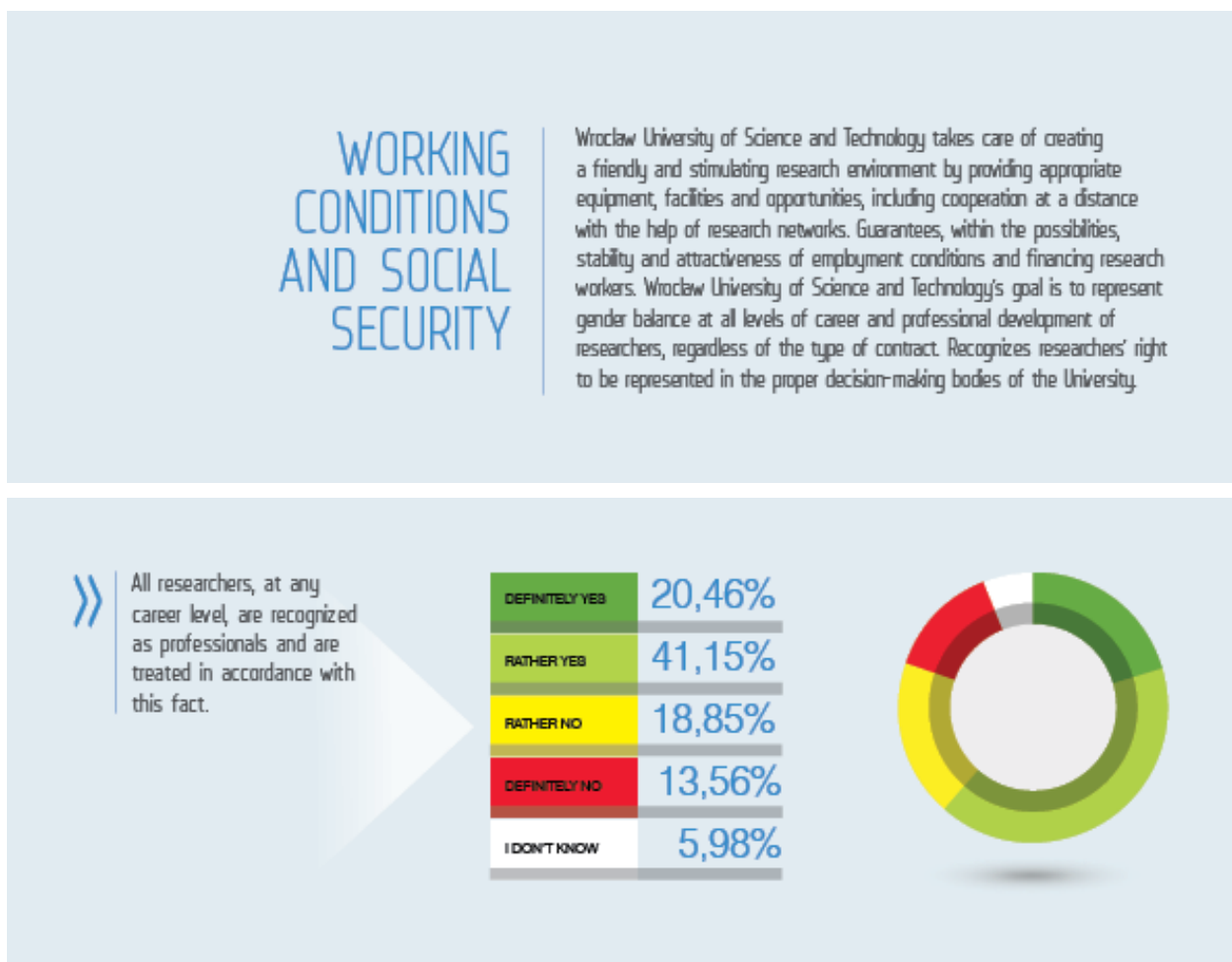
Figure 23. Recognition of the profession (22)

Definitely yes answered 20.46% participating in the survey, 41.15% is of the opinion that *rather yes*. *Rather not*, and *definitely not* were sequentially marked by 18.85% and 13.56% of the respondents. 5.98% of responses to this question were *I do not know.*
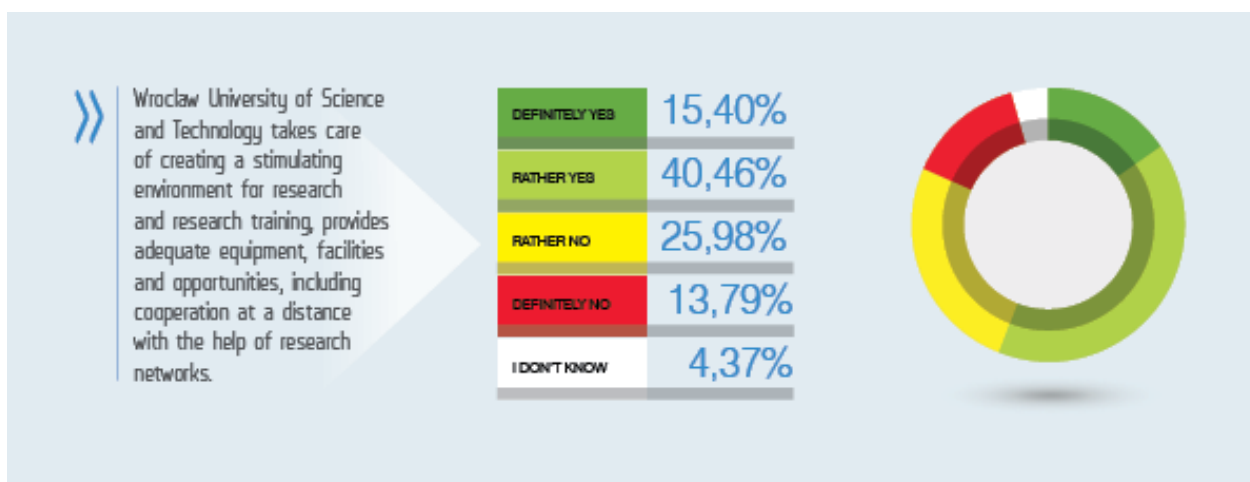
Figure 24. Research environment (23)

Definitely yes noted 15.40% of the respondents, 40.46% of them accepts the answer *rather yes*. There were 39.77% people taking part in this study who do not agree with that opinion,

indicating the answers *rather not* or *definitely not.* 4.37% of the respondents marked the answer *I do not know.*
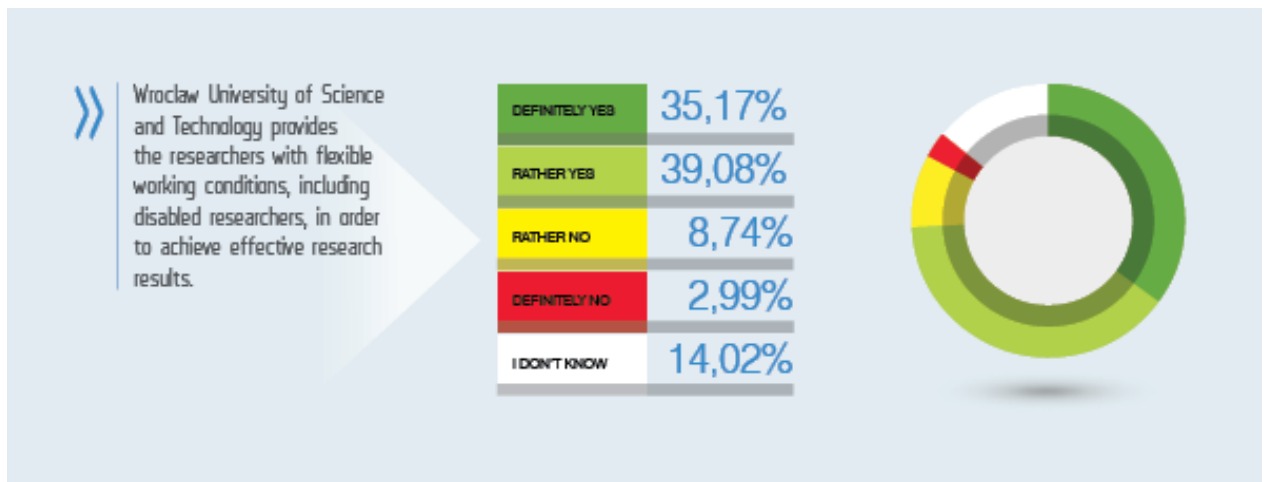
Figure 25. Working conditions (24)

The thesis that the University uses this type of good practices is strongly supported by 35.17% of the respondents, 39.08% says that *rather yes*. In contrast, the statement that Wroclaw University of Science and Technology *rather does not* provide them, and *definitely does not* provide them support respectively 8.74% and 2.99% of the respondents. 14.02% of people responded I do not know.
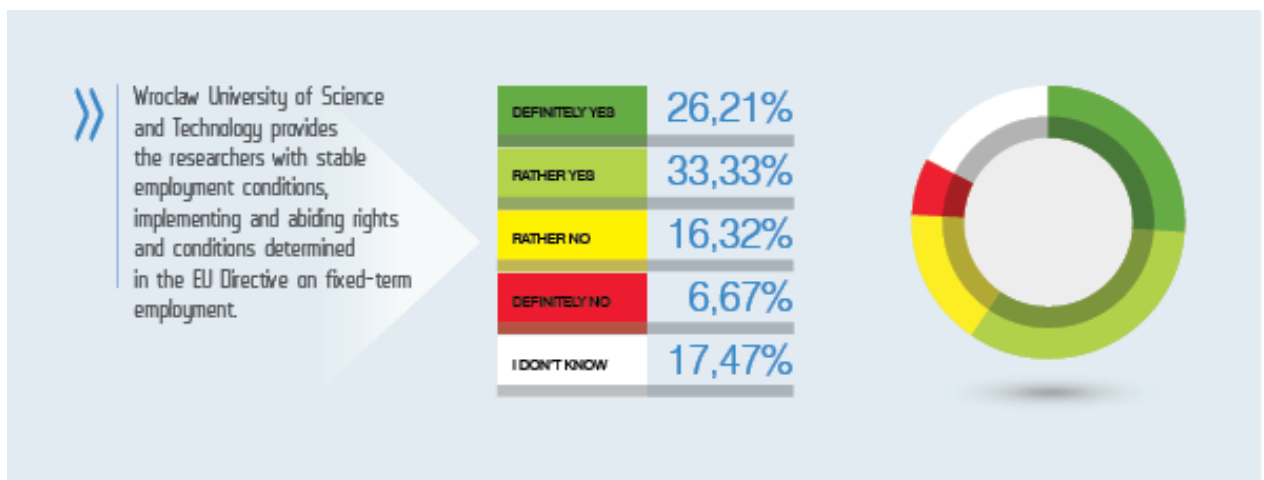
Figure 26. Stability and permanence of employment (25)

Does Wroclaw University of Science and Technology provide such stability? *Definitely yes* answered 26.21%, *rather yes* 33.33%, 16.32% *rather not*, *definitely not* 6.67%. 17.47% of people marked the answer *I do not know*.
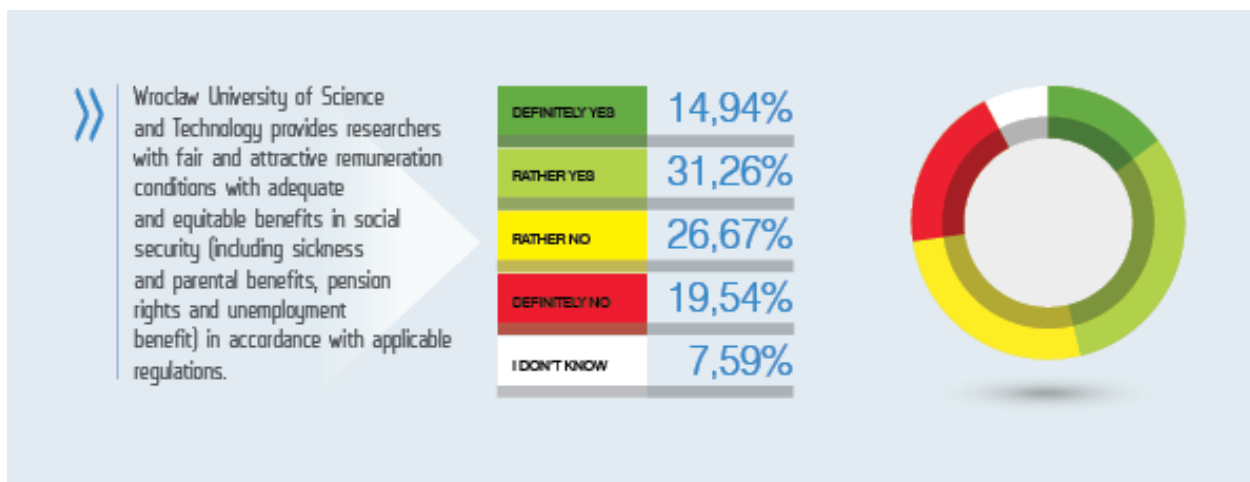
Figure 27. Funding and salaries (26)

Definitely agreed 14.94% of people, 31.26% answered rather yes, 26.67% said *rather not*, and 19.54%, marked *definitely not*. 7.59% of the respondents responded *I do not know.*
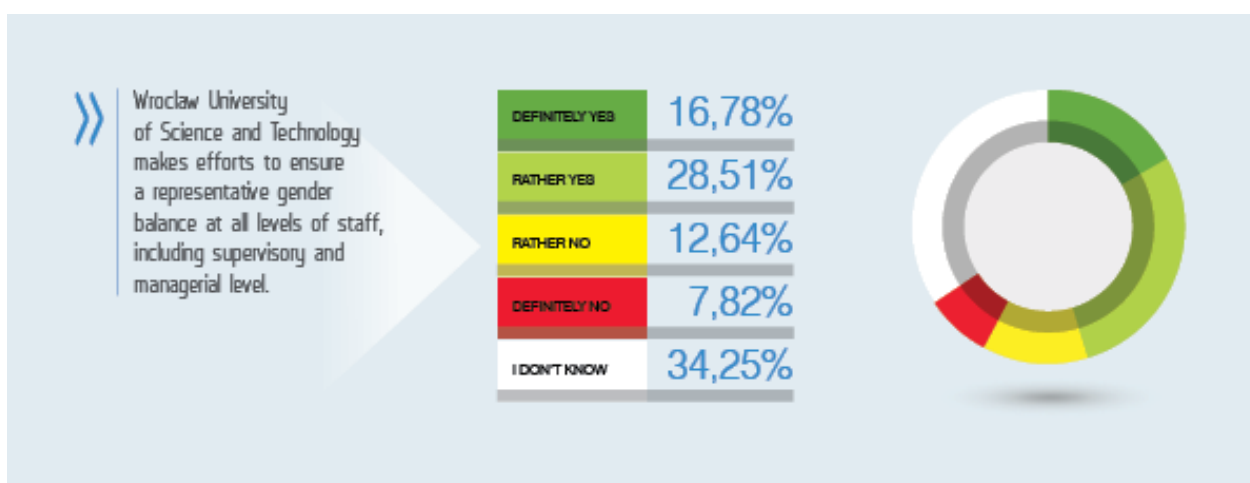

Figure 28. Gender balance (27)

Definitely yes answered 16.78% of the respondents, *rather yes* 28.51%, 12.64% said *rather not* and 7.82% that *definitely not. I do not know* up to 34.25% of the respondents marked this option.
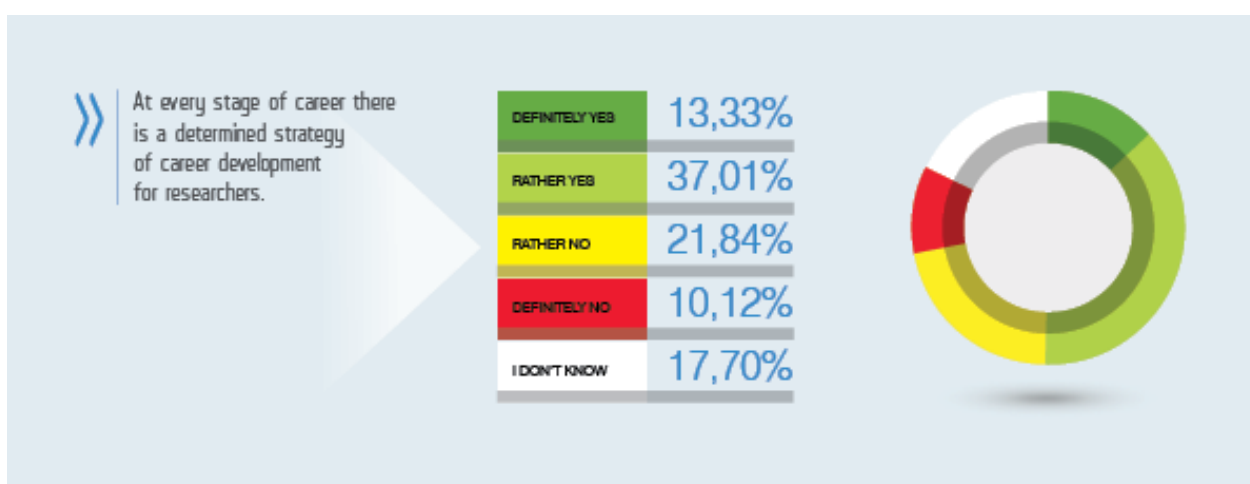

Figure 29. Career development (28)

With the opinion that at any career stage there is a defined strategy of career development for researchers strongly agree 13.33% of the respondents and *rather yes* 37.01%, the answer *rather not* indicated 21.84%, and *definitely not* 10.12% of the respondents. 17.71% of people indicated the answer *I do not know.*
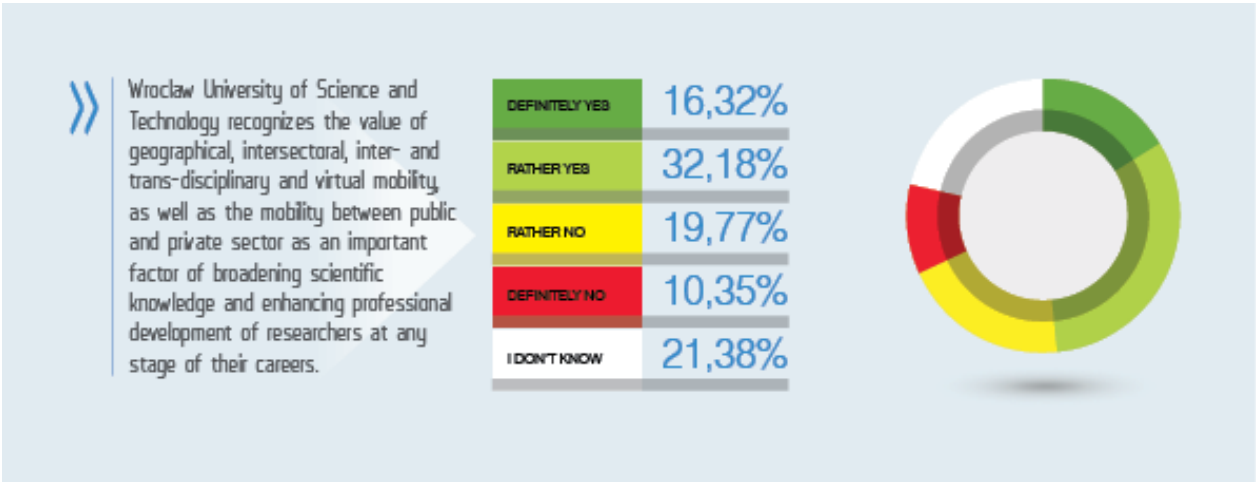

Figure 30. Value of mobility (29)

With the statement mentioned above strongly agree 16.32% of the respondents, 32.18% replied *rather yes.* 19.77% of the respondents indicated the answer *rather not*, while 10.35% *definitely not.* More than every fifth respondent (21.38%) answered *I do not know*.
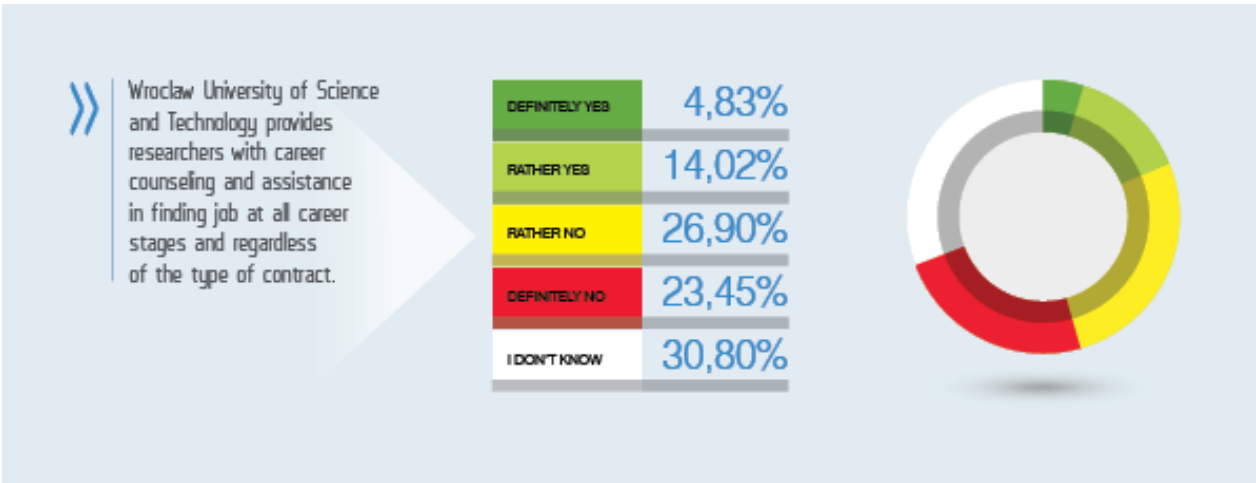

Figure 31. Access to career advice (30)

The opinion that Wroclaw University of Science and Technology *definitely* ensures such support is 4.83% of scientists involved in the study, *rather provides* 14.02%. 26.90% think that the University is *rather do not* provide such support, and 23.45% say they *definitely do not* provide such support, while 30.80% of people responded *I do not know.*
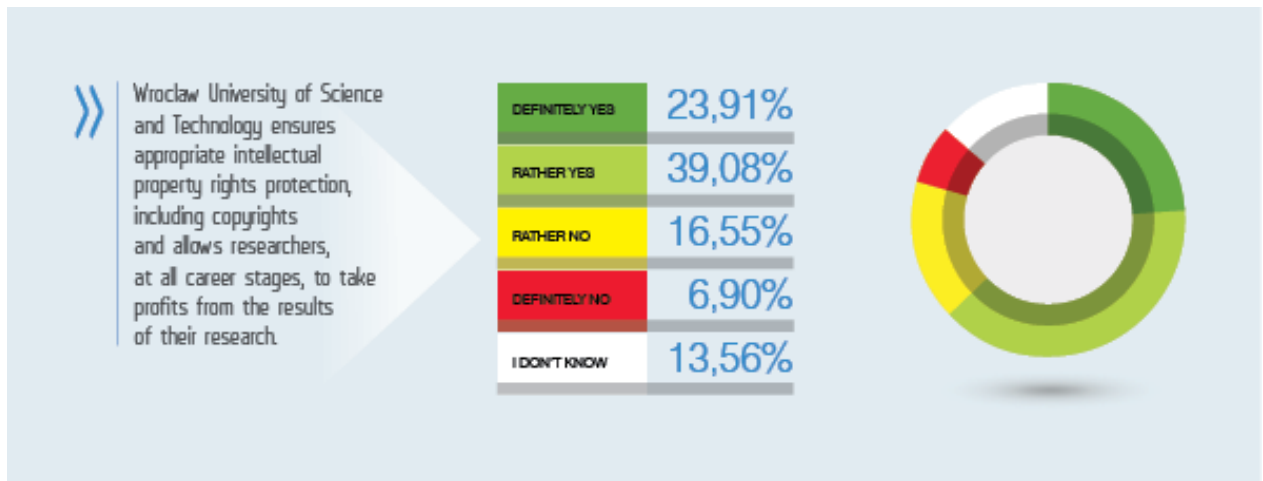
Figure 32. Intellectual Property Rights (31)

With the statement that the Wroclaw University of Science and Technology provides appropriate protection of intellectual property rights, strongly agree 23.91% of the respondents, 39.08% is of the opinion that *rather yes*. 16.55% of the respondents indicated the response that *rather not* and *definitely not* 6.9%. *I do not know* answers were granted by 13.56% of the respondents.
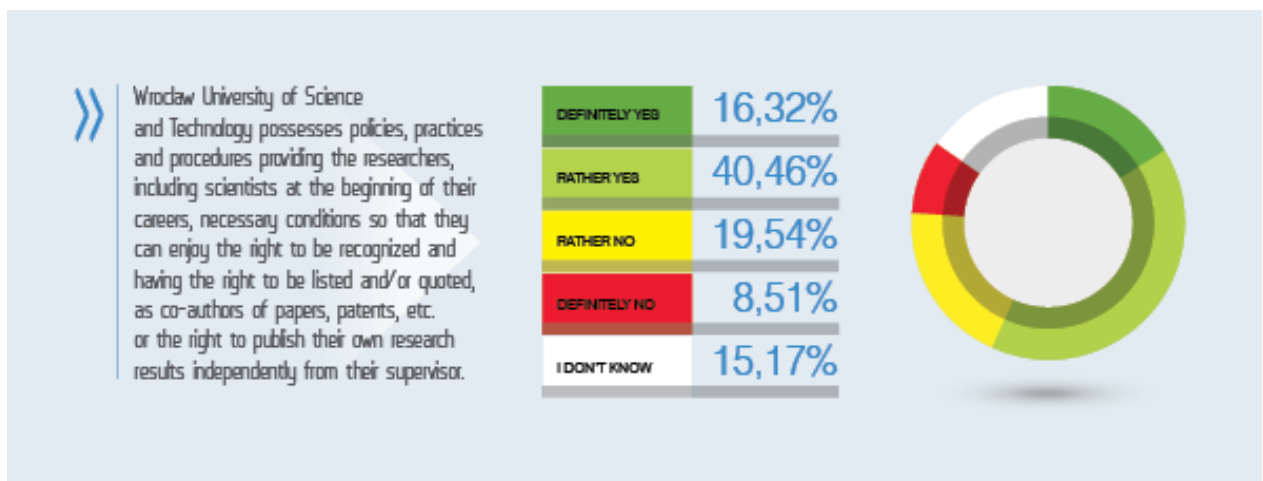

Figure 33. Co-authorship (32)

Possession of such procedures by the University strongly reaffirms 16.32% of the surveyed scientists, 40.46% believe that *rather yes,* a total of 28.05% of the respondents call this issue into question indicating the responses *rather not* and *definitely not.* 15.17% answered *I do not know.*
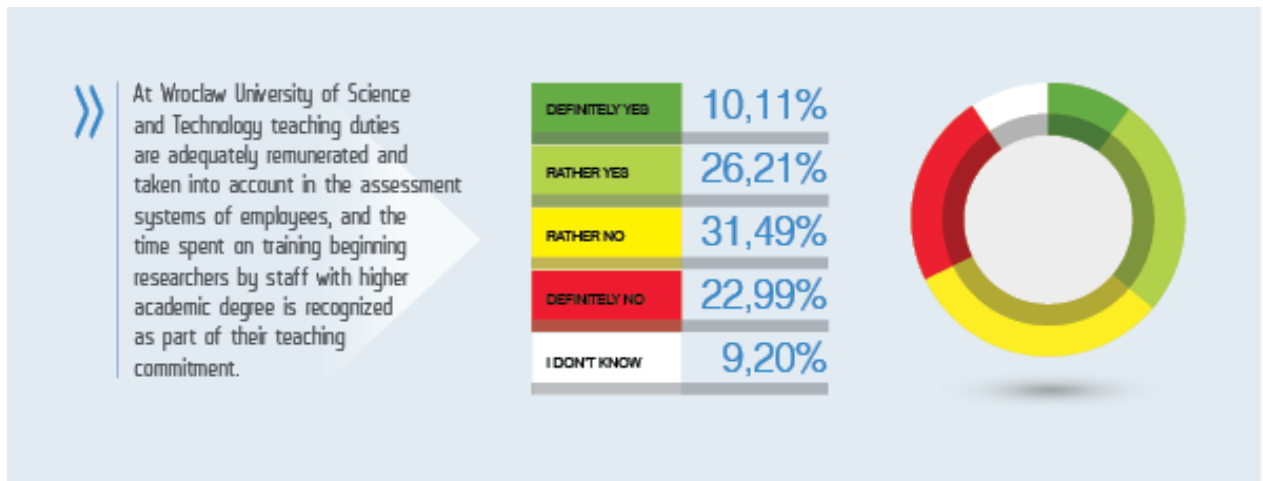
Figure 34. Teaching (33)

10.11% of employees participating in the survey strongly agree with this statement, 26.21% are of the opinion that *rather yes,* they are rewarded. The opposite opinion is shared by 54.48% of the respondents who indicated the responses *rather not* and *definitely not.* 9.20% replied *I do not know*.
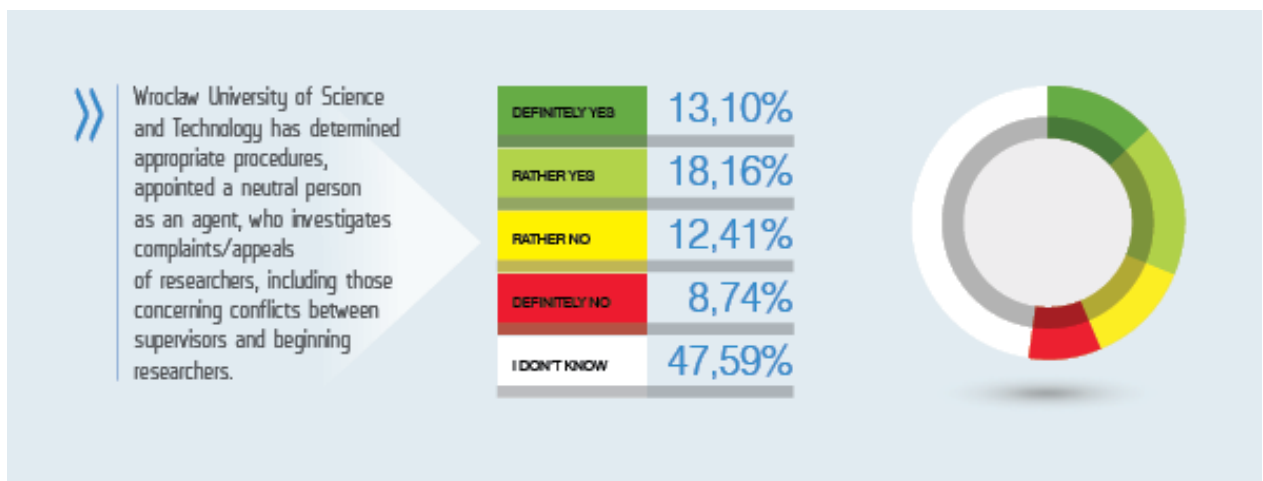

Figure 35. Complains/ appeals (34)

13.10% of the respondents support the thesis that there are such good practices at the University, *rather yes* say 18.16%, *rather not* was marked by 12.41%, and *definitely not* 8.74%. As many as 47.59% of the surveyed pointed to the answer *I do not know*.
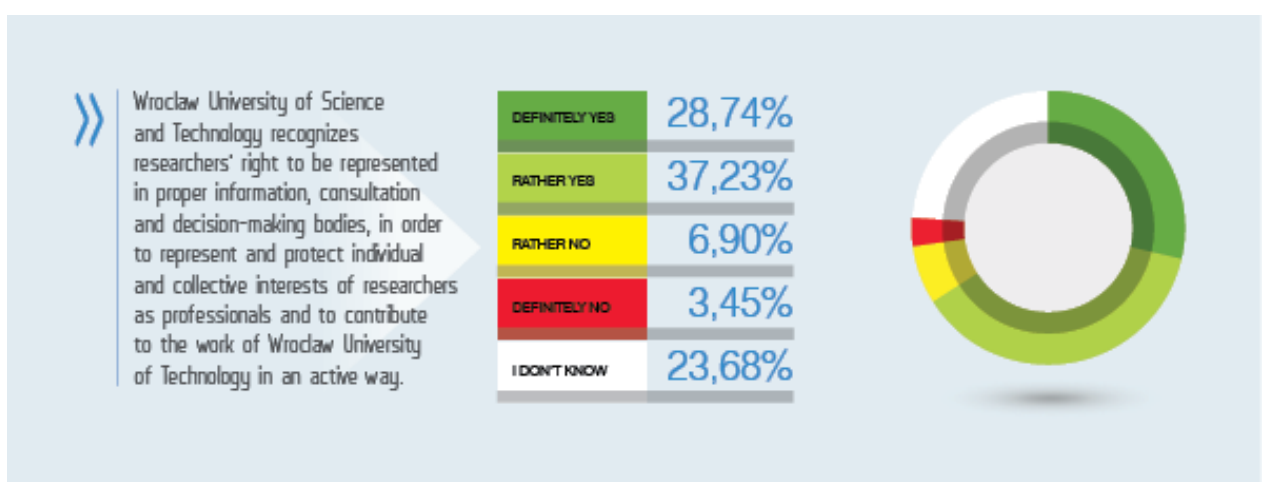

Figure 36. Participation in decision-making bodies (35)

28.74% of the respondents agree with the statement, the answer *rather yes* was marked by 37.23% of the respondents, 6.90% indicated the answer *rather not* and 3.45% *definitely not.* 23.68% of the scientists inclined to the answer *I do not know.*

Trainings

TRAINING

Wrocław University of Science and Technology ensures that researchers, at all career stages, regardless of the type of contract, have the opportunity for professional development and for improving their chances in searching a new job. Forms of regular contact with supervisors are established and experienced scientists take various functions among others supervisors, mentors, guidance counselors, project coordinators, managers of research tasks and science communicators.

Wrocław University of Science and Technology has established rules and forms of contact of Ph.D. students with their supervisors and representatives of their faculty/department.

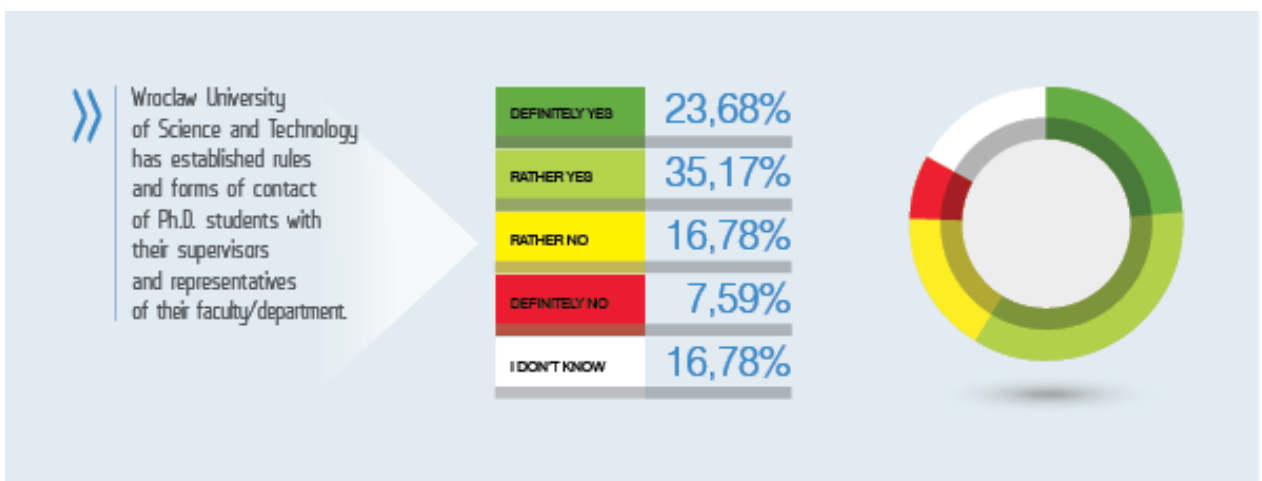|	
DEFINITELY YES	23,68%
RATHER YES	35,17%
RATHER NO	16,78%
DEFINITELY NO	7,59%
I DON'T KNOW	16,78%

Figure 37. Relation with supervisors (36)

23.68% of the respondents strongly agree, 35.17% replied *rather yes*. The opposite opinion, by indicating the response *rather not* and *definitely not,* was expressed by 16.78% and 7.59% of those who responded. *I do not know* was indicated by 16.78% participating in the survey.
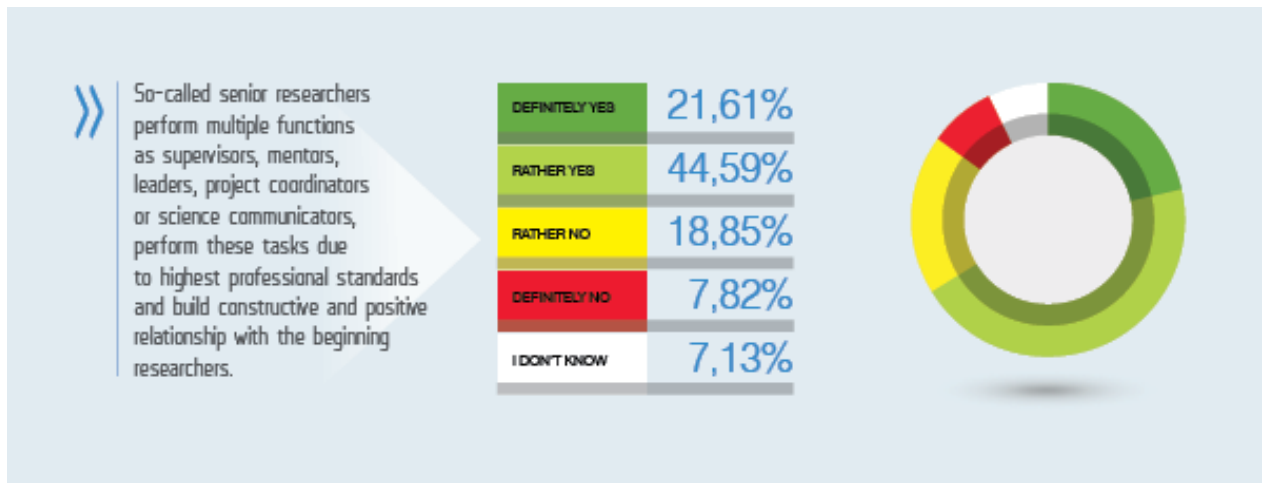
Figure 38. Supervision and managerial duties (37)

Definitely yes answered 21.61% of the respondents, 44.59% were of the opinion that *rather yes*. The answer *rather not* was given by 18.85% and *definitely not* by 7.82% of the respondents. 7.13% of them marked the answer *I do not know*.
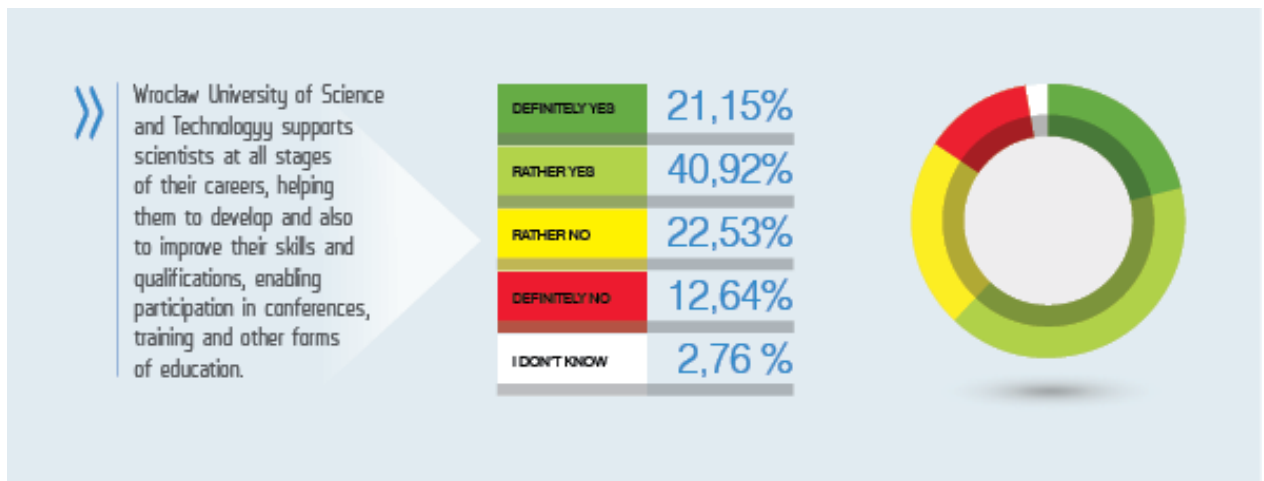

Figure 39. Continuing Professional Development (38)

With such a statement strongly agree 21.15% of the respondents, 40.92% answered *rather yes*. 22.53% indicated the answer *rather not,* and 12.64% taking part in the study marked *definitely not.* 2.76% answered *I do not know*.
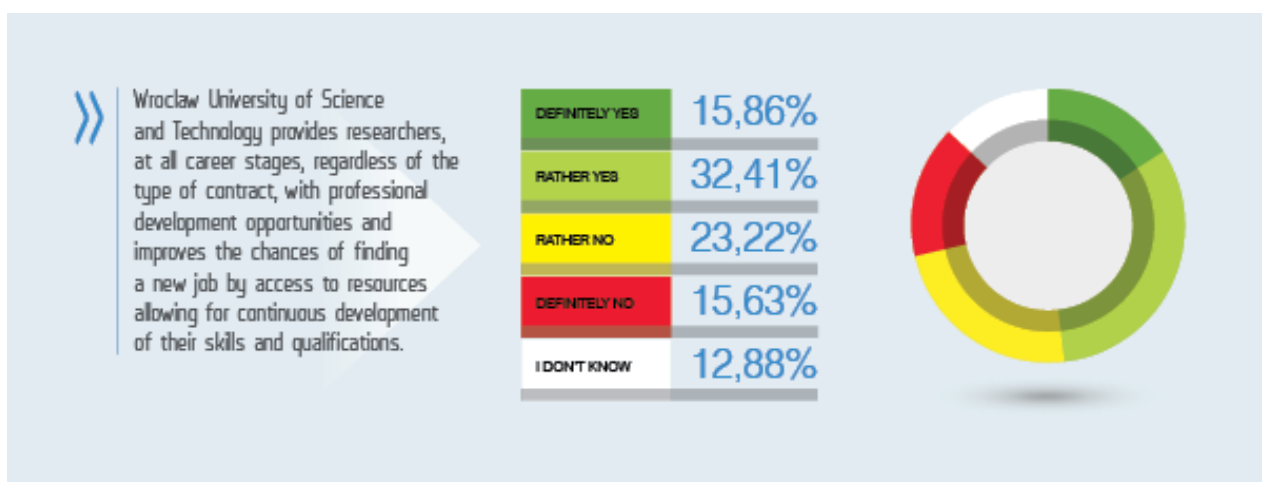
Figure 40. Access to research training and continuous development (39)

Definitely yes was marked by 15.86% of the respondents, *rather yes* – 32.41%, rather not - 23.22% and *definitely not* – 15.63%. 12.88% said *I do not know*.

Figure 41. Supervision (40)

Strongly agree 18.39% of the respondents and 34.25% indicated the answer rather yes, 18.62% marked the answer *rather not*, and 14.94% - *definitely not*. 13.80% of those taking part in the study marked the answer *I do not know.*

Table 14. The percentage results of the survey

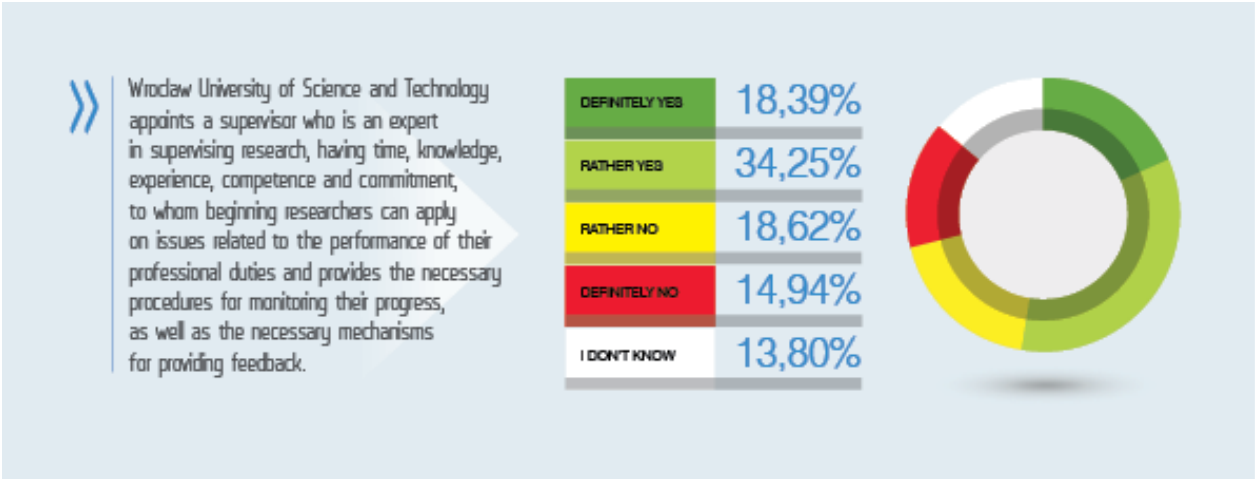| Area	Question no.	5	4	3	2	0	Positive	Result	Negative	Neutral
The percentage results of the survey - positive and negative										
SCALE: 5 – definitely yes; 4 – rather yes; 3 – rather not; 2 – definitely not; 0 – I do not know										
ETHICAL AND PROFESSIONAL ASPECTS	1	52,87%	36,78%	6,67%	2,30%	1,38%	**89,65%**	>	**8,97%**	**1,38%**
	2	28,74%	45,97%	17,01%	6,44%	1,84%	**74,71%**	>	**23,45%**	**1,84%**
	3	35,17%	43,91%	11,72%	5,29%	3,91%	**79,08%**	>	**17,01%**	**3,91%**
	4	15,17%	41,15%	25,52%	11,72%	6,44%	**56,32%**	>	**37,24%**	**6,44%**
	5	19,54%	38,16%	25,06%	6,21%	11,03%	**57,70%**	>	**31,27%**	**11,03%**
	6	16,09%	38,39%	23,91%	12,18%	9,43%	**54,48%**	>	**36,09%**	**9,43%**
	7	28,74%	40,22%	16,09%	8,74%	6,21%	**68,96%**	>	**24,83%**	**6,21%**
	8	43,91%	35,17%	12,41%	3,68%	4,83%	**79,08%**	>	**16,09%**	**4,83%**
	9	15,63%	39,08%	30,11%	9,43%	5,75%	**54,71%**	>	**39,54%**	**5,75%**
	10	45,29%	30,34%	7,36%	4,83%	12,18%	**75,63%**	>	**12,19%**	**12,18%**
RECRUITMENT AND ASSESSMENT	11	36,32%	37,70%	13,79%	6,21%	5,98%	**74,02%**	>	**20,00%**	**5,98%**
	12	24,83%	37,47%	17,47%	9,66%	10,57%	**62,30%**	>	**27,13%**	**10,57%**
	13	17,93%	33,79%	20,23%	12,19%	15,86%	**51,72%**	>	**32,42%**	**15,86%**
	14	18,85%	31,03%	19,54%	6,90%	23,68%	**49,88%**	>	**26,44%**	**23,68%**
	15	19,08%	26,21%	22,53%	13,79%	18,39%	**45,29%**	>	**36,32%**	**18,39%**
	16	16,78%	39,08%	16,78%	9,89%	17,47%	**55,86%**	>	**26,67%**	**17,47%**
	17	19,08%	31,49%	14,02%	6,44%	28,97%	**50,57%**	>	**20,46%**	**28,97%**
	18	20,69%	35,17%	17,24%	9,66%	17,24%	**55,86%**	>	**26,90%**	**17,24%**
	19	17,70%	34,02%	18,39%	9,66%	20,23%	**51,72%**	>	**28,05%**	**20,23%**
	20	24,37%	42,53%	11,72%	6,44%	14,94%	**66,90%**	>	**18,16%**	**14,94%**
	21	26,21%	39,77%	11,49%	6,44%	16,09%	**65,98%**	>	**17,93%**	**16,09%**
WORKING CONDITIONS AND SOCIAL SECURITIES	22	20,46%	41,15%	18,85%	13,56%	5,98%	**61,61%**	>	**32,41%**	**5,98%**
	23	15,40%	40,46%	25,98%	13,79%	4,37%	**55,86%**	>	**39,77%**	**4,37%**
	24	35,17%	39,08%	8,74%	2,99%	14,02%	**74,25%**	>	**11,73%**	**14,02%**
	25	26,21%	33,33%	16,32%	6,67%	17,47%	**59,54%**	>	**22,99%**	**17,47%**
	26	14,94%	31,26%	26,67%	19,54%	7,59%	**46,20%**	<	**46,21%**	**7,59%**
	27	16,78%	28,51%	12,64%	7,82%	34,25%	**45,29%**	>	**20,46%**	**34,25%**
	28	13,33%	37,01%	21,84%	10,12%	17,70%	**50,34%**	>	**31,96%**	**17,70%**
	29	16,32%	32,18%	19,77%	10,35%	21,38%	**48,50%**	>	**30,12%**	**21,38%**
	30	4,83%	14,02%	26,90%	23,45%	30,80%	**18,85%**	<	**50,35%**	**30,80%**
	31	23,91%	39,08%	16,55%	6,90%	13,56%	**62,99%**	>	**23,45%**	**13,56%**
	32	16,32%	40,46%	19,54%	8,51%	15,17%	**56,78%**	>	**28,05%**	**15,17%**
	33	10,11%	26,21%	31,49%	22,99%	9,20%	**36,32%**	<	**54,48%**	**9,20%**
	34	13,10%	18,16%	12,41%	8,74%	47,59%	**31,26%**	>	**21,15%**	**47,59%**
	35	28,74%	37,23%	6,90%	3,45%	23,68%	**65,97%**	>	**10,35%**	**23,68%**
TRAINING	36	23,68%	35,17%	16,78%	7,59%	16,78%	**58,85%**	>	**24,37%**	**16,78%**
	37	21,61%	44,59%	18,85%	7,82%	7,13%	**66,20%**	>	**26,67%**	**7,13%**
	38	21,15%	40,92%	22,53%	12,64%	2,76%	**62,07%**	>	**35,17%**	**2,76%**
	39	15,86%	32,41%	23,22%	15,63%	12,88%	**48,27%**	>	**38,85%**	**12,88%**
	40	18,39%	34,25%	18,62%	14,94%	13,80%	**52,64%**	>	**33,56%**	**13,80%**

"Definitely yes" and "rather yes" were qualified as the positive category. The sum of "definitely not", "probably not" was qualified as the negative category. Answers "do not know" were qualified as neutral category.

CONCLUSIONS OF THE ANALYSIS OF INTERNAL DOCUMENTATION AND QUESTIONNAIRE SURVEY

The analysis of the responses given in the survey showed that the respondents assess the current situation of the University as well one. It is proved by the positive responses (37 questions) over negative (3 questions) in the context of 40 questions that correspond to 40 principles set out in the Charter and the Code.

The highest rate of positive responses received the issue from the "Ethical and professional aspects" concerning freedom of scientific research (question 1: *Conducting research at Wrocław University of Technology it is possible to use freedom of thought and expression, and to determine methods of solving problems (according to recognized ethical principles and practices*). Total of answers "definitely yes" and "rather yes" was up to 89.65%.

Among the other highly-rated issues by the respondents there were:

- **professional responsibility** (question 3: *In the case of research carried out in collaboration with a supervisor / guardians and/or other researchers there are principles of respect for intellectual property and joint data ownership.)* – 79.08% of positive answers
- **dissemination, using the results** (question 8: *Conducting research oblige the employees of Wroclaw University of Science and Technology to disseminate their results.)* – 79.08% of positive answers
- **the principle of non-discrimination** (question 10: *Wroclaw University of Science and Technology protects scientists against discrimination based on sex, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic.*) – 75.63% of positive answers
- **ethical rules** (question 2: *Wroclaw University of Science and Technology adheres to fundamental standards, rules and ethical practices.)* – 74.71% of positive answers
- **working conditions** (question 24: *Wroclaw University of Science and Technology provides the researchers with flexible working conditions, including disabled researchers, in order to achieve effective research results.)* – 74.25% of positive answers
- **evaluation / appraisal system** (question 11: *At Wrocław University of Technology there is a procedure of regular evaluation of scientists and the results of their research carried out in a transparent manner by an independent commission.)* – 74.02% of positive answers

Further analysis of the results shows that three issues obtained a higher rate of negative response in comparison to the positive ones.

Question no.	Area	Content of the question	Positive vs negative result		Deficit issues – gaps
			+	-	
26	Working conditions and social securities	Wroclaw University of Technology provides researchers with fair and attractive remuneration conditions with adequate and equitable benefits in social security (including sickness and parental benefits, pension rights and unemployment benefit) in accordance with applicable regulations.	46.20%	46.21%	Conditions of remuneration
30	Working conditions and social securities	Wroclaw University of Technology provides researchers with career counseling and assistance in finding job at all career stages and regardless of the type of contract.	18.85%	50.35%	career guidance, assistance in finding a job
33	Working conditions and social securities	At Wroclaw University of Technology teaching duties are adequately remunerated and taken into account in the assessment systems of employees, and the time spent on training beginning researchers by staff with higher academic degree is recognized as part of their teaching commitment.	36.32%	54.48%	Remuneration conditions – teaching, staff evaluation system – teaching, staff with a higher degree - teaching / training for beginners

Indicated by the respondents deficit issues (gap) overlap to a large extent with the conclusions that were drawn from the Standard table of internal analysis. The Team on Implementation pointed to the need to improve the implementation of currently existing policies in areas related to financing and remuneration (point 26) and to vocational guidance (point 30). However, the result of surveys also pointed to the need to verify the internal regulations if it goes for early-stage researchers training (point 33).

Additionally, a detailed analysis of the survey also indicated that there is a need to take actions necessary to improve the flow of information and to familiarize the researchers with currently functioning practices or regulations. Evidenced by the large number of questions that have earned a high rate of 'I do not know'.

An important part of the actions - both remedial included in the Action Plan and carried out by the Universities under the current process - is continuous and effective informing employees about existing solutions and undertaken initiatives.

Based on the identified on the basis of a survey gaps there are planned actions that will help to reduce the discrepancy between the principles of the Wroclaw University of Science and Technology and the principles set out in the Charter and the Code in relation to aspects of the terms of remuneration, career counseling and strengthening the element of teaching in the system of remuneration and the rating system.

The Team on Implementation have also decided to include indications resulting from the analysis of the documents and the actual state at the University. They were defined in the Action Plan as *self-improving measures.* In the opinion of the academic community, these elements are not obstacles for its proper functioning, what the results of the survey show, however the University is committed to undertake additional tasks aimed at improving its functioning.

Among the areas identified on the basis of the Standard table of internal analysis that have been covered by additional self-improving measures there were:

- ethical principles (point 2)
- professional approach (point 4)
- contractual obligations or regulations (point 5)
- good practice in scientific research (point 7)
- evaluation of employees (point 11)
- recruitment (Code) (point 13)
- transparency (Code) (point 15)
- evaluation of merit (Code) (point 16)
- research environment (point 23)
- stabilization and permanent employment (point 25)
- the value of mobility (point 29)
- complaints / appeals (point 34)
- continuous professional development (point 38)
- access to scientific trainings and continuous professional development (point 39)

Furthermore, the analysis of the actual state and the survey results pointed to the need of preparing a special package dedicated for reduced researchers with information concerning the internal regulations in force at the University and the general principles of its operation.

ACTION PLAN

No.[1]	The area of the Charter and the Code that require actions	Substantive description of planned actions	Organizational unit of the University which is responsible for the implementation of actions	Duration of implementation		
				Short period (up to 1 year)	Average period (1-3 years)	Long period (more than 3 years)
CORRECTIVE ACTIONS						
26	Working conditions and social security	Development and implementation of remuneration regulations and the legislation concerning the system of wage motivation	Human Resources Management Department		May2018	
30	Working conditions and social security	Extending tasks of the Careers 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	Careers Office	May 2017		
33	Working conditions and social security	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		May 2018	
		Updating regulations of PhD studies	Educational Department		May 2018	
		Development of a code of good practice of supervisors and scientific tutors	The team appointed by the Rector, Department on Strategy of the University		December 2017	
		Reinforcement of the element of providing research supervision in the evaluation of academic staff	The team appointed by the Rector, Human Resources Management Department		May 2018	

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[1] Task number from the table of internal analysis.

		SELF-IMPROVEMENT ACTIONS[2]				
2	Ethical and professional aspects	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	June 2016		
4	Ethical and professional aspects	Development and implementation of the process of informing employees and PhD students about ongoing projects, grants, etc. through the Internet	Project Management Department	May 2017		
		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		October 2017	
5	Ethical and professional aspects	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	May 2017		
7	Ethical and professional aspects	Development and implementation of new Work Regulations	Human Resources Management Department	October 2016		
23	Working conditions and social security					
25	Working conditions and social security					
7	Ethical and professional aspects	Development of good practices and providing technical solutions for research data protection	Deputy Chancellor for IT		October 2017	
		Development of the Information Security Policy	Information Security Administrator, Deputy Chancellor for IT			October 2019
7	Ethical and professional aspects	Updating the regulations on occupational health and safety	Health and Safety Department	May 2017		

[2] Additional actions, resulting from the analysis of the documents and the actual state at the University, which were not shown by respondents in the survey.

23	Working conditions and social security	Conducting occupational risk assessment for missing work posts and updating the documentation of occupational risk assessment	Health and Safety Department			May 2019
7	Ethical and professional aspects	The amendment of documentation concerning the processing of personal data in Wroclaw 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			May 2019
11	Recruitment and assessment	Linking the system of employee assessment with the training policy and continuing professional development	The team appointed by the Rector, Human Resources Management Department		May 2018	
13	Recruitment and assessment	Updating internal regulations on recruitment	The team appointed by the Rector, Human Resources Management Department		October 2017	
15	Recruitment and assessment	Development of university-wide procedures in the area of informing candidates about the strengths and weaknesses of their applications				
16	Recruitment and assessment	Dissemination of good practices for the use of different criteria regarding achievements and scientific output in the recruitment process				
29	Working conditions and social security	The creation of legislation regarding the recognition of the value of mobility in the process of evaluation and recruitment				
34	Working conditions and social security	Appointment of a mediator at the University	Rector	May 2017		
38	Trainings	Extending the thematic scope of trainings and courses for researchers	Human Resources Management Department			October 2019
39	Trainings	Development and implementation of procedures in the area of organizing and promoting trainings of research staff	Human Resources Management Department		May 2018	

Within the framework of the developed Action Plan a schedule of actions (Appendix 4) was also prepared

MONITORING OF IMPLEMENTATION EFFECT

An important aspect of the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at Wroclaw University of Science and Technology will be the monitoring of the effects of the designated corrective and self-improvement actions. Implementation of the Action Plan will be supervised by the Monitoring Group appointed from the members of the Team for Implementation.

Table 16. Members of the group that supervises the implementation of the Action Plan at Wroclaw University of Science and Technology

	Name and Surname	University Unit/Faculty
1	Prof. PhD Eng. Zygmunt Hasiewicz – **Coordinator of the Team for Implementation**	Faculty of Electronics
2	Prof. PhD Eng. Marek Samoć **- Deputy Coordinator of the Team for Implementation**	Faculty of Chemistry
3	Prof. PhD Eng. Roman Galar	Rector's Plenipotentiary for Strategy of University Development
4	Prof. PhD Eng. Andrzej Matynia	Faculty of Chemistry
5	Prof. PhD Eng. Wacław Andrzej Sokalski	Faculty of Chemistry
6	Prof. PhD Eng. Grzegorz Sęk	Faculty of Fundamental Problems of Technology
7	Prof. PhD Eng. Renata Krzyżyńska	Faculty of Environmental Engineering
8	MSc Eng. Alicja Maniak	Department on Strategy of the University
9	MSc Anna Kalinowicz	Human Resource Management Department
10	MSc Aleksandra Penza	Human Resources Management Department
11	MSc Eng. Tomasz Dobosz	Government of PhD students

The task of the monitoring group will be to assess the effects of the implementation of the Action Plan included in the principles of the Charter and the Code, together with a detailed overview of the tasks carried out by individual teams and organizational units. Meetings of the monitoring group will be held every quarter and the Team Coordinator for Implementation will provide a report on the implementation of the Action Plan to the Rector.

SUMMARY AND FINAL CONCLUSIONS

For many years Wroclaw University of Science and Technology has been developing towards a research unit that is researcher friendly. Work on the preparation of the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers showed that many aspects related to the execution of research and the scientific development of PhD students and employees of Wroclaw University of Science and Technology is already properly regulated at our University. Good practices adopted by the academic community are being applied in many areas.

A detailed internal analysis carried out within the framework of implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers showed three key areas which are a priority for the University in terms of strengthening its competitiveness and ensuring, to a greater extent, an appropriate space for the development of science. Corrective actions in relation to the area of financing and remuneration, access to professional counselling and also clarification of the duties of employees in the area of training young staff have been included in the Action Plan for the years 2016-2019.

Wroclaw University of Science and Technology once again declares a thorough and consistent application of rules and criteria included in the provisions of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

ACCEPTANCE

The Rector of Wroclaw University of Science and Technology, Prof. PhD Eng. Tadeusz Więckowski, accepts the elaborated HR Strategy and the Action Plan for Wroclaw University of Science and Technology.

R E C T O R

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Prof. Tadeusz Więckowski

Wroclaw, 13.05.2016

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Appendix 1. Internal directive regarding the establishment of a Team for the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at Wroclaw University of Science and Technology

Politechnika
Wrocławska

R E C T O R

INTERNAL DIRECTIVE 40/2016

from 22nd March 2016

regarding the establishment of a Team for the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at Wroclaw University of Science and Technology

On the basis of Sec. 14 and par. 2 of the Statute of Wroclaw University of Science and Technology the following is hereby ordered:

§ 1

1. The establishment of a Team for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at Wroclaw University of Science and Technology, whose tasks include the implementation of principles and requirements set out in the European Charter for Researchers and in the Code of Conduct for the Recruitment of Researchers at Wroclaw University of Science and Technology according to the guidelines of the European Commission.

2. The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers are documents that indicate good practice in the area of the recruitment and employment of researchers.

3. The scope of the Team's duties include:

    1) the analysis of legal regulations, procedures and practices that are used at the University and which indicate the extent to which the University implements the provisions of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers;

    2) the preparation of organizational, legal and information documentation as a result of the conducted analysis - the identification of areas that require specific actions regarding the adjustment of internal regulations to the requirements of the Charter and the Code;

    3) the development of an action strategy called "HR strategy", which includes:

       a) the results of the analysis of internal regulations with regards to the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers,

b) an action plan, which includes a description of actions to be taken in order to implement the provisions of the Charter and the Code,

c) the schedule of work and responsibilities,

d) the carrying out of the process of implementation of the provisions of the Code and the Charter into the internal regulations, procedures and practices.

§ 2

The implementation of the HR Strategy for researchers is one of the priority actions within the framework of constantly aiming to improve the quality of work and the research environment.

§ 3

1. The Team consists of:

   1) Representatives of research staff:

      a) prof. Zygmunt Hasiewicz - Team coordinator,

      b) prof. Andrzej Samoć (Deputy Team Coordinator),

      c) prof. Roman Galar (Rector's Plenipotentiary for Strategy),

      d) prof. Andrzej Matynia (Leader of the Strategic Objective),

      e) prof. Andrzej Wacław Sokalski (Leader of the Strategic Objective),

      f) prof. Grzegorz Sęk,

      g) prof. Renata Krzyżyńska (A representative of the leaders of the TOP 500 Innovators program).

   2) Employees who are responsible for the analysis and preparation of the revised law regulations, procedures and practices; the development of a document which describes the action strategy ("HR Strategy") and also the promotion and communication of the elaborated documents:

      a) The Head of the Rector's Office,

      b) The Chancellor,

      c) The Chief Accountant – Vice Chancellor for Finance,

      d) The Head of the Human Resources Management Department,

      e) The Manager of the Section of Human Resources of the Human Resources Management Department,

      f) The Manager of the Human Resources Development Section of the Human Resources Management Department,

      g) Director of the Center for Scientific and Technical Information,

      h) Deputy Director of the Center for Scientific and Technical Information for the Center of Science and Industry Cooperation,

      i) The Manager of the Intellectual Property and Patent Information Department of the Center for Scientific and Technical Information,

      j) Head of the Project Management Department,

k) Head of the International Cooperation Department,

l) Head of the Department on Strategy of the University,

m) Head of the University Communication Department,

n) Head of the Marketing and Promotion Department,

o) Coordinator of the Legal Office,

p) Chairman of the Government of PhD students.

2. The tasks of the Team Coordinator include:

1) supervision over the implementation of the current work of the Team;

2) coordination of actions carried out by the Team, according to the approved scope of work and the schedule of implementation;

3) ensuring the appropriate flow of information and communication within the framework of carried out actions;

4) presentation of periodic reports on the activities of the Team to the Rector.

§ 4

University staff are obliged to cooperate with the Coordinator of the Team in order to allow smooth implementation of the specific stages of work.

§ 5

The directive is valid from the date of promulgation.

Prof. PhD Eng. Tadeusz Więckowski

Wroclaw University of Science and Technology

ANONYMOUS SURVEY

Sex:

22.53%	female
77.47%	male

Age:

28.05%	under 30
40.00%	31 – 45
9.89%	46 – 55
14.71%	56 - 65
7.36%	over 65

Degree/professional title/ academic title:

0%	Eng.
28.51%	MSc Eng./MSc
50.11%	PhD/PhD Eng.
12.18%	Assistant professor/ Assistant professor Eng.
9.20%	Prof. PhD/Prof. PhD Eng.
0%	No[3]

Professional group:

22.53%	PhD student[4]
10.57%	Assistant
42.53%	Lecturer
11.95%	Associate professor
5.29%	Professor
7.13%	Other

ETHICAL AND PROFESSIONAL ASPECTS					
Wroclaw University of Science and Technology creates space for scientific research in a professional, responsible, in accordance with the principles of professional ethics, intellectual property rights, requirements and conditions of any sponsor or funders, and ensuring the freedom of scientists in methods of problem solving.					
SCALE: 5 – definitely yes**; 4 –** rather yes**; 3 –** rather no**; 2 –** definitely no**; 0 –** I don't know					

Lp.		5	4	3	2	0
1	Conducting research at Wrocław University of Science and Technology it is possible to use freedom of thought and expression, and to determine methods of solving problems (according to recognized ethical principles and practices).	52.87 %	36.78 %	6.67 %	2.30 %	1.38 %

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[3] The category of "no" means no higher education

[4] PhD students, who are also employed on an employment contract basis shall fill in the questionnaire selecting the professional group - doctoral student.

		5	4	3	2	0
2	Wroclaw University of Science and Technology adheres to fundamental standards, rules and ethical practices.	28.74 %	45.97 %	17.01 %	6.44 %	1.84 %
3	In the case of research carried out in collaboration with a supervisor / guardians and/or other researchers there are principles of respect for intellectual property and joint data ownership.	35.17 %	43.91 %	11.72 %	5.29 %	3.91 %
4	The scientific community knows strategic objectives of Wrocław University of Science and Technology and also the mechanisms of funding.	15.17 %	41.15 %	25.52 %	11.72 %	6.44 %
5	There are known and respected (national, sectoral and institutional) regulations governing training or work, concerning, among others intellectual property rights and the requirements and conditions of any sponsor or funders, independently of the nature of the contract.	19.54 %	38.16 %	25.06 %	6.21 %	11.03 %
6	There are respected principles of sound, transparent and efficient financial management on funding research.	16.09 %	38.39 %	23.91 %	12.18 %	9.43 %
7	They are used safe working practices, among others there are taken necessary health and safety precautions, data protection and confidentiality and recovery of lost information due to IT technology breakdowns.	28.74 %	40.22 %	16.09 %	8.74 %	6.21 %
8	Conducting research oblige the employees of Wroclaw University of Science and Technology to disseminate their results.	43.91 %	35.17 %	12.41 %	3.68 %	4.83 %
9	The results of research are popularized and promoted among the general public.	15.63 %	39.08 %	30.11 %	9.43 %	5.75 %
10	Wroclaw University of Science and Technology protects scientists against discrimination based on sex, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic.	45.29 %	30.34 %	7.36 %	4.83 %	12.18 %

RECRUITMENT AND EVALUATION
Wroclaw University of Science and Technology takes care of admission standards for researchers by defining transparent recruitment procedures tailored to the type of positions and ensuring a proper assessment of qualifications of academic and professional achievements of candidates.

SCALE: 5 – definitely yes**; 4 –** rather yes**; 3 –** rather no**; 2 –** definitely no**; 0 –** I don't know

Lp.		5	4	3	2	0
11	At Wrocław University of Science and Technology there is a procedure of regular evaluation of scientists and the results of their research carried out in a transparent manner by an independent commission.	36.32 %	37.70 %	13.79 %	6.21 %	5.98 %

12	At Wroclaw University of Science and Technology, in the process of recruitment and admission the researchers to work there are clearly defined standards.	24.83 %	37.47 %	17.47 %	9.66 %	10.57 %
13	Recruitment procedures are open, efficient and transparent and adapted to the type of position, as well as possible to compare at international level.	17.93 %	33.79 %	20.23 %	12.19 %	15.86 %
14	Admissions committees making the selection of candidates are adequately competent and diverse: represent a variety of experience and qualifications, consist of members of various disciplines and have the experience necessary to assess a candidate.	18.85 %	31.03 %	19.54 %	6.90 %	23.68 %
15	Wroclaw University of Science and Technology informs candidates about the recruitment process, selection criteria, the number of available positions, career development prospects and about the strengths and weaknesses of their applications.	19.08 %	26.21 %	22.53 %	13.79 %	18.39 %
16	Wroclaw University of Science and Technology, in the selection process, assesses the merits both in a quantitative manner as well as qualitative one and takes into account not only the number of publications, contributions to patents, development or inventions, but also the outstanding results achieved in a diversified career path.	16.78 %	39.08 %	16.78 %	9.89 %	17.47 %
17	Wroclaw University of Science and Technology in the recruitment process allows applicants following a multidimensional career track to submit additional evidence, which reflect achievements and qualifications relevant to the offered position.	19.08 %	31.49 %	14.02 %	6.44 %	28.97 %
18	Wroclaw University of Science and Technology treats any experience in the field of mobility (stay in another country/region or in other research environment in a public or private sector), a change of discipline or sector as part of initial research training or at a later stage of their careers, or experience in the field of virtual mobility as a valuable contribution to the professional development of a researcher.	20.69 %	35.17 %	17.24 %	9.66 %	17.24 %
19	Wroclaw University of Science and Technology ensures proper assessment of academic and professional qualifications, including non-formal qualifications with particular emphasis on international and professional mobility.	17.70 %	34.02 %	18.39 %	9.66 %	20.23 %
20	Wroclaw University of Science and Technology has established the required level of basic skills to meet the needs of the particular position.	24.37 %	42.53 %	11.72 %	6.44 %	14.94 %
21	Wroclaw University of Science and Technology has established clear rules on the recruitment process and on appointing PhD researchers, including the objectives of appointment and a maximum time of holding a position.	26.21 %	39.77 %	11.49 %	6.44 %	16.09 %

WORKING CONDITIONS AND SOCIAL SECURITY

Wroclaw University of Science and Technology takes care of creating a friendly and stimulating research environment by providing appropriate equipment, facilities and opportunities, including cooperation at a distance with the help of research networks. Guarantees, within the possibilities, stability and attractiveness of employment conditions and financing research workers. Wroclaw University of Science and Technology's goal is to represent gender balance at all levels of career and professional development of researchers, regardless of the type of contract. Recognizes researchers' right to be represented in the proper decision-making bodies of the University.

SCALE: 5 – definitely yes**; 4 –** rather yes**; 3 –** rather no**; 2 –** definitely no**; 0 –** I don't know

Lp.		5	4	3	2	0
22	All researchers, at any career level, are recognized as professionals and are treated in accordance with this fact.	20.46 %	41.15 %	18.85 %	13.56 %	5.98 %
23	Wroclaw University of Science and Technology takes care of creating a stimulating environment for research and research training, provides adequate equipment, facilities and opportunities, including cooperation at a distance with the help of research networks.	15.40 %	40.46 %	25.98 %	13.79 %	4.37 %
24	Wroclaw University of Science and Technology provides the researchers with flexible working conditions, including disabled researchers, in order to achieve effective research results.	35.17 %	39.08 %	8.74 %	2.99 %	14.02 %
25	Wroclaw University of Science and Technology provides the researchers with stable employment conditions, implementing and abiding rights and conditions determined in the EU Directive on fixed-term employment.	26.21 %	33.33 %	16.32 %	6.67 %	17.47 %
26	Wroclaw University of Science and Technology provides researchers with fair and attractive remuneration conditions with adequate and equitable benefits in social security (including sickness and parental benefits, pension rights and unemployment benefit) in accordance with applicable regulations.	14.94 %	31.26 %	26.67 %	19.54 %	7.59 %
27	Wroclaw University of Science and Technology makes efforts to ensure a representative gender balance at all levels of staff, including supervisory and managerial level.	16.78 %	28.51 %	12.64 %	7.82 %	34.25 %
28	At every stage of career there is a determined strategy of career development for researchers.	13.33 %	37.01 %	21.84 %	10.12 %	17.70 %
29	Wroclaw University of Science and Technology recognizes the value of geographical, intersectoral, inter- and trans-disciplinary and virtual mobility, as well as the mobility between public and private sector as an important factor of broadening scientific knowledge and enhancing professional development of researchers at any stage of their careers.	16.32 %	32.18 %	19.77 %	10.35 %	21.38 %

Lp.		5	4	3	2	0
30	Wroclaw University of Science and Technology provides researchers with career counseling and assistance in finding job at all career stages and regardless of the type of contract.	4.83 %	14.02 %	26.90 %	23.45 %	30.80 %
31	Wroclaw University of Science and Technology ensures appropriate intellectual property rights protection, including copyrights and allows researchers, at all career stages, to take profits from the results of their research.	23.91 %	39.08 %	16.55 %	6.90 %	13.56 %
32	Wroclaw University of Science and Technology possesses policies, practices and procedures providing the researchers, including scientists at the beginning of their careers, necessary conditions so that they can enjoy the right to be recognized and having the right to be listed and/or quoted, as co-authors of papers, patents, etc. or the right to publish their own research results independently from their supervisor.	16.32 %	40.46 %	19.54 %	8.51 %	15.17 %
33	At Wroclaw University of Science and Technology teaching duties are adequately remunerated and taken into account in the assessment systems of employees, and the time spent on training beginning researchers by staff with higher academic degree is recognized as part of their teaching commitment.	10.11 %	26.21 %	31.49 %	22.99 %	9.20 %
34	Wroclaw University of Science and Technology has determined appropriate procedures, appointed a neutral person as an agent, who investigates complaints / appeals of researchers, including those concerning conflicts between supervisors and beginning researchers.	13.10 %	18.16 %	12.41 %	8.74 %	47.59 %
35	Wroclaw University of Science and Technology recognizes researchers' right to be represented in proper information, consultation and decision-making bodies, in order to represent and protect individual and collective interests of researchers as professionals and to contribute to the work of Wroclaw University of Science and Technology in an active way.	28.74 %	37.23 %	6.90 %	3.45 %	23.68 %

TRAININGS
Wroclaw University of Science and Technology ensures that researchers, at all career stages, regardless of the type of contract, have the opportunity for professional development and for improving their chances in searching a new job. Forms of regular contact with supervisors are established and experienced scientists take various functions among others supervisors, mentors, guidance counselors, project coordinators, managers of research tasks and science communicators.

SCALE: 5 – definitely yes**; 4 –** rather yes**; 3 –** rather no**; 2 –** definitely no**; 0 –** I don't know

Lp.		5	4	3	2	0
36	Wroclaw University of Science and Technology has established rules and forms of contact of PhD students with their supervisors and representatives of their faculty/department.	23.68 %	35.17 %	16.78 %	7.59 %	16.78 %

37	So-called senior researchers perform multiple functions as supervisors, mentors, leaders, project coordinators or science communicators, perform these tasks due to highest professional standards and build constructive and positive relationship with the beginning researchers.	21.61 %	44.59 %	18.85 %	7.82 %	7.13 %
38	Wroclaw University of Science and Technology supports scientists at all stages of their careers, helping them to develop and also to improve their skills and qualifications, enabling participation in conferences, training and other forms of education.	21.15 %	40.92 %	22.53 %	12.64 %	2.76 %
39	Wroclaw University of Science and Technology provides researchers, at all career stages, regardless of the type of contract, with professional development opportunities and improves the chances of finding a new job by access to resources allowing for continuous development of their skills and qualifications.	15.86 %	32.41 %	23.22 %	15.63 %	12.88 %
40	Wroclaw University of Science and Technology appoints a supervisor who is an expert in supervising research, having time, knowledge, experience, competence and commitment, to whom beginning researchers can apply on issues related to the performance of their professional duties and provides the necessary procedures for monitoring their progress, as well as the necessary mechanisms for providing feedback.	18.39 %	34.25 %	18.62 %	14.94 %	13.80 %

Appendix 3. Poster promoting efforts to implement the principles of the Charter and the Code, together with information concerning the survey (in polish)

Appendix 4. Schedule of actions

No[1]	The organizational unit of the University responsible for the implementation of action / official position	The period of implementation short / medium / long	Duration time since to	Schedule (2016–2019)
CORRECTIVE ACTION				
26	Human Resource Management Department	medium	June 2016 - May 2018	orange VI 2016 – V 2018
30	Career Office	short	September 2017 - May 2017	yellow X 2016 – V 2017
33	Educational Department	medium	October 2016 - May 2018	orange X 2016 – V 2018
33	Educational Department	medium	October 2016 - May 2018	orange X 2016 – V 2018
33	The team appointed by the Rector, Department on Strategy of the University	medium	October 2016 - December 2017	orange X 2016 – XII 2017
33	The team appointed by the Rector, Human Resources Management Department	medium	January 2017 - May 2018	orange I 2017 – V 2018
SELF-IMPROVEMENT ACTIONS [2]				
2	Department on Strategy of the University	short	June 2016	yellow VI 2016
4	Project Management Department	short	June 2016 - May 2017	yellow VI 2016 – V 2017
4	Center for Scientific and Technical Information, Legal Office	medium	June 2016 - October 2017	orange VI 2016 – X 2017
5	Project Management Department	short	June 2016 - May 2017	yellow VI 2016 – V 2017
7, 23, 25	Human Resource Management Department	short	June 2016 - October 2016	yellow VI 2016 – X 2016
7	Vice Chancellor for IT	medium	October 2016 - October 2017	orange X 2016 – X 2017
7	Information Security Administrator, Vice Chancellor for IT	long	August 2016 - October 2019	brown VIII 2016 – X 2019
7, 23	Health and Safety Department	short	June 2016 - May 2017	yellow VI 2016 – V 2017
7, 23	Health and Safety Department	long	August 2016 - May 2019	brown VIII 2016 – V 2019
7	Information Security Administrator	long	June 2016 - May 2019	brown VI 2016 – V 2019
11	The team appointed by the Rector, Human Resources Management Department	medium	January 2017 - May 2018	orange I 2017 – V 2018
13	The team appointed by the Rector, Human Resources Management Department	medium	October 2016 - October 2017	orange X 2016 – X 2017
15	The team appointed by the Rector, Human Resources Management Department	medium	October 2016 - October 2017	orange X 2016 – X 2017
16	The team appointed by the Rector, Human Resources Management Department	medium	October 2016 - October 2017	orange X 2016 – X 2017
29	The team appointed by the Rector, Human Resources Management Department	medium	October 2016 - October 2017	orange X 2016 – X 2017
34	Rector	short	January 2017 - May 2017	yellow I 2017 – V 2017
38	Human Resources Management Department	long	October 2016 - October 2019	brown X 2016 – X 2019
39	Human Resources Management Department	medium	October 2016 - May 2018	orange X 2016 – V 2018

Legend:

[1] Task number in the table of internal analysis

[2] Additional actions resulting from the analysis of the documents and the actual situation at the University, not shown by the respondents in the survey

Yellow means short period of time

Orange means medium period of time

Brown means long period of time