



HR EXCELLENCE IN RESEARCH

INTERNAL REVIEW

**Human Resources Strategy for Researchers
of Medical University of Silesia in Katowice**

Katowice, December 2019

1. Organisational information

1.1 Employees and students

Employees and students	FTE
Total number of researchers = personnel, people with scholarships, full-time and part-time doctoral students engaged in research	813.875
Including persons with foreign citizenship	1
Including persons financed externally (i.e. for whom the organisation is the host organisation)	
Including the total number of women	436.75
Including the total number of people at stage R3 or R4 = researchers with a high degree of autonomy, usually with the status of principal researcher or professor	162
Including the total number of people at stage R2 = in most organisations corresponding to the post-doctoral level	378.75
Including the total number of people at stage R1 = in most organisations corresponding to the doctoral level	175
Total number of students (if applicable)	10 052
Total number of employees (including management, administrative, teaching and research personnel)	2387.255

1.2 Research financing (for the last tax year)

Research financing (for the last tax year)	€
The total annual budget of the organisation	7 084 327.62
Annual direct funding from governmental sources (for research)	3 519 706.63
Annual competitive governmental funding (for research obtained through competition with other organisations – including EU funding)	1 022 149.89
Annual funding from private, non-governmental sources for research	121 441.83

1.3 Organisation profile (max 100 words)

The Medical University of Silesia in Katowice has over seventy years of tradition. Established in 1948 as the Medical Academy with one medical department with division of dentistry based in Rokitnica Bytomska, it was renamed the Silesian Medical Academy a year

later and next the Ludwik Waryński Silesian Medical Academy. Finally, under the Act of March 30, 2007, it became a university.

The current position of the University results from the scientific and research achievements of the personnel and a high level of education in medical and related professions in 25 fields of study in 28 specialties. The university has the right to confer doctoral and postdoctoral degrees in the field of medical sciences and health sciences in the disciplines of medical sciences, pharmaceutical sciences and health sciences.

Part 2. Strengths and weaknesses of current practice.

2.1. Ethical and professional aspects ("Ethical and professional principles" Area)

The project of actions adopted for implementation in the area of "Ethical and professional principles" in the years 2017-2019 have been successfully implemented. In recent years, priority research directions have been set, which have been expanded and supplemented in recent months as well as posted on the University's website. In addition, it was decided to join the Prosilesia Business – Science – Self-government Association operating at the Marshal's Office of the Silesia Voivodeship. The "Ethical Principles" point obligated every academic teacher to participate in ethics training, which can be confirmed by obtaining a certificate. In connection to the new Act on Higher Education entering into force, it was decided to launch e-learning trainings informing about the scope of new legal regulations that changed the system of scientific activities implementation, including financing and its evaluation.

In the field of "Good practice in scientific research", the Rector's Order of the SUM 180/2016 of 10-11-2016 regarding: Information Security Management System and protection of personal data processed at the Medical University of Silesia (SUM) in Katowice has been implemented. On the basis of the aforementioned Order, a standardised information security management system has been established at SUM based on the ISO27001 standard. In this regard, the ICT security documentation has been updated, the IT system security audit has been carried out and devices enabling a higher level of backup security from computer devices processing scientific research data have been purchased.

In the field of "Dissemination, utilisation of results" the Technology Transfer Centre has been opened. In addition, the Libre Open Access model has been introduced, which allows free access to content with rights to reuse it thanks to publication under Creative

Commons licenses. Important activities also include joining the Project "Polish Medical Platform: Knowledge and Research Potential Management Portal".

Since 2016, a newsletter on scientific and research achievements has been distributed in the external environment of the SUM as part of the implementation of activities from the "Social commitment" position. A big asset is also the accession to Magna Charta – a prestigious association of European universities in 2018. Since January 2018, a provision has been introduced that changes the conditions for assessing an academic teacher, which takes into account, in addition to the number of publications, the quality of achievements and employee mobility, especially in foreign centres.

The analysis has showed some gaps in the academic teacher evaluation system. The suggested corrective action may include simplification of the login system and increase in the attractiveness of the student rating system, as well as, in connection with the greater scope of the academic teachers evaluation, improvement of the positive model of motivating authors of qualitative original works and simplification of formalities related to making decisions about internship and/or conducting research outside the country, in line with the principle of the mobility of research and teaching staff.

2.2. Recruitment and selection ("Recruitment" Area)

The action plan for 2017-2019 assumed the introduction of a number of activities in the area of recruitment. Activities were initiated in individual University Departments in terms of changes in the assessment of research and teaching staff (number of publications, quality of achievements, mobility of employees, especially in foreign centres), changes in the content of competition announcements with the extension of time between the vacancy announcement and the deadline for submitting applications as well as changes in competition protocols. The Centre for Technology Transfer has started implementing competition procedures for external members of research teams (civil-legal contracts, inquiries, employment in projects, grants, employment at the request of the project manager). The HR and Social Affairs Department in consultation with the Deans of Departments began work on trainings for members of the Committee for the evaluation of candidates for the position of academic teachers and introducing the possibility of seeking external experts' opinion in the recruitment process. However, due to the change in legal regulations concerning higher education in Poland and the resulting organisational changes at the University, these works were partially or completely suspended until new regulations are introduced in national law.

Graphic symbols in accordance with applicable regulations were introduced on diplomas and HR LOGO was placed on institutional papers.

The strengths of the current and implemented activities include clear, non-discriminatory and transparent employee recruitment and evaluation procedures. It is difficult to identify weaknesses at the moment, with withheld corrective actions, but certainly the further works should focus on the examination of the satisfaction of candidates from the recruitment process, assistance in adaptation for newly recruited employees, preparation of a toolkit for supervisors and scientific supervisors.

2.3. Working conditions and social security ('Working conditions and social security' Area)

PhD students and young scientists participate in Faculty Committees. Young researchers have been appointed as auxiliary promoters at each of the faculties. Young Scientists and PhD students take part in the meetings of faculty committees, e.g. (Education Committee, Quality Training Team, Doctoral Study Program Council, Recruitment Committee). In addition, two additional investment tasks have been launched:

1. investment task like "Silesia Research and Implementation Centre – LabMed" and
2. investment task like "Reconstruction and adaptation of rooms and thermo-modernisation of the building of the School of Public Health in Bytom at Piekarska 18 Street to current regulations. "

In 2018, the University incurred expenditures on research equipment in the amount of PLN 3,518,149.81 (Registration data as at December 31, 2018 with the closed financial year 2018). The Centre for Technology Transfer offered to promote a cooperation model based on the joint use of its equipment - as part of the Projects: Śląska Biofarma, Silesia LabMed, member of the clusters: Medsilesia – technological audit – allowing to gather the latest information on equipment base allowing shared use among others.

Vice Rector for Science has provided the Dean of individual Schools with information about the possibility of applying for a subsidy as part of investments related to scientific activities for 2019, including scientific and research equipment with a value above PLN 500,000. Those interested in the subsidy, are required to submit application to the Science and International Cooperation Department by 31/03/2019, which provides administrative support for the entire application process. In the case of "Gender balance", no discrimination is found. Quotas are applied in the management positions at the University. In case of an increase in the

'Mobility Value' at the end of 2018, the Department for Science and International Cooperation launched a new website adapted to the needs of the academic community, under which it informs about dates, events and projects important for researchers, as well as emerging opportunities for cooperation on international projects. A list of all agreements between the SUM and domestic and foreign institutions, under which scientific cooperation can be established is available on the website. "Access to vocational counselling" has also been improved by providing cyclical information on the need to support employees in the process of professional development and raising competences. Interested persons are kept informed of the opportunities available in this respect. Within the project, 1 vocational counsellor was employed who will also render professional consultancy services for employees and doctoral students after the project finishes.

2.4. Training and development ('Education' Area)

Regardless of the level of experience, employees can apply for various research and development and mobility projects, which are an indispensable element of professional development. In this aspect, appropriate training is carried out in various areas and ongoing information campaigns on the projects themselves, collected on the pages of the Centre for Technology Transfer. Therefore, the Centre for Technology Transfer website and a new website of the SUM Department of Science and International Cooperation have been created. To maintain a high level of information, the University cooperates with the National Contact Point for EU Research Programs or the Regional Contact Point of the Silesian University of Technology among others.

In order to motivate and appreciate the didactic work of the employees, the University introduces changes in the employee evaluation by setting up the "Best Teaching Teacher of the Silesian Medical University in Katowice" (Ordinance No. 120/2018 of 29.06.2018 Rector of the Medical University of Warsaw) competition or modification of the employee evaluation card, taking into account the evaluation of students in the field of classes.

In the aspect of "Complaints and appeals" a description of the complaint and appeal procedure has been introduced, which is available in the "Information Package" developed by the relevant department. The developed "Information Package" is posted on the University's website.

The university also raises funds for the further development of its staff so that the Medical University of Silesia in Katowice is a competitive scientific and didactic centre not only at the national but also international level. Hence, the University obtained funds for the

implementation of the project Multidimensional support for SUM in providing high-quality service to students and foreign staff (Welcome to SUM) under the Welcome to Poland Program – Raising the competence of the academic staff and the institution's potential to welcome people from abroad – Welcome to Poland.

The aim of the project is to improve the quality of service for foreigners staying at the University, i.e. students and staff from abroad, by implementing tasks including English language courses for administrative and teaching staff of SUM who have direct contact with foreigners (students or staff) or with documents in English, a 10-month-long Polish language course for international students and a mobile application for Android and IOS to facilitate international students navigating between University buildings, faculty campuses, clinical hospitals, around the city and neighbouring cities.

There are a number of elements to be corrected and introduced:

1. group personalisation of trainings, by conducting surveys which trainings arouse most interest among employees,
2. more consistent implementation of changes in a given area within the University indicated by the HR Logo Excellence team,
3. introduction of the evaluation of academic supervisors by doctoral students in order to improve the skills of academic supervisors,
4. analysis of the results obtained and the effectiveness of scientific supervisors by analysing scientific articles, in which the co-author is a doctoral student,
5. development and training in Post-Doc direction,
6. HR Logo Excellence update in terms of the new provisions of Act 2.0.

Have any of your short- and medium-term priorities changed?

The planned activities in the Plan for 2017-2019 included both short-term and medium-term goals. In accordance with the new policy in the field of science and education development in Poland, new initiatives appeared, supported by the Ministry of Science and Higher Education, defining new requirements and development directions for the university. New priority directions for scientific research have been expanded and introduced. The university constantly strives to promote activities aimed at publishing in the open-access model as often as possible, which results in starting the implementation of the Libre Open Access model. In the recruitment process, no changes in previously set priorities have been

noticed. However, in the near future due to legislative changes there may be a need for such changes.

Has any of the circumstances, in which your organisation operates changed and had an impact on your HR strategy?

The process of implementing HR strategy assumptions at the Silesian Medical University in Katowice coincided with systemic changes in the area of science and higher education in Poland, in connection with the change of legal regulations on higher education and science. In July 2018, the Constitution for Science was adopted. This reform aims to improve the quality of Polish science and higher education. It assumes creating the best working conditions for academic teachers, enabling them to fully use their potential and develop their careers. Thus, the action plan established in 2017 must be integrated with the activities undertaken by the Ministry and University authorities to implement the reform assumptions. The new legal regulations forced the University to introduce changes in the current organisational structure, as well as changes in the Statute, Work Regulations, Organisational Regulations and other internal regulations.

Are strategic decisions that affect the Action Plan being made?

The university carries out activities aimed at implementing the reform of higher education and science, in connection with the adoption of the so-called Constitution for Science, which entered into force on 1/10/2018. A new university statute has been implemented, the architecture of the current organisational structure has been changed and a university development strategy, which will create a legal and organisational framework for implementing the activities set out in the revised action plan, has been developed. Further to the above, the implementation of the revised action plan for the implementation of HRS4R assumptions will depend on the course of the reform processes carried out and the transformation of the university in the direction enabling the achievement of strategic goals.

No.	Tasks	K&K Principle	Time of accomplishment	Unit accomplishing the task	Indicator	Task status
A1	Constant tracking of economic trends; joining the Prosilesia Biznes-Nauka-Samorząd Association operating at the Marshal Office of the Silesian Province; implementation of the decision-making process on the commercialization of research results	Ethical and professional principles / Freedom of scientific research	October 2017 onwards	The Rector's Proxy for Developmental Programmes and Innovation Vice-Rector for Science		Continuous systematic
A2	Evaluation of strategic documents for priorities of the University studies; determining the priority areas: 1) civilisation diseases, in particular cancerous diseases (including: learning about the mechanisms of civilisation diseases), 2) medical, psychological and social aspects of aging processes, 3) concepts of new treatments (including new drugs and prevention of non-communicable chronic diseases, e.g. cardiovascular diseases, cancer, renal diseases), 4) regenerative medicine (including the use of stem cells, tissue engineering), 5) modern technologies in medicine including new medicines and concepts of treatments of drug resistant pathogen infections	Ethical and professional principles / Freedom of scientific research	October 2017 onwards	The Rector's Proxy for Developmental Programmes and Innovation Vice-Rector for Science; the Senate Scientific Board	posted on the University website 14.03.2018 and on the website of the Department of Science and International Cooperation of the Medical University of Silesia 15.03.2018 (a separate tab on this topic was created) / www.sum.edu.pl), e.g. in the description of the University's activities	Continuous systematic
A3	Training programmes in the area of ethics	Ethical and professional principles / Freedom of scientific research	November 2016 onwards	Deans of Schools, Personnel of the Chair of Social Sciences and Humanities, School of Health Sciences in Katowice.	Website with e-learning	Continuous systematic

A4	Organisation of training programmes, including e-learning scheme, in the area of research programme management, acquisition, use and clearing of the research study funds	Ethical and professional principles / Professional approach	September 2017 onwards	Rector's Proxy for Developmental Programmes and Innovation / Centre for Technology Transfer Department of Science and International Cooperation. IT and computerisation centre	http://sum.edu.pl/	Continuous task, trainings accomplished
A5	A new University Statute and Organisational Regulations have been developed	Ethical and professional principles / Professional approach	September 2017 onwards	Rector's Proxy for Developmental Programmes and Innovation / Centre for Technology Transfer Department of Science and International Cooperation. IT and computerisation centre		Accomplished
A6	Update of internal regulations. Update of regulations for preparation of applications and accomplishment of projects financed or co-financed through non-refundable state or international funds.	Ethical and professional principles / Professional approach	September 2017 onwards	Rector's Proxy for Developmental Programmes and Innovation / Centre for Technology Transfer Department of Science and International	The Rector's Regulation No. 124/2017 of 17 August 2017	Continuous systematic

				Cooperation. IT and computerisation centre		
A7	Monitoring of regulations on implementation of scientific and research projects	Ethical and professional principles / Responsibility	Already accomplished	Centre for Technology Transfer Department of Science and International Cooperation.		Continuous systematic
A8	Update of documents regarding information security. An audit of the security of the ICT system.	Ethical and professional principles / Good practice in scientific studies	Accomplished in 2016 (November, June, December 2016), December 2018	The Rector's Proxy for Security of Confidential Information Information Security Administrator.	The Rector's regulation no. 180/2016 of 10 Nov. 2016	Accomplished
A9	Data retrieval processes were upgraded, purchased devices that enable a higher level of security of backups from computer devices that process data in the field of scientific research	Ethical and professional principles / Good practice in scientific studies	Started in March 2017	The Rector's Proxy for Security of Confidential Information; Information Security Inspector; Information Security Administrator.		accomplished
A10	Training programme in setting of backups was accomplished.	Ethical and professional principles	Started in July 2016	Information Security Administrator	The Rector's Regulation no. 92/2016; Rector's Regulation no. 76/2018	accomplished
A11	Establishment of a unit for transfer of technologies and innovation	Ethical and professional principles	Technology Transfer Centre has been operating since 1 Jan. 2017.	Senate former Department for Projects, Development Programmes and Innovation	the Resolution of the Senate No. 149/2016 of 23 Nov. 2016.	accomplished

				(now The Centre for Transfer of Technologies) Vice-Rector for Science/ Department of Science and International Cooperation.		
A12	Promotion of published results of scientific studies on Open Access basis	Ethical and professional principles / Dissemination and use of the results	July 2018 onwards	Library of the Medical University of Silesia, The University Publishing House, IT and Computerization Centre, Medical University of Silesia	On the Library's website, in the Bibliography and Bibliometrics section, there is an Open Access file, http://annales.sum.edu.pl	Under accomplishment
A13	Providing open access to the university repository for publications following the scientific and research studies, Joining the project "Polish Medical Platform: a portal for managing knowledge and research potential"	Ethical and professional principles / Dissemination and use of the results	July 2018 onwards	Library of the Medical University of Silesia,		Under accomplishment
A14	Preparation of a newsletter distributed among and informing communities outside the Medical University of Silesia about the scientific and research achievements, an Information Brochure about SUM's scientific activity has been prepared and forwarded to intermediaries, which may help in establishing cooperation between the Medical University of Silesia and entities from abroad dealing with scientific activities. In 2018, the Medical University of Silesia joined Magna Charta Observatory - a prestigious association of	Ethical and professional principles / Community involvement	September 2017 onwards	Department of Students' Careers and Promotion of the University/ University Spokesman IT and computerisation centre, Medical University of Silesia The Centre for Transfer	regular posting information on the university's website and in the newsletter; regular passing the information on scientific and research achievements to the media	Continuous systematic

	European universities.			of Technologies Department of Science and International Cooperation.	(press), organisation of press conferences	
A15	Creation of the website page Polish/English informing about the accomplished scientific and research studies	Ethical and professional principles / Community involvement	September 2017	Department of Students' Careers and Promotion of the University/ University Spokesman IT and computerisation centre, Medical University of Silesia The Centre for Transfer of Technologies Department of Science and International Cooperation.	www.sum.edu.pl ; http://logohr.sum.edu.pl , www.projekty-naukowo-badawcze.sum.edu.pl	accomplished
A16	Introducing changes in the evaluation of the scientific and teaching personnel which should consider the number of publications, the quality of achievements and mobility of the staff, in particular throughout the international centres.	Ethical and professional principles	January 2018 onwards	Deans of the Schools/ Heads of Units, Medical University of Silesia HR and Social Affairs Department		Continuous and systematic
A17	Updates of competition announcements	Recruitment/ Recruitment proceedings	January 2018	HR and Social Affairs Department, Deans of the Schools/ Heads of Units,	Letter No. 1/2014 of 14 January 2014 issued by the Rector of the Medical University of Silesia in	Under accomplishment

				Medical University of Silesia	Katowice (i.e. on 20/06/2018)	
A18	Wydłużenie czasu pomiędzy ogłoszeniem o wolnym stanowisku a ostatecznym terminem składania podań. Extending the time between publication and vacancy and the deadline for completing applications.	Recruitment/ Recruitment proceedings	January 2018	HR and Social Affairs Department, Deans of the Schools/ Heads of Units, Medical University of Silesia		Under accomplishment
A19	Implementation of competition procedures for external members of research teams	Recruitment/ Recruitment proceedings	January 2018	HR and Social Affairs Department Technology Transfer Centre		Under accomplishment
A20	Training programme for members of the Board evaluating candidates for academic positions	Recruitment/ Personnel selection procedures	January 2018 onwards	HR and Social Affairs Department Deans of the Schools/ Heads of Units, Medical University of Silesia		Under accomplishment
A21	Introducing possibility of acceptance of external expert opinion upon recruitment procedures	Recruitment/ Personnel selection procedures	January 2018 onwards	HR and Social Affairs Department Deans of the Schools/ Heads of Units, Medical University of Silesia		Under accomplishment
A22	Valid rcruitment procedures comprising also the Competition Board's obligation to include in the records the advantages and disadvantages of candidates for academic positions	Recruitment/ Transparency	January 2018 onwards	Competition Board	Letter No. 2/2016 of 03.08.2016 issued by the SUM Rector	accomplished
A23	Regular updating of	Recruitment/	January 2018	HR and		Under

	announcements of competitions for academic teaching positions	Transparency	onwards	Social Affairs Department		accomplishment
A24	Supplementing the templates of diplomas issued by the Medical University of Silesia with a logo informing about level affiliation with the Polish Qualification Framework. Recognition of such logos on diplomas issued by other universities, including the international ones, and recognition of qualifications pursuant to the provisions of law	Recruitment/ Recognition of qualifications (principles)	1 October 2017 onwards	HR and Social Affairs Department The Centre for Transfer of Technologies Department for Studies and Students Department of Science and International Cooperation.		Accomplished Under accomplishment
A25	Preparation of an “Information Package” regarding the whole area of the work terms and conditions and social security to find the University policies, the legal grounds and opportunities for the University employees.	Recruitment/ Positions for employees with doctoral degree (principles)	December 2017 onwards	Department of Students’ Careers and University promotion HR and Social Affairs Department Payroll Department,,		accomplished
A26	Increased membership of junior scientists in expert boards	Recruitment/ Recognition of professional status	January 2018 onwards	Deans of the Schools		Under accomplishment
A27	Training programmes for the Heads of Units, Medical University of Silesia in the area of team management, coaching and mentoring	Recruitment/ Recognition of professional status	March 2018 onwards	HR and Social Affairs Department		Under accomplishment
A28	Applications for finance to extend and upgrade the University infrastructure	Recruitment/ Scientific Study Environment	Under accomplishment	Department of Investments The Centre		Under accomplishment

				for Transfer of Technologies Department of Science and International Cooperation. Technical Department The Bursar Deans of the Schools, Medical University of Silesia		
A29	Optimization of mechanisms for effective use of specialist research apparatus by creating its basis	Recruitment/ Scientific Study Environment	accomplished	Heads of Units, Medical University of Silesia Tangible Asset Records	http://bazae.kspertow.sum.edu.pl/apar_index.php	accomplished
A30	Motivating the personnel to undertake initiatives and apply for finances to purchase, create or extend the existing research infrastructure	Recruitment/ Scientific Study Environment	Under accomplishment	Technical Department, Department of Investments The Bursar, Deans of the Schools The Centre for Transfer of Technologies Department of Science and International Cooperation. Vice-Rector for Science	www.nauka.sum.edu.pl	Under accomplishment

A31	Work Regulations developed at the Medical University of Silesia contain a record of the inadmissibility of any discrimination in employment, direct or indirect, in particular on grounds of sex, age, disability, race, religion, nationality, political convictions, trade union membership, ethnicity, religion, sexual orientation etc.	Recruitment/ Gender balance	Under accomplishment	HR and Social Affairs Department Deans of the Schools		Continuous systematic
A32	Preparation of formalized strategy for career development of the University scientific staff, including the role of scientific advisers	Recruitment/ Gender balance	March 2018	Vice-Rector for Science, Deans of the Schools HR and Social Affairs Department		Under accomplishment
A33	Development of the social offer of the Medical University of Silesia	Recruitment/ Gender balance	March 2018	HR and Social Affairs Department Vice-Rector for Science Deans of the Schools Payroll Department Department of Students' Careers and Promotion of the University		Under accomplishment
A34	Regular informing about cooperation opportunities delivered through newsletters/ information published on websites of the Department of Science and International Cooperation and the Centre for Transfer of Technologies	Recruitment/ Value of mobility	Under accomplishment	Technology Transfer Centre Department of Science and International Cooperation	http://sum.edu.pl/nauka/centrum-transferu-technologii	Continuous systematic

A35	Implementation of career counselling scheme for the personnel and the doctoral students	Recruitment/ Career counselling	September 2017	Heads of Units, Medical University of Silesia		Continuous , systematic
A36	Extension of competence of the Department of Students' Careers and Promotion of the University to include career counselling for the University personnel	Recruitment/ Career counselling	January 2018	Rector, Department of Students' Career and Promotion of the University		Under accomplishment
A37	Simplification and clarification of the route for notification of invention projects to protect the intellectual property rights (implementation of the Notification Form for such projects; information included in the University website)	Recruitment/ Intellectual property rights	May 2017	Department of Science and International Cooperation	SUM website	accomplished
A38	Protection of intellectual property rights in project accomplishment agreements with external parties	Recruitment/ Intellectual property rights	Under accomplishment	Technology Transfer Centre Department of Science and International Cooperation		Under accomplishment
A39	Changes in the employee evaluation system ensuring better appraisal of the teaching skill value.	Education/Academic teaching	January 2018	HR and Social Affairs Department The Rector Deans of the Schools	Regulation No. 120/2018 of 29/06/2018 Rector of the SUM	Under accomplishment
A40	Implementation and use by the Deans of the Schools of the experience criteria in the development of junior scientific staff as one of the major requirements presented to candidates for the University management positions	Education/ Management supervision and responsibilities	March 2018 onwards	Deans of the Schools together with the HR and Social Affairs Department		Under accomplishment

A41	Introducing an annual analysis of the participation of scientists in trainings in order to regularly assess the effectiveness of forms of raising qualifications.	Education/ Availability of programmes and opportunities for permanent professional development	March 2018 onwards	the HR and Social Affairs Department	Letter of 27.04.2018 ref. no. KNW-0723/251/15/10/2018	Continuous systematic
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4. .General process of implementation

In October 2017 the Medical University of Silesia in Katowice joined the association “Pro Silesia Business-University-Region” functioning under the auspices of the Marshal Office of the Silesian Voivodeship. In November 2017 the Senate Commission for Academic Research decided that the following areas of research will be given priority:

1. Diseases of affluence, in particular cancers
2. New methods of treatment
3. Regenerative medicine
4. New technologies in medicine

In March 2018 this information was placed on the website of the University and of the Department for Research and International Cooperation.

E-learning teacher trainings in teaching e-learning classes and webinars have been conducted since 2017. Those trainings are conducted systematically every semester. An employee who has concluded the training receives a certificate.

Trainings in the intellectual property protection and in the knowledge and technology transfer were conducted from January to June 2018.

In 2017, at the initiative of the Department of Students’ Careers an agreement was signed concerning the implementation of a project “„Czas w ramach Działania 3.1. „Kompetencje w szkolnictwie wyższym” - POWER.03.01.00-IP.08-00-ABK/17”, which will last 3 years.

As part of the project, a career advisor was employed. After the termination of the project this person will also advise the university staff and doctoral students.

As part of the mentioned project, trainings concerning the enhancement of professional skills for the staff of the Department of Students’ Careers and Promotions have been conducted since January 2019.

As a result of the implementation of the Law on Higher Education and Science on 20 July 2018, whose aim is to raise the quality of Polish science and higher education, the action plan stipulated in the *Initial Phase* of applying for *HR Excellence in Research* had to be integrated with actions undertaken by the university authorities and aimed at implementing the mentioned reform. The reform concerns the following areas: the financing of academic research, the working conditions of researches and the employment of academic personnel. At present, the university is working on the implementation of rules concerning the standards of conducting the following key employment procedures: recruitment, periodic staff appraisal, motivation and the development of the academic personnel.

2. How was the periodic evaluation prepared?

In order to verify the assumptions of the action plan, a number of studies were conducted, including: a) an analysis of internal data, b) an analysis of universities in the field of research, education, employment of researchers, cooperation, visibility and management.

In years 2017-2019 22 out of 41 planned actions have been implemented while the remaining ones are in progress.

As a result of the conducted analyses areas for further development in the implementation of HRS4R assumptions were identified. Current analysis of strengths and weaknesses of the university revealed progress in the area of implemented measures. It has been found that some of the assumptions from the action plan for the implementation of HRS4R assumptions will depend on the progress of the processes of higher education reform.

3. How have the research community and key stakeholders been involved in the implementation process?

Scholarly authorities and representatives of the university community (scientists, administrative employees, and trade union representatives) were involved in the activities implemented so far by participating in the project: 1. works of interdisciplinary teams for the preparation of draft documents defining the basic framework for human resources policy, such as: university statute, work regulations, 2. participation in e-learning trainings.

4. Does the organisation have an implementation committee or a supervising group that regularly monitors the implementation process?

Every 6 months meetings of the HR Logo Team are held to monitor the activities set out in the HR strategy.

5. Is there any compliance of the organisational policy with HRS4R?

Due to the entry into force of the Act 2.0, the University is in the process of making changes in internal regulations, including legal regulations. The reference to HRS4R has already been

included in the new statute of the university and is included in the work regulations of the university.

6. How does the organisation ensure the implementation of the recommended activities?

The university senate has accepted the new university statute and work regulations. An additional HR Team regularly collects reports on the implementation of the activities.

7. How is the implementation process monitored?

The actions taken to implement the report submitted by universities were annually accounted for in the summary report prepared by the HR Team.

8. How will the progress of the process be measured in the next evaluation?

Progress will be evaluated during subsequent meetings of the HR Logo Team.

9. How does the organisation prepare for external audit?

Current reports are being prepared within the HR Logo Team and in the course of formulating new legal regulations due to the entry into force of the Act 2.0.