



MEDICAL UNIVERSITY OF SILESIA
IN KATOWICE

HR Strategy and Action Plan

The European Charter for Researchers and
the Code of Conduct
for the recruitment of researchers



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*The mission
of the Medical University of Silesia in Katowice,
as an integral part of the national education and research system,
is to discover and convey the truth
by conducting research
and training students.*



Introduction

The Medical University of Silesia was founded in 1948 as the Medical Academy (Akademia Lekarska) with one medical faculty and a dentistry division, with its headquarters in Bytom-Rokitnica. In 1949 its name was changed into Silesian Medical Academy (Śląska Akademia Lekarska), then the Ludwik Waryński Silesian Medical Academy, to finally become the University pursuant to the Act of 30 March 2007. The University's tradition of almost 70 years is the source of pride and inspiration for both its students and employees.

The current position of the University results from the research achievements of its staff and the high level of training in medical and related professions, which is manifested not only through the dissemination of knowledge, but also through the development of skills to apply it in practice. The Medical University of Silesia in Katowice has been actively participating in the development of

science through the preparation and dissemination of modern diagnostic and therapeutic technologies, the promotion of innovative medical solutions. Moreover, it creates patient-friendly conditions for the protection of health. The University's development is based on modern research and didactic facilities, a wide variety of study areas and specialities as well as highly specialised academic staff.

Currently, the University has 9,870 uniform master's students within full-time and part-time programmes as well as within first cycle and second cycle studies, including 534 foreigners, and there are 543 doctoral students. The University offers the following areas of study: medicine, dental medicine, medical rescue, neurobiology, pharmacy, medical biotechnology, cosmetology, physiotherapy, medical analytics, health risk management, public health, human nutrition, nursing and midwifery, electroradiology and medical coaching. The University has been accredited by the State



Accreditation Committee (*Polska Komisja Akredytacyjna*) and has accreditation to conduct English-language medical studies as well as certificates of the National Accreditation Commission for Nursing and Midwifery Education (*Krajowa Rada Akredytacyjna Szkół Pielęgniarek i Położnych*) for the nursing and midwifery majors. Continued education is ensured by various forms of lifelong learning. Five faculties of the Medical University of Silesia are located in the largest cities of the Silesian Province:

- The School of Medicine in Katowice;
- The School of Medicine with the Division of Dentistry in Zabrze;
- The School of Pharmacy with the Division of Laboratory Medicine in Sosnowiec;
- The School of Health Sciences in Katowice;
- The School of Public Health in Bytom.

The University is the founding entity for five teaching hospitals which offer comprehensive, highly-specialised healthcare services to their patients.





Performing medical services of the highest referral level, clinics and clinical wards hold a prominent position on the national health care market. Many of these hospitals are ranked in the first places amongst national leading centres in such areas of medicine as cardiology, cardiosurgery, haematology, highly-specialised surgery, neurosurgery, ophthalmology, midwifery and gynaecology, paediatrics, nephrology and gastro-enterology.

The fundamental responsibilities of the Medical University of Silesia in Katowice include the protection of human health (health care). Many of these hospitals are ranked in the first places amongst national leading centres in such areas of medicine as cardiology, cardiosurgery, haematology, highly-specialised surgery, neurosurgery, ophthalmology, midwifery and gynaecology, paediatrics, nephrology and gastro-enterology. The fundamental responsibilities of the Medical University of Silesia in Katowice include:

- Training students in order to acquire and broaden their knowledge and skills necessary for their professional work;
- Educating students in the spirit of responsibility for the Polish State, consolidation of democratic principles and respect for human rights;
- Conducting research and development works as well as providing research services;
- Training and advancement of research staff;
- Disseminating and contributing to the achievements of science, national culture and technology, among other things by collecting and making available library and information resources;
- Conducting postgraduate studies, courses and training sessions in order to develop new skills necessary in the labour market, in the lifelong learning system;
- Creating conditions for the physical development of students;



- Conducting activities benefiting local and regional communities;
- Creating favourable conditions for the disabled to fully participate in the learning process and research;
- Participating in the exercise of medical care in the extent and forms specified in the provisions on medical activity;

Implementing the provisions of the Bologna Declaration – the lifelong learning: from universities of the first age to universities of the third age.

In fulfilling its statutory tasks, the University cooperates with both national and foreign research institutions, medical centres and others, as well as participates in the creation of the European area of higher education.

The present *HR Strategy of the Medical University of Silesia in Katowice (SUM)* was developed on the ba-

sis of the analysis of consistency between the functioning of the Medical University of Silesia in Katowice and the provisions of the *“European Charter for Researchers”* and *“The Code of Conduct for the recruitment of researchers”*, in order to delineate the areas of activities aimed at full implementation of the provisions of the *Charter* and the *Code* into the internal policy of the University.

The Medical University of Silesia in Katowice, being the employer to 913 teaching and research staff members and 379 teaching staff members, is aware of the fact that it is an essence of its existence – as an institution engaged in didactic and research activities – to ensure high-quality working and learning environment as well as general well-being of its Researchers.

As a result, the University undertakes to use the highest standards for the recruitment of all employees, as well as to provide the Researchers with the best possible conditions to perform their



work, respecting the ethical principles and in accordance with the principle of equal opportunities. It also undertakes to allow the Researchers to keep balance between their private and professional lives.

The methodology of the internal analysis

On 30.07.2015, the Rector of the Medical University of Silesia in Katowice signed *the Declaration of Support for the "European Charter for Researchers" and the "Code of Conduct for the Recruitment of Researchers"*, thus expressing the will to fully implement the provisions of the *Charter* and the *Code* into the University's internal regulations. At the same time, in order to implement the European Charter for Researchers and the Code of Conduct for the recruitment of researchers into the University, and to prepare application documents for obtaining the HR *Excellence in Research* Logo, the Rector of the Medical University of Silesia in Katowice appointed the Team for the HR Excellence in

Research Logo by Order No. 60/2016 dated 13 May 2016.

The works of the Team engaged 19 participants – the representatives of the University's academic society, including teaching/research staff, academic teachers and administrative employees. The works of the Team were also supervised by the observer – the Head of the Control and Audit Department of the SUM.

The Team for the HR *Excellence in Research* Logo began analysing the consistency of the procedures applicable at the University with the provisions of the *Charter* and the *Code*, while taking into consideration the obligations resulting from the universally applicable national laws. The analysis was supposed to compare the University's procedures and practices with the provisions of the *Charter* and the *Code*.

In order to perform reliable assessment, the Team also decided to express its opinion on the consistency of the University's functioning with the



particular provisions of the *Charter* and the *Code*, by addressing an anonymous survey to all employees and doctoral students.

The anonymous survey was made available at the following website:

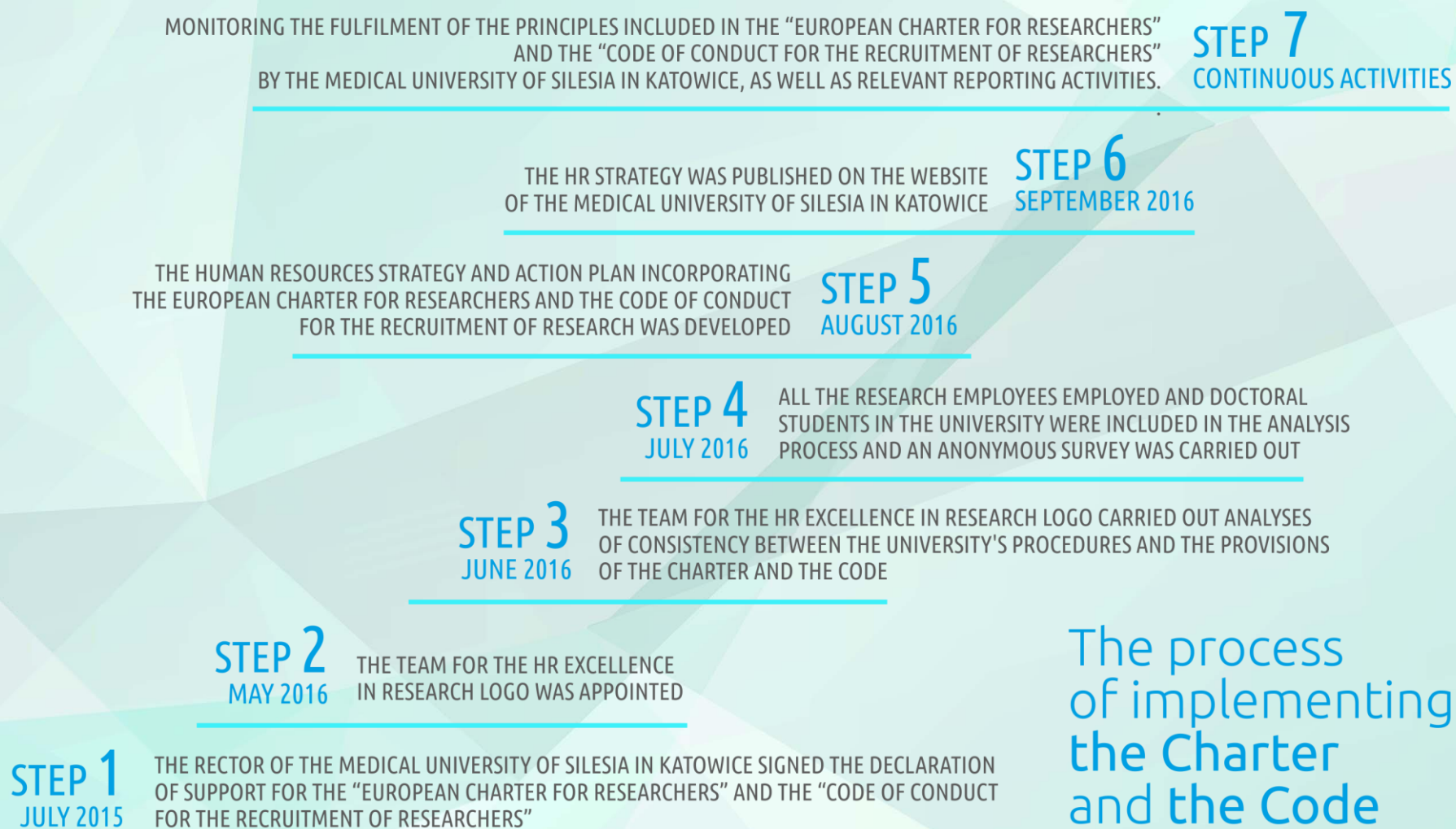
<https://frkat.sum.edu.pl/ankieta-europejska-karta-naukowca-2>. The questions were formed in such a manner as to allow the respondents to propose their recommended changes, including actions to be taken, in case they find inconsistencies between the University's activities and the rules of the *Charter* and the *Code*.

The survey questions were based on each of the 40 principles specified in the European Charter for Researchers, accompanied by 4 additional open-ended questions allowing the respondents to express their opinions concerning the consistency of the principles and practices at SUM with each of the four areas of the *Charter* and the *Code*.

It should be stressed that a series of issues raised in the *Charter* and the *Code* are regulated by the applicable national laws which the University is obliged to respect. Moreover, the assumptions of the Strategy of the Medical University of Silesia in Katowice for the years 2015-2021 to a great extent overlap with the provisions of the *Charter* and the *Code*.

The basic internal documents of SUM, taken into consideration in the analysis, included:

- The Statutes of the Medical University of Silesia in Katowice; the Strategy of the Medical University of Silesia in Katowice – Compilation for the years 2015-2021;
- The Organisational Regulations of the Medical University of Silesia in Katowice;
- The Ethical and Organisational Principles of Research Conducted at the Medical University of Silesia (formerly: Silesian Medical Academy) in Katowice.



Results of the survey studies concerning the University's fulfilment of the rules specified in the *"European Charter for Researchers"* and the *"Code of Conduct for the recruitment of researchers"*.

The social and demographic structure is presented in Figure Y.
The results of the survey are presented in Figure Z.

Figure Y. The structure of gender, age and positions of the respondents.

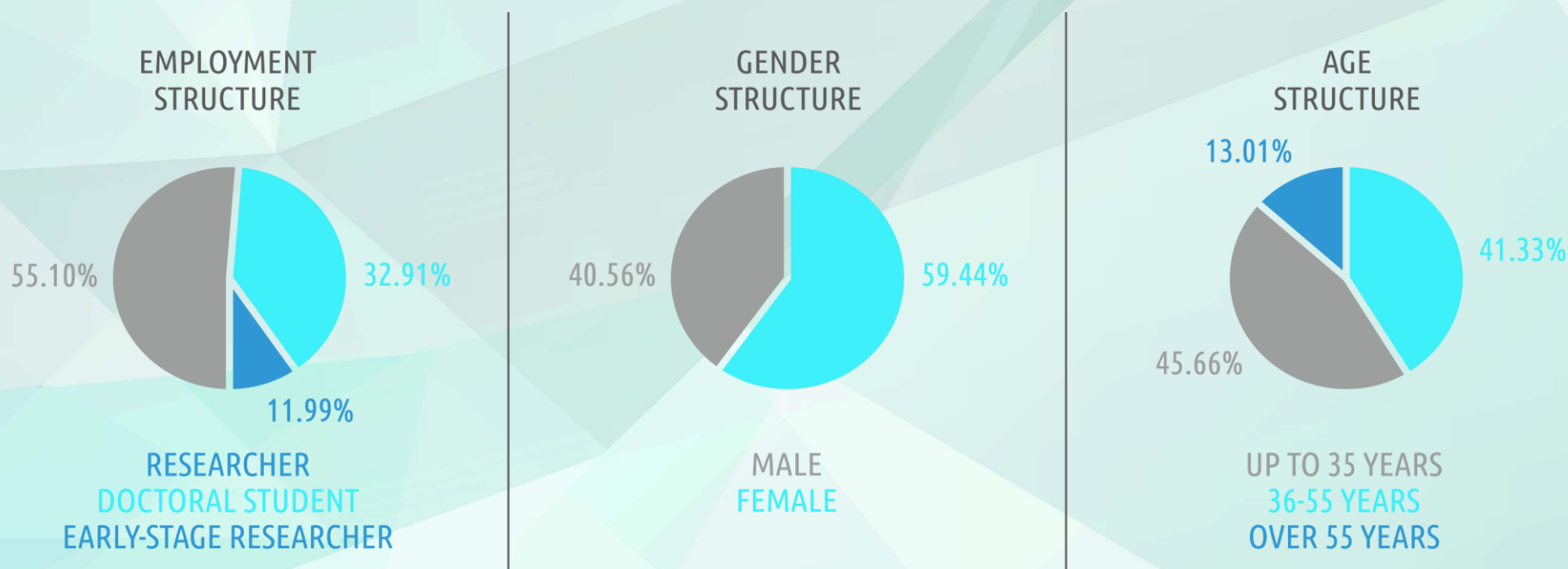
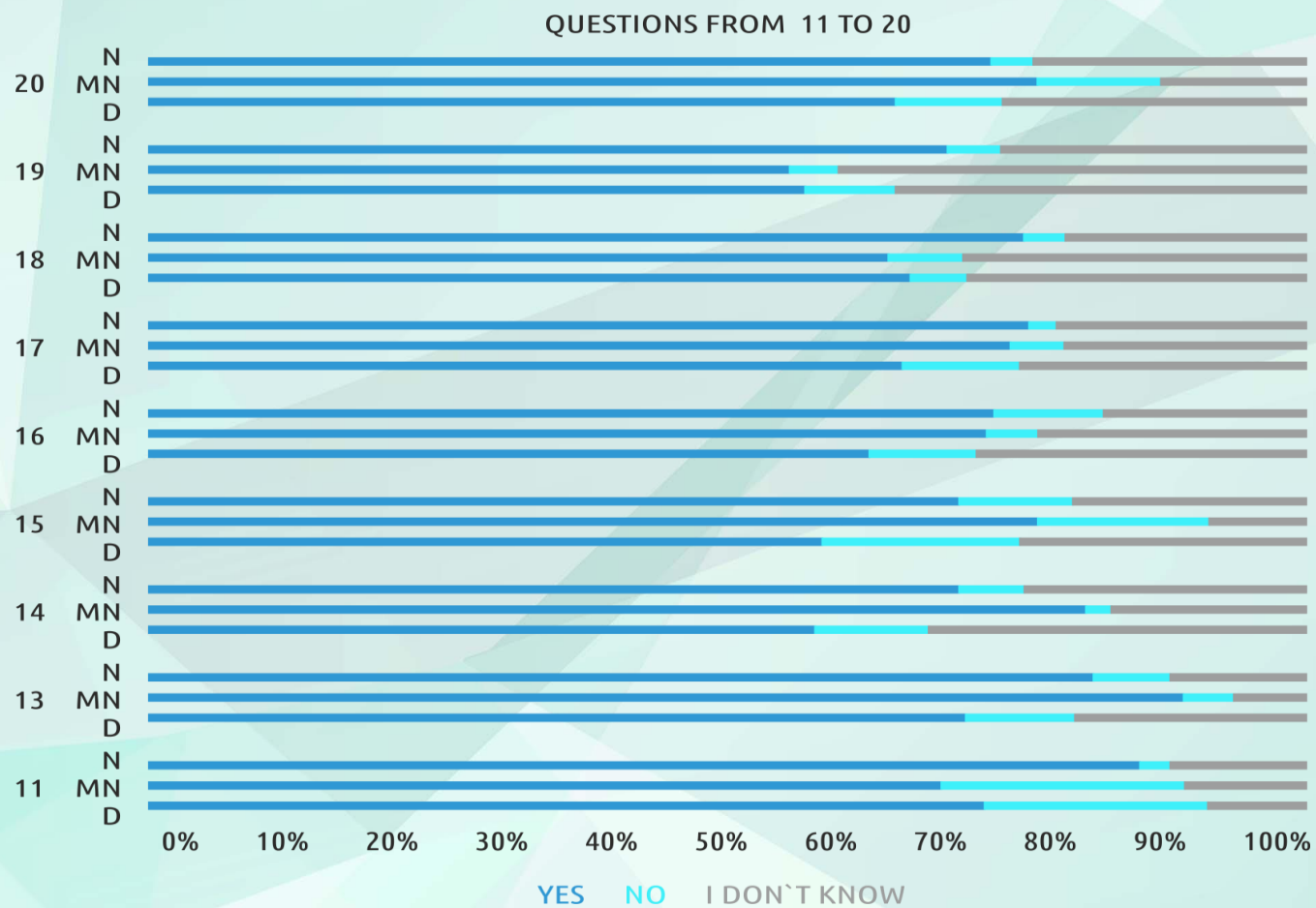


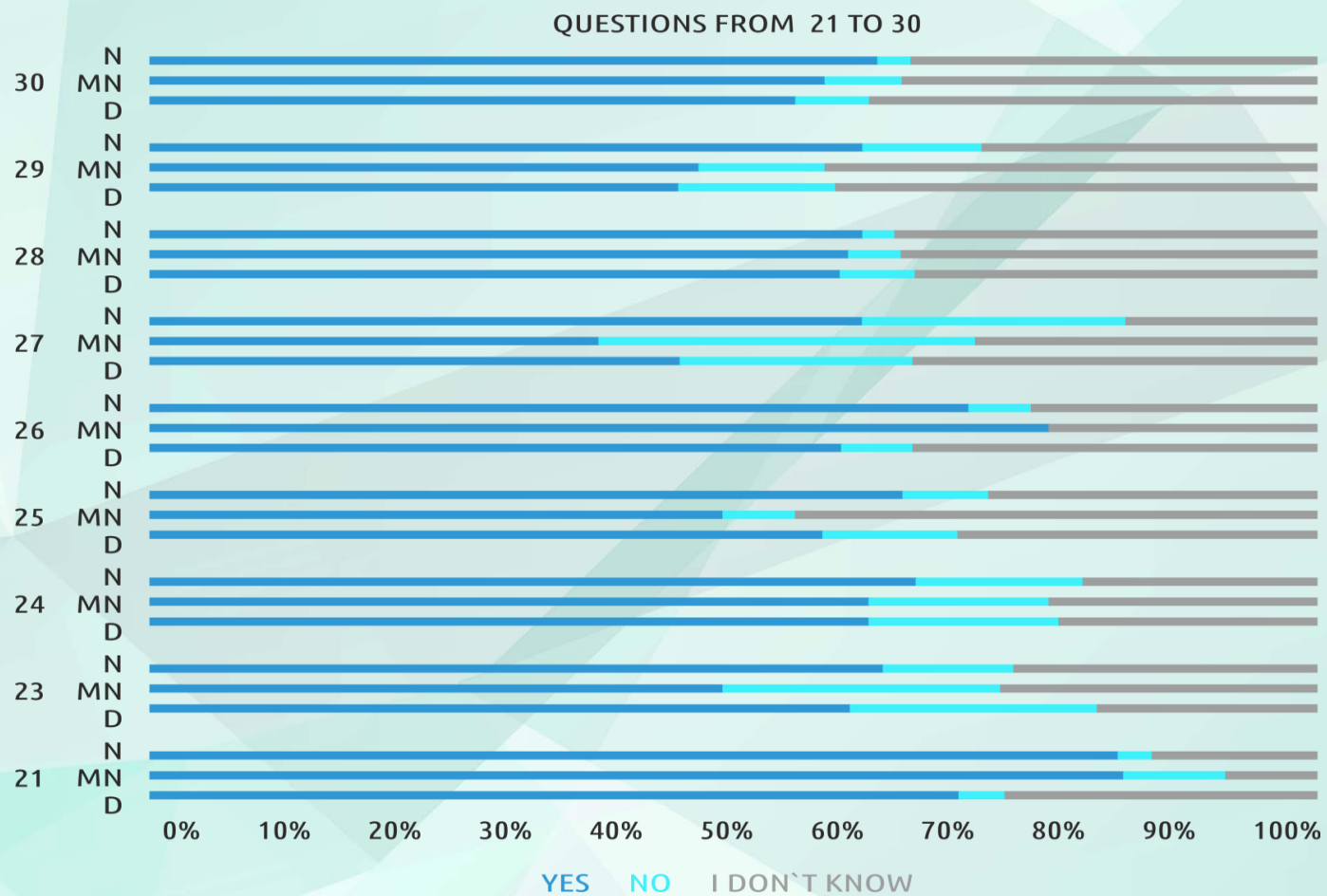


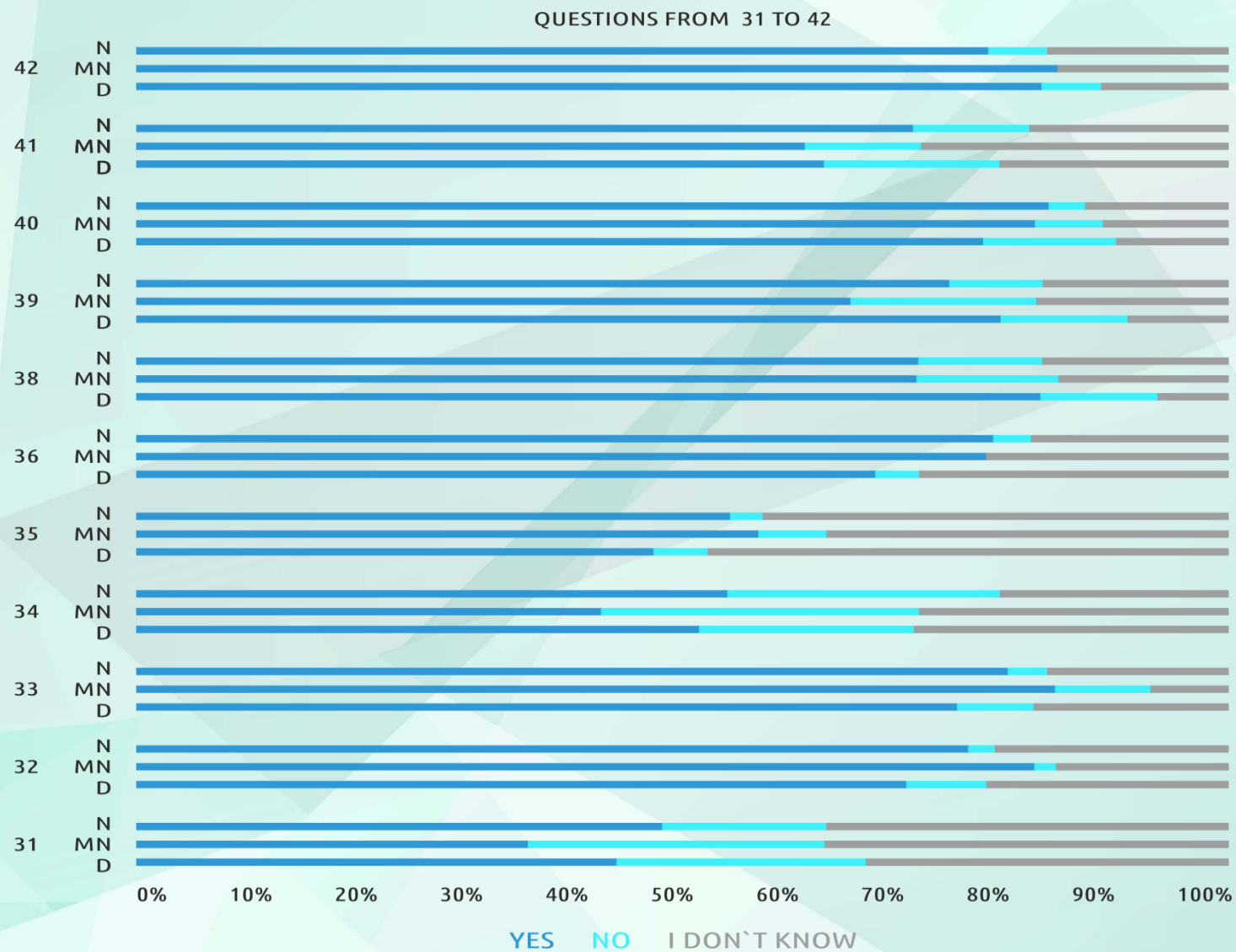
Figure Z. Results of the survey

The survey method applied helped to obtain responses from 392 respondents, including 129 doctoral students (D), 47 early-stage researchers (MN) and 216 researchers (N).











Conclusions of the analysis of consistency between the
University's procedures and the provisions of the
"European Charter for Researchers"
and
"The Code of Conduct for the recruitment of researchers"

The analysis results indicate that the majority of the principles set out in the *Charter* and the *Code* are respected in the activities of the Medical University of Silesia in Katowice, often on the basis of the applicable provisions of the national law. Moreover, a series of the provisions of the *Charter* and the *Code* will be fulfilled as a result of implementing the *Strategy of the Medical University of Silesia in Katowice* developed for the years 2015-2021.

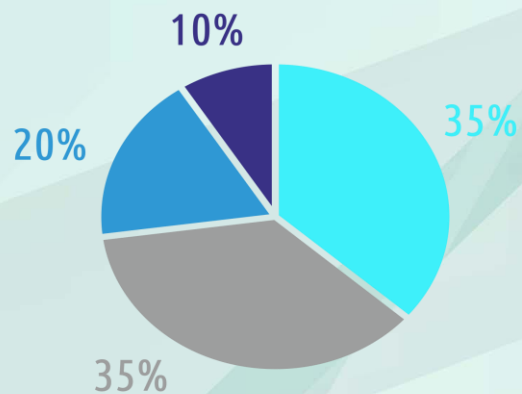
The analysis, including the survey, helped to identify the University's functional areas which will be corrected to ensure that Researchers have the most stimulating and stable working environment possible. The Team decided that the most important corrective actions are necessary in half of the assessed principles in the *Charter* and the *Code*.

Based on the results of the above Gap Analysis, an Action Plan was determined, which is presented in the present *Human Resources Strategy for Researchers*.



The diagram below presents the extent to which the four areas need corrective or improvement actions.

**THE FOUR AREAS
NEED CORRECTIVE
OR IMPROVEMENT ACTIONS**



ETHICAL AND PROFESSIONAL ASPECTS

RECRUITMENT

**WORKING CONDITIONS
AND SOCIAL SECURITY**

TRAINING



I. Area: Ethical and professional aspects



1. Research freedom

Team's opinion:

- Given the fact that researchers should be guided, above all, by the goodness of mankind, the research areas and priorities should result from the external environment conditions in which the University operates, the analysis of their own research potential and the needs for the development of medical and related sciences. They must be related with the University's development strategy, which is based on didactic and research activities, as well as with the research areas which are crucial for the region, the country and Europe.

- The research areas and priorities should be determined primarily by the development of medical sciences, the economic needs, the governmental and EU preferences, as well as the demand from local administration, self-government authorities and other national and foreign priorities.

The Team proposed the following improvement actions:

- Keeping abreast of the economic trends and needs in medicine and related fields (As of October 2017 / The Rector's Plenipotentiary for Development Programmes and Innovations, the Vice Rector for Scientific Affairs);



- Systematic analysis of the available strategic documents in terms of the core research areas for the University;
- (As of October 2017 / the Rector's Plenipotentiary for Development Programmes and Innovations, the Vice Rector for Scientific Affairs);
- Presenting the planned research areas for quarterly discussion in order to identify research priorities in this regard (As of October 2017 / the Senate Committee for Teaching);

2. Ethical principles

Team's opinion:

- The SUM researchers fulfil their research in accordance with the recognised ethical prac-

tices and the fundamental principles of ethics; however, in the open-ended question in the survey concerning this Area, attention was drawn to the insufficient number of training courses in ethics.

The Team proposed the following improvement actions:

- Increasing the number of training courses on ethics in a direct and webinar-based form, using the existing e-learning platform (already in progress since November 2016 – the employees of the Chair of Social Sciences and Humanities of the School of Health Sciences in Katowice developed training courses based on e-learning and webinars. These courses are and will be held in cycles, in each



term, in the years 2017-2020 / the Deans of the particular Faculties, the employees of the Chair of Social Sciences and Humanities of the School of Health Sciences in Katowice).

3. Professional responsibility

Team's opinion:

- The researchers in SUM adhere to the principles of respecting intellectual property and joint data ownership in the case of research carried out in collaboration with other researchers. The University has an active anti-plagiarism system and has been awarded the *Ubertima Fide* certificate acknowledging effective verification of anti-plagiarism procedures.

The Team proposed the following improvement actions:

- The Team concluded that no improvement actions are necessary because the University actively pursues the principle of professional accountability and, in the case of infringements, takes measures arising out of the provisions of law.

4. Professional attitude

Team's opinion:

- The ability to fulfil research projects requires, first and foremost, knowledge in the field of planning, monitoring and control, as well as good command of the procedures in force at the University. Currently, the University is not organising any cyclical or e-learning training



sessions concerning research project management. Such sessions will prepare researchers for their role of a project coordinator and/or member of a project group as well as for cooperation with the individual departments of the University for proper execution of projects.

- Moreover, taking into consideration the fact that – following the reform of the research funding system – the main funding stream for research in Poland is focused on research projects selected by way of competition, in order to achieve the leading position in research activities, it is necessary to increase the fund-raising opportunities for financing domestic and foreign projects. With regard to the above, regular training

courses are conducted in the area of acquisition, utilisation and settlement of financial means for research.

- The principles of fulfilling research projects by researchers, financed from external sources, are governed in the internal legal acts of the University, including the “Regulations for preparing applications and executing projects financed or co-financed from non-reimbursable domestic or foreign funds”, which will be amended.

The Team proposed the following improvement actions:

- Organising training courses concerning the management of research projects, preparing for the role of a project coordinator (as of



September 2017 / the Rector's Plenipotentiary for Development Programmes and Innovations, the Technology Transfer Centre, the Centre of IT and Informatisation, the Department of Science and International Cooperation);

- Updating internal regulations (As of September 2017 / the Rector's Plenipotentiary for Development Programmes and Innovations / the Vice Rector for Scientific Affairs / the Technology Transfer Centre / the Department of Science and International Cooperation)
- Amending the "Regulations for preparing applications and executing projects financed or co-financed from non-reimbursable domestic or foreign funds" (September 2017 / the

Technology Transfer Centre / the Department of Science and International Cooperation).

5. Contractual and legal obligations

Team's opinion:

- Researchers employed in the Medical University of Silesia in Katowice are familiar with the national, sectoral or institutional regulations governing training and/or working conditions. Research staff adhere to the regulations concerning intellectual property rights and the requirements and conditions of any sponsor or funders, independently of the nature of their contract.



The Team proposed the following improvement actions:

- The Team concluded that no improvement actions are necessary because each employee entering into a contract with the University (including contracts for the fulfillment of research) is able and obliged to become familiar with its contents and receives his/her own copy of the contract. Any matters which are unclear in the provisions of the contracts and the law are regularly clarified with the administrative employees of the University.

6. Accountability

Team's opinion:

Due to the frequent changes in the provisions and regulations applicable in the fulfilment of projects financed from public funds, such changes are being systematically monitored and the internal legal acts adequately adapted on a regular basis. In order to fulfil this Principle and adapt it to the ongoing internal changes of the legal acts, plans have been laid to modify the "Regulations for preparing applications and executing projects financed or co-financed from non-reimbursable domestic or foreign funds".



The Team proposed the following improvement actions:

- Updating the Order No. 86/2013 of the Rector of the SUM (September 2017 / the Technology Transfer Centre / the Department of Science and International Cooperation)
- Monitoring the universally applicable provisions concerning the fulfilment of scientific and research projects (already in progress, continuous, systematic / the Technology Transfer Centre, the Department of Science and International Cooperation).

7. Good practice in research

Team's opinion:

- The Medical University of Silesia created adequate working conditions for researchers, making it possible for them to follow the applicable provisions of the national law, concerning the requirements of data protection and confidentiality (systematic, obligatory training courses). The ICT safety documentation is being updated. IT solutions that allow for the recovery from information technology disasters, e.g. by preparing proper backup strategies, are provided.
- In the Team's opinion, in order to fulfil the internal policy of processed information security, including personal data, according to the



applicable provisions of national law, it is necessary to regularly update the internal legal acts in the case of changes to the act *on personal data protection* and its implementing regulations.

The Team proposed the following improvement actions:

- Updating the ICT safety documentation (completed in 2016 by issuing Orders implementing: the System for the Management of Information Safety and the protection of personal data processed in the SUM (November 2016), the Incident Management Instruction for Information Safety at the SUM (June 2016) and updating the ICT safety documentation (December 2016) / the Information Security Administrator / the Rector's Plenipotentiary for Non-Public Information Protection);
- Streamlining the processes of recovery from information technology disasters, through purchasing new hardware and software (Fulfillment commenced in March 2017 / the ICT Security Inspector, the Information Security System Administrator, the Rector's Plenipotentiary for Non-Public Information Protection);
- Performing training sessions concerning the creation of backups (In July 2016, a mandatory training programme for employees was adopted for the years 2016-2021 by the Rec-



tor's Order; since July 2016 the training sessions have been conducted as planned / the Information Security System Administrator).

8. Dissemination, exploitation of results

Team's opinion:

- The University created a system facilitating and encouraging researchers to conduct research in cooperation with entrepreneurs, while guaranteeing the protection of intellectual property upon implementation. Moreover, the University holds systematic training sessions on academic entrepreneurship and intellectual property protection.

The Team proposed the following improvement actions:

- The University created an entity for the transfer of technologies and innovations – the Department of Projects, Development Programmes and Innovations was replaced by the newly-appointed the Technology Transfer Centre (the Centre began its activities on January 2017 / the Senate, the Vice Rector for Scientific Affairs, the Department of Projects, Development Programmes and Innovations, the Department of Science and International Cooperation);



- Promoting and encouraging by the SUM Library, the University's Publishing House and the Centre of IT and Informatisation of the SUM the publication of research results in the Open Access system (July 2018);
- Creating the University's repository for publications prepared within the framework of publicly-funded research projects (As of July 2018 / the SUM Library).

9. Public engagement

Team's opinion:

- Through its openness to the social and economic environment, dissemination and popularisation of knowledge, sharing its information resources, undertaking integrational activities and developing socially beneficial

activities, the Medical University of Silesia in Katowice is fully committed to becoming a research institution for the benefits of the society as a whole – residents of the region and the entire country, entrepreneurs and various levels of administrative authorities.

- The SUM actively participates in numerous social campaigns that promote health and healthy lifestyle. On an annual basis, the University prepares a schedule of regional social events through health-promoting activities of great significance for the local and regional communities.
- To fulfil the promotional events for social campaigns, the University engages groups of students who are adequately remunerated for their activities.



The Team proposed the following improvement actions:

- Preparing, processing and constantly updating the information about scientific and research achievements of SUM;
 - Preparing a newsletter of a scientific and research nature, to be primarily distributed within the SUM's external environment (As of September 2017 / The Department of Student Career and University Promotion, the Spokesperson, the Centre of IT and Informatisation of the SUM, the Technology Transfer Centre, the Department of Science and International Cooperation).

- Creating a subpage in Polish and English, pertaining to the scientific and research works completed (September 2017 / the Department of Student Career and University Promotion, the Spokesperson, the Centre of IT and Informatisation of the SUM, the Technology Transfer Centre, the Department of Science and International Cooperation).

10. Non-discrimination

Team's opinion:

- The Work Regulations of the Medical University of Silesia in Katowice stipulate that "any form of discrimination in employment, direct or indirect, in



particular with regard to sex, age, disability, race, religion, nationality, political opinions, trade union membership, ethnic origin, religious denomination, sexual orientation, as well as with regard to employment for specified or unspecified period, or full-time or part-time employment, is prohibited”.

The Team proposed the following improvement actions:

The Team concluded that no improvement actions are necessary because all the University’s employees are obliged to fulfil the non-discrimination principle and supervise its observance (this action is being continuously fulfilled on a regular basis).

11. Evaluation/ appraisal systems

Team’s opinion:

- In the course of the analysis of consistency between the University’s procedures and the provisions of the *“European Charter for Researchers”* and *“The Code of Conduct for the recruitment of researchers”*, the Authorities of the University’s Faculties introduced a provision about considering the replacement of quantitative results with qualitative ones, taking into account the category of a scientific entity, and about conducting regular assessment of researchers by an independent committee.



In the open-ended questions, there were answers concerning the extension of the employee assessment time from a 2-year to a 4-year interval. A relevant provision will be implemented into the amendment to the Act of 27 July 2005 – *Law on Higher Education*, which is planned by the Ministry of Science and Higher Education.

The Team proposed the following improvement actions:

While assessing the teaching/research staff, it is required to additionally take into account not only the number of publications, but also the quality of the employees' achievements

and their mobility, particularly in foreign centres (As of January 2018; the Faculty Deans / the Heads of the SUM's Organisational Units / the Department of Employment and Social Affairs)



II. Area: Recruitment



12. Recruitment

Team's opinion:

The Medical University of Silesia clearly specifies the requirements necessary for the employment of academic teachers on the particular positions. The situations in which it is possible to withdraw from the competition procedure are stipulated in the Law on higher education. Individuals who return to work after child-bearing intervals are accepted into the same positions, according to the provisions of the labour law. The regulations concerning employment on managerial positions are also clearly specified.

The Team proposed the following improvement actions:

- The Team concluded that no improvement actions are necessary because the University abides by the recruitment principles.

13. Recruitment (Code)

Team's opinion:

In terms of researcher recruitment by the Medical University of Silesia, the University acts on the national provisions and its own internal regulation under the SUM Statutes and in the Recruitment Procedures according to the Rector's Circular Letter No. 1/2014 and the Rector's Circular Letter No. 2/2016.

Nevertheless, further activities are required to streamline the recruitment process. However,



some of the respondents suggested that competitions are prepared to suit a particular person as well as indicated nepotism and salaries incommensurate with the work performed. With reference to the remarks, the Team underlines that the SUM pursues an anti-nepotism policy, while the salaries for the employees of higher education institutions are also regulated by a national legal act.

The Team proposed the following improvement actions:

Introducing changes to the contents of competition announcements by providing a more precise description of candidate requirements, i.e. the required knowledge and qual-

ifications, including the avoidance of too specialist vocabulary, which could discourage potential candidates (January 2018 / the Department of Employment and Social Affairs, the Faculty Deans, the Heads of the SUM's Organisational Units).

- Extending the time between the announcement of a vacancy or the call for applications and the deadline for submitting the applications, providing a description to the conditions of work and rights, including the description of professional development prospects (January 2018 / the Department of Employment and Social Affairs, the Faculty Deans, the Heads of the SUM's Organisational Units).



- Implementing competition procedures for external members of research teams (January 2018 / the Department of Employment and Social Affairs; the Technology Transfer Centre).

14. Selection (Code)

Team's opinion:

- Candidate selection committees represent diverse experiences and competences and demonstrate adequate gender balance.

The Team proposed the following improvement actions:

- Introduction of training sessions for the members of the Committee for the assess-

ment of candidates for the positions of academic teachers (As of January 2018 / the Department of Employment and Social Affairs, the Faculty Deans, the Heads of the SUM's Organisational Units).

- Introducing an additional opportunity to obtain external expert opinions, with particular emphasis on managerial positions (January 2018 / the Department of Employment and Social Affairs, the Faculty Deans, the Heads of the SUM's Organisational Units)

15. Transparency (Code)

Team's opinion:

- The Recruitment Committee provides adequate information to the Candidates in the



recruitment process about the selection criteria, the number of available positions and the career development prospects. However, among the respondents, there were opinions suggesting a lack of description of the candidates' strengths and weaknesses and the lack of information concerning the basic gross salary.

The Team proposed the following improvement actions:

- Additional note in the competition report about the strengths and weaknesses of candidates and the possibility for candidates to review the competition report (as of January 2018 / the Competition Committee);

- Introducing changes to the contents of competition announcements for the positions of academic staff with specification of the basic gross salary in the position (As of January 2018 / the Department of Employment and Social Affairs);

16. Judging merit (Code)

Team's opinion:

- The judgment of merits during the recruitment of researchers at the University is based on the guidelines set forth in the *Code*, which demonstrate the significant of both qualitative and quantitative indicators, but also on outstanding results achieved during a diversified career path.



The Team proposed the following improvement actions:

- The criteria for judging merit should be formalised in the form of amendment to the Circular Letter No. 2/2016 by the Rector of the SUM. The newly applicable rules will then be put in practice by the Deans and the Competition Committees for the positions of academic staff (January 2018 / the Rector, the Department of Employment and Social Affairs).

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

Team's opinion:

- The University recognises deviations from the chronological order of the researchers'

curricula vitae (CVs) as a representative array of achievements and qualifications, important in the context of the specified position.

At the same time, the university also recognises the other aspect, namely interruptions due to motherhood. The Medical University of Silesia provides paid periods of non-performance of work and unpaid child-raising periods.

Upon the lapse of the above-mentioned periods, the SUM is obliged to accept a given employee into the same position, which is governed by the provisions of the Labour Law. An analogous situation emerges in the case



of an employee's disease or rehabilitation period.

The Team proposed the following improvement actions:

- Formalising the above-mentioned position in the form of an amendment to the Circular Letter No. 2/2016 by the Rector of the SUM (January 2018 / the Rector, the Department of Employment and Social Affairs).

18. Recognition of mobility experience (Code)

Team's opinion:

- In the recruitment procedures for the positions of academic teachers, the SUM recognises the experience in mobility, giving high

assessment for a candidate in the recruitment process. At the same time, the Team points out to the high percentage of doctoral students and early-stage researchers who have no opinion concerning the experience in mobility. The reason behind the low grade concerning the application of this principle is the economic barriers, which often preclude mobility. This is particularly true in the case of trips to foreign scientific centres.

The Team proposed the following improvement actions:

- Formalising the principle of recognising experience in mobility in the form of an amendment to the Circular Letter No. 2/2016 by the



Rector of the SUM (January 2018 / the Rector, the Department of Employment and Social Affairs).

19. Recognition of qualifications (Code)

Team's opinion:

- The University, as the funder and/or employer, provides 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. The reason behind the high percentage of individuals without an opinion on the recognition of foreign qualifications is the economic barriers, which often

preclude mobility. This is particularly true in the case of trips to foreign scientific centres.

The Team proposed the following improvement actions:

- Introducing a graphic sign into the templates of the diplomas issued by the SUM, to provide information about the awarded level of the Polish Qualifications Framework, as well as respecting the graphic signs in this regard included on the diplomas issued by other Universities, including foreign ones, and respecting qualifications in accordance with the guidelines set forth in the provisions of law (respected already in progress, adding graphic signs not later than from 1 October 2017 onwards / the Department of Studies



and Students, the Department of Science and International Cooperation, the Technology Transfer Centre, the Department of Employment and Social Affairs).

20. Seniority (Code)

Team's opinion:

- In the SUM, the required qualification level and conditions that must be met by a person applying for employment at a given teaching and research position are specified in the *Statutes of the Medical University of Silesia in Katowice*, in accordance with the applicable provisions of relevant national legislation.

The Team proposed the following improvement actions:

- Supplement to the Circular Letter No. 2/2016 by the Rector of the SUM in Katowice. The manner of recognising and assessing the candidate's seniority will be formalised in the new recruitment principles (January 2018 / the Rector, the Department of Employment and Social Affairs).



III. Area:

Working conditions and social security



21. Postdoctoral appointments (Code)

Team's opinion:

- The University has clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments.

The Team proposed the following improvement actions:

- Preparing and distributing (especially amongst newly-employed individuals) via the Intranet the "Information Package" referring to the entire area of working conditions and social security, which includes the clarification of the principles complied with by the

University, their legal basis and the possibilities offered to employees by their employment at the SUM (As of December 2017, continuous action / the Department of Employment and Social Affairs, the Payroll Department, the Department of Student Career and University Promotion).

22. Recognition of the profession

Team's opinion:

- All researchers employed in SUM, who engaged in a research career, are recognised as professionals and treated accordingly, starting from the level of doctoral studies, with reference to all levels, irrespective of their classification on the national level. At the



same time, the Team points out to the high percentage of respondents who had no opinion or answered in the negative.

The Team proposed the following improvement actions:

- Improving the area of scientific professionalism by increasing the participation of Doctoral students and early-stage researchers in Expert Committees and Teams (As of January 2018 / the Faculty Deans).
- Organising training courses for the heads of SUM's organisational units on team management, coaching and mentoring (As of March 2018 / the Department of Employment and Social Affairs).

23. Research environment

Team's opinion:

- The University, as the employer and/or funder of researchers, creates adequately stimulating working environment for researchers for the fulfillment of their research and/or scientific training, as well as provides appropriate equipment, facilities and opportunities, including for remote collaboration over research networks.
- What is more, the national and sectoral provisions concerning health and safety at work are observed. The University's constant development stimulates for further activities aimed at the improvement of the researchers' environment. Nevertheless, the Team



noticed a possibility to support local authorities in the process of procuring the necessary financial means within the framework of ministry subsidies.

The Team proposed the following improvement actions:

- Constant endeavours to procure the necessary financial means within the framework of ministry subsidies and EU funds, with simultaneous support from local self-government authorities (Already in progress / the Technical Department, the Investments Department, the Bursar, the Deans, the Department of Projects, Development Programmes and Innovations, the Department of Science and International Cooperation).
- Optimising the mechanisms to effectively use the specialist research apparatus (Already in progress / the Heads of the SUM's Organisational Units, the Department of Tangible Assets Registry).
- Promoting a cooperation model, within the University, based on the shared use of specialist equipment by various units (Already in progress / the Heads of the SUM's Organisational Units, the Technology Transfer Centre).
- Introducing a model of motivating employees to take initiatives in the area of applying for funds to purchase, develop or extend the research infrastructure (Already in progress / the Technical Department, the Investments



Department, the Bursar, the Deans, the Technology Transfer Centre, the Department of Science and International Cooperation, the Vice Rector for Scientific Affairs).

24. Working conditions

Team's opinion:

- The Medical University of Silesia in Katowice, as a funder and/or employer, assures that the working conditions for researchers, including disabled researchers, are – to the extent necessary – quite flexible, which makes it possible to achieve effective research results in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. The University ensures

such working conditions that make it possible for both women and men to combine their family and professional lives, children and professional career, amongst others, through flexible working hours, part-time working, sabbatical leave, as well as the necessary financial and administrative provisions governing such arrangements. Also the ICT facilities in the form of *Remote Work* service ensure proper support for professional obligations, without placing any burden on the social conditions.

The Team proposed the following improvement actions:

- Preparing and distributing (especially amongst newly-employed individuals) via the



Intranet the “Information Package” (as in point 21), referring to the entire area of working conditions and social security, which includes the clarification of the principles complied with by the University, their legal basis and the possibilities offered to employees by their employment at the SUM (As of December 2017, continuous action / the Department of Employment and Social Affairs, the Payroll Department, the Department of Student Career and University Promotion).

25. Stability and permanence of employment

Team’s opinion:

- The University, which is the employer and/or funder, provides stable employment conditions, thereby reducing the negative impact

on the researchers’ achievements. What is more, the employment conditions of researchers are – to the extent possible for the SUM – improved in terms of stability. As a result, the University fulfils and abides by the principles and terms laid down in the EU Directive on Fixed-Term Work.

The Team proposed the following improvement actions:

- Preparing and distributing (especially amongst newly-employed individuals) via the Intranet the “Information Package” (as in point 21), referring to the entire area of working conditions and social security, which includes the clarification of the principles complied with by the University, their legal



basis and the possibilities offered to employees by their employment at the SUM (As of December 2017, continuous action / the Department of Employment and Social Affairs, the Payroll Department, the Department of Student Career and University Promotion).

26. Financing and remuneration

Team's opinion:

- The University, as a funder and/or employer of researchers ensures 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 un-

employment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements.

This includes all researchers at every career stage, including early-stage researchers, commensurate to their legal status, performance and level of qualifications and/or responsibilities. The Team also stresses the lowest (amongst all the points) salary satisfaction rate amongst early-stage researchers. In the years 2013-2015, a 3-stage pay rise was granted from the budget resources, and the level and rules of payments are specified by the provisions of national law.



The Team proposed the following improvement actions:

- The Team concluded that no improvement actions are necessary because the existing practices are fully compliant with the requirements of legal provisions. The University has transparent remuneration principles and the decisions on the rates of remuneration in particular positions are made exclusively on the basis of substantive reasons.

27. Gender balance

Team's opinion:

- The University, as the funder and/or employer ensures a representative gender bal-

ance at all levels of staff, including the supervisory and managerial levels. The Team's analysis indicated that the staff selection and candidate evaluation committees have adequate gender balance. Women constitute 55.0% in the group of academic teachers, with 44.4% of women holding managerial positions.

The Team proposed the following improvement actions:

- Preventing sex-based discrimination in the areas of recruitment and promotion by supervising and controlling personal decisions which should be based exclusively on sub-



stantive reasons (Already in progress, continuous action / the Department of Employment and Social Affairs, the Faculty Deans).

28. Career development

Team's opinion:

- The University, as the funder and/or employer, ensures – in an informal way – a specific career development strategy for all researchers, at any stage of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. Moreover, the SUM Statutes contain the basic requirements to be fulfilled by an employee to apply for higher levels of a professional career.

The Team proposed the following improvement actions:

- Formalising the above-mentioned strategy for academic career advancement for SUM researchers, taking into consideration the role of supervisors/managers as career advisors and academic mentors;
- Extension of the current motivational system by new forms of pecuniary and non-pecuniary motivators, including for supervisors, taking into account the promotion of individuals whose supervisees have made excellent scientific achievements;
- Development of SUM social offer;
(March 2018 / the Vice Rector for Scientific Affairs, the Deans, the Department of Em-



ployment and Social Affairs, the Payroll Department, the Department of Student Career and University Promotion).

- Transparent information about the possible career path, described in the “Information package” see point 21.

(As of December 2017 / the Department of Employment and Social Affairs, the Payroll Department, the Department of Student Career and University Promotion).

29. Value of mobility

Team's opinion:

- The Medical University of Silesia in Katowice, as the funder and/or employer, recognises

the value of geographical, intersectoral, inter- and trans-disciplinary and virtual mobility as well as the mobility between the public and private sector as an important means of enhancing scientific knowledge and supporting researchers at any stage of their career.

- The University will also foster the researchers' mobility by conducting promotional and informational activities focused on offering them a wide array of foreign cooperation programmes and implementing a comprehensive support system for programme selection, application preparation and fulfilment of formal requirements.
- The University continually strives to encourage mobility among Researchers. Therefore,



it gives the opportunity to conclude contracts with partners in order to support any initiatives for broadening scientific knowledge and gaining experience. From an administrative point of view, a contract between the University and a foreign entity is concluded at the request of Faculty Deans or the researchers interested in such cooperation. The request specifies the subject matter and scope of planned cooperation and is submitted to the Vice Rector for Scientific Affairs. Cooperation contracts are concluded by the Rector or by relevant Deputy Rectors, while the administrative processing of such contracts is ensured by relevant Departments, namely the Department of Science

and International Cooperation, the Technology Transfer Centre, the Department of Studies and Students.

The Team proposed the following improvement actions:

- Continuous information about the upcoming opportunities of cooperation, transferred by means of newsletter and the website of the Department of Science and International Cooperation and the Technology Transfer Centre (already in progress, continuous action / the Technology Transfer Centre, the Department of Science and International Cooperation)



30. Access to career advice

Team's opinion:

- The University provides career advice and training courses for students and graduates with regard to job offers, traineeship and placement or the planning of a career path.
- The University, as the employer and/or funder, has no counselling framework for the individuals employed at the University.

The Team proposed the following improvement actions:

- Introducing career advice for employees and doctoral students as one of the obligations

of the Heads of Units (September 2017 / the Heads of the SUM's Organisational Units).

- Extending the competencies of the Department of Student Career and University Promotion by career advice directed at the University's employees (January 2018, one-off / the Rector, the Department of Student Career and University Promotion)

31. Intellectual property rights

Team's opinion:

- The University, as the employers and/or funder, ensures that researchers, at all career stages, could benefit from the exploitation (if any) of their R&D results through legal pro-



tection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights.

- Both the policies and practices specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organisations, as provided for under specific collaboration agreements or other types of agreement.

The Team proposed the following improvement actions:

- Simplifying and clarifying the path for submitting the invention projects, in order to protect the intellectual property rights (im-

plementing the Form of invention project notifications, adding relevant information on the University's website on how to submit invention projects) (Fulfilled in May 2017 / the Department of Science and International Cooperation).

- Protecting the intellectual property rights in the contracts concluded with external entities for the performance of projects (Already in progress / the Technology Transfer Centre, the Department of Science and International Cooperation)



32. Co-authorship

Team's opinion:

- The University has a positive opinion on co-authorship during the assessment of scientific staff.
- The University has adequate strategies, practices and procedures to provide researchers with the necessary framework conditions so that they can enjoy the right to be recognised 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 supervisors.

The Team proposed the following improvement actions:

- The Team concluded that no improvement actions are necessary because the University has implemented the principles regulating the issue of co-authorship.

33. Teaching

Team's opinion:

- The University provides adequate salaries within the teaching obligation and takes this obligation into account in the employee appraisal systems.
- The University provides early-stage researchers with training courses conducted by higher-degree staff, as a result of which this aspect constitutes part of their involvement in the teaching process.



- Suitable training is also provided in the field of teaching and coaching activities as part of the professional development of researchers.

The Team proposed the following improvement actions:

- Changes in the employee assessment system, allowing for greater appreciation of the didactic values (January 2018 / the Department of Employment and Social Affairs, the Rector, the Faculty Deans).

34. Complaints/appeals Team's opinion:

- The University, as the employer and/or funder of researchers, specified – according to

the national principles and provisions – adequate procedures and Committees at each level of the scientific career, both for early-stage researchers (the University's Disciplinary Committee for Doctoral Students and the University's Disciplinary Appeal Committee for Doctoral Students), as well as for experienced researchers: the University's Disciplinary Committee for Academic Teachers and the University's Disciplinary Appeal Committee for Academic Teachers.

- As a result, the entire scientific staff is guaranteed a confidential and informal assistance in the settlement of conflicts related to work in the case of disputes and complaints, and therefore researchers will be treated equally



and fairly, which improves the overall quality of the working environment.

The Team proposed the following improvement actions:

Describing the complaint and appeal procedure will be included in the “Information package” (See point 21, as of December 2017, continuous action / the Department of Employment and Social Affairs, the Payroll Department, the Department of Student Career and University Promotion).

35. Participation in decision-making bodies

Team’s opinion:

- The University, as the employer and/or funder of researchers, recognises it the right of researchers to be represented in the relevant

information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution.

The Team proposed the following improvement actions:

- The Team concluded that no improvement actions are necessary because each professional group employed at the University (academic teachers, administrative employees, etc.) has its representatives in the relevant bodies of the University (amongst others, in decision making and opinion-advice bodies).



IV. Area: Training



36. Relation with supervisors

Team's opinion:

- At the training stage, researchers are guaranteed, under relevant internal provisions, the possibility to contact their supervisor and the representatives of the major/faculty.

The Team proposed the following improvement actions:

- The Team concluded that no improvement actions are necessary because the researchers at the training stage in the SUM are provided with active relations with their supervisors.

37. Supervision and managerial duties

Team's opinion:

- The University provides and engages adequate groups of experienced employees to offer supervision to early-stage researchers.
- Senior researchers perform various functions, amongst others, supervisors, mentors, career advisors, leaders, project coordinators or science communicators.



The Team proposed the following improvement actions:

- The criterion of experience in the development of a young research career as one of the fundamental requirements for candidates applying for managerial positions at SUM (As of March / the Deans, the Department of Employment and Social Affairs).

38. Continuing Professional Development

Team's opinion:

- The University provides researchers, at all stages of their professional career, equal opportunities for development by updating and expanding their skills and qualifications? There are various forms of professional and subject-related training courses available,

along with the possibility to organise conferences.

The Team proposed the following improvement actions:

- The Team concluded that no improvement actions are necessary because researchers take active part in training sessions, workshops, conferences and online courses.

39. Access to research training and continuous development

Team's opinion:

- The University, as the employer and/or funder, ensures that researchers at all levels of their career, irrespective of the type of contract, have access to training courses and



constant improvement of their professional qualifications.

- Information on the opportunities to participate in congresses, meetings, conferences, symposiums, placements, courses or training sessions is available on the University's website, in the SUM Information Bulletin and is distributed by e-mail to department managers with a request to forward it to subordinate employees.

The Team proposed the following improvement actions:

- Introducing an annual analysis of researchers' participation in order to regularly assess the effectiveness of the above-mentioned forms of qualification improvement (As of

March 2018 / the Department of Employment and Social Affairs);

40. Supervision

Team's opinion:

- The University selects an individual who can be contacted by early-stage researchers in matters related to the fulfilment of their professional obligations. The appointed supervisors have adequate experience 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.



The Team proposed the following improvement actions:

- The Team concluded that no improvement actions are necessary because the supervisors appointed fulfil the relevant criteria indicated in the above-mentioned principle.



Action Plan

The results of the Gap Analysis indicate that some of the rules included in *the Charter* and *the Code* are being fulfilled through the University's continuous and systematic activities which cannot be ignored while creating the Strategy.

The table below presents the Action Plan, taking into account the nature of the tasks undertaken to carry out the principles.

AREA	PRINCIPLE	ACTIONS	WHEN	WHO	TYPE OF ACTION
AREA NO. 1: <i>Ethical and professional aspects</i> page 18	Principle No. 1. <i>Research freedom</i> page 18	Keeping abreast of the economic trends.	As of October 2017	the Rector's Plenipotentiary for Development Programmes and Innovations; the Vice Rector for Scientific Affairs	Continuous, systematic
		Analysing the strategic documents in terms of the core research areas for the University.			Continuous, systematic
		Academic discussion concerning the research priorities for the University	As of October 2017	The Senate Committee for Teaching;	Quarterly



	Principle No. 2. <i>Ethical principles</i> page 19	Training courses on ethics.	Already in progress since November 2016 – the employees of the Chair of Social Sciences and Humanities of the School of Health Sciences in Katowice developed training courses based on e-learning and webinars. These courses are and will be held in cycles, in each term, in the years 2017-2020	the Deans of the individual Faculties, the employees of the Chair of Social Sciences and Humanities of the School of Health Sciences in Katowice	Continuous, systematic
	Principle No. 4. <i>Professional attitude</i> page 20	Organising training sessions, including e-learning ones, concerning the management of a research project, acquisition, using and settlement of financial means for research.	As of September 2017	the Rector's Plenipotentiary for Development Programmes and Innovations, the Technology Transfer Centre, the Department of Science and International Cooperation, the Centre of IT and Informatisation	Continuous, systematic



		Update of the internal regulations, including the amendment of <i>the Rules and Regulations for preparing applications and executing projects financed or co-financed from non-reimbursable domestic or foreign funds.</i>	As of September 2017	the Rector's Plenipotentiary for Development Programmes and Innovations, the Vice Rector for Scientific Affairs, the Technology Transfer Centre, the Department of Science and International Cooperation	Continuous
	Principle No. 6. Accountability page 23	Monitoring the provisions concerning the fulfilment of scientific and research projects.	Already in progress	the Technology Transfer Centre, the Department of Science and International Cooperation	Continuous, systematic
		Amending the <i>"Regulations for preparing applications and executing projects financed or co-financed from non-reimbursable domestic or foreign funds"</i>	September 2017	the Technology Transfer Centre, the Department of Science and International Cooperation	One-off
	Principle No. 7. Good practice in research page 24	Updating the ICT safety documentation	Done in 2016 (November, June, December 2016)	the Rector's Plenipotentiary for Non-Public Information Protection / the Information Security Administrator	One-off – fulfilled



		Streamlining the data recovery processes.	Commenced in March 2017	the Rector's Plenipotentiary for Non-Public Information Protection, the ICT Security Inspector, the Information Security System Administrator	Continuous action – commenced
		Training sessions concerning the performance of backups.	In July 2016, a training programme for employees was adopted for the years 2016-2021; since July 2016 the training sessions have been conducted as planned.	Information Security Administrator	Cyclic, systematic – commenced
	Principle No. 8. <i>Dissemination, exploitation of results</i> page 26	Forming an entity dealing with the transfer of technologies and innovations.	The Technology Transfer Centre has been operating since 01 January 2017.	the Senate, the Vice Rector for Scientific Affairs, the Department of Projects, Development Programmes and Innovations (currently: the Technology Transfer Centre), the Department of Science and International Cooperation	One-off – fulfilled
		Promoting the publication of research findings in the Open Access system.	As of July 2018	SUM Library, the University's Publishing House, the Centre of IT and Informatisation of the SUM	Cyclic, systematic



		Ensuring open access in the University's repository for the publications resulting from scientific and research projects.	As of July 2018	the SUM Library	Cyclic, systematic
	Principle No. 9. <i>Public engagement</i> page 27	Preparing a newsletter about scientific and research achievements, to be distributed within the external environment of the SUM.	As of September 2017	the Department of Student Career and University Promotion / the University's Spokesperson / the Centre of IT and Informatisation of the SUM, the Technology Transfer Centre, the Department of Science and International Cooperation	At least twice within a year
		Creating an Internet subpage (in Polish and English), presenting the ongoing research works and projects.	September 2017	the Department of Student Career and University Promotion / the University's Spokesperson / the Centre of IT and Informatisation of the SUM, the Centre for the Transfer of Technologies, the Department of Science and International Cooperation	One-off



	Principle No. 11. <i>Evaluation/ appraisal systems</i> page 29	While assessing the teaching/research staff, it is required to take into account, besides the number of publications, also the quality of the employees' achievements and their mobility, particularly in foreign centres	As of January 2018	the Faculty Deans / the Heads of the SUM's Organisational Units / the Department of Employment and Social Affairs	Continuous
AREA NO. 2: <i>Recruitment</i> page 32	Principle No. 13. <i>Recruitment (Code)</i> page 32	Changing the content of competition announcements.	January 2018	the Department of Employment and Social Affairs, the Faculty Deans, the Heads of the SUM's Organisational Units	One-off
		Extending the time between the announcement of a vacancy and the deadline for submitting the applications.	January 2018	the Department of Employment and Social Affairs, the Faculty Deans, the Heads of the SUM's Organisational Units	Continuous/systematic
		Implementing competition procedures for external members of research teams.	January 2018	the Department of Employment and Social Affairs / the Technology Transfer Centre	One-off
	Principle No. 14. <i>Selection (Code)</i> page 34	Training sessions for the members of the Committee for the assessment of candidates for the positions of academic teachers.	As of January 2018	the Department of Employment and Social Affairs, the Faculty Deans, the Heads of the SUM's Organisational Units	Continuous/systematic



		Introducing the possibility of seeking an opinion from external experts in the process of employee recruitment.	January 2018	the Department of Employment and Social Affairs, the Faculty Deans, the Heads of the SUM's Organisational Units	One-off
	Principle No. 15. <i>Transparency</i> (Code) page 34	Incorporating, into the applicable recruitment procedures, the obligation to indicate the candidates' strengths and weaknesses in the report by the Competition Committees for the employment to the position of academic teachers.	As of January 2018	Competition Committee	Continuous, systematic
		Changing the content of competition announcements for the positions of academic staff.	As of January 2018	the Department of Employment and Social Affairs	Continuous/systematic
	Principle No. 16. <i>Judging merit</i> (Code) page 35	Amending the Circular Letter No. 2/2016 by the Rector of the SUM.	January 2018	the Rector, the Department of Employment and Social Affairs	One-off
	Principle No. 17. <i>Variations in the chronological order of CVs</i>				



	(Code) page 36				
	Principle No. 18. <i>Recognition of mobility experience</i> page 37				
	Principle No. 19. <i>Recognition of qualifications (Code)</i> page 38	Introducing a graphic sign into the templates of the diplomas issued by the SUM, to provide information about the awarded level of the Polish Qualifications Framework, as well as respecting the graphic signs in this regard included on the diplomas issued by other Universities, including foreign ones, and respecting qualifications in accordance with the guidelines set forth in the provisions of law.	Respecting the diplomas with awarded graphic signs in this regard and other qualifications in line with the provisions of law – already in progress; Adding graphic signs not later than from 01 October 2017 onwards.	the Department of Studies and Students / the Department of Science and International Cooperation / the Technology Transfer Centre / the Department of Employment and Social Affairs	Continuous
	Principle No. 20. <i>Seniority (Code)</i> page 39	Amending the Circular Letter No. 2/2016 by the Rector of the SUM.	January 2018	the Rector, the Department of Employment and Social Affairs	One-off



AREA NO. 3: <i>Working conditions and social security</i> page 41	Principle No. 21. <i>Postdoctoral appointments (Code)</i> page 41	Preparing and distributing (especially amongst newly-employed individuals) via the Intranet the "Information Package" referring to the entire area of working conditions and social security, which includes the clarification of the principles complied with by the University, their legal basis and the possibilities offered to employees by their employment at the SUM.	As of December 2017	the Department of Employment and Social Affairs, the Payroll Department, the Department of Student Career and University Promotion	Continuous, systematic
	Principle No. 22. <i>Recognition of the profession</i> page 41	Increasing the participation of Doctoral students and early-stage researchers in expert committees and teams.	As of January 2018	the Faculty Deans	Continuous, systematic
		Training courses for the Heads of the SUM's organisational units on team management, coaching and mentoring.	As of March 2018	the Department of Employment and Social Affairs	Continuous, systematic
	Principle No. 23. <i>Research environment</i> page 42	Efforts to obtain financial means for the expansion and modernisation of the University's infrastructure.	Already in progress	the Investments Department, the Technology Transfer Centre, the Department of Science and International Cooperation,	Continuous, systematic



				the Technical Department, the Bursar, the Deans	
		Optimising the mechanisms for the effective use of specialist research equipment.	Already in progress	the Heads of SUM organisational units, the Department of Tangible Assets Registry	Continuous, systematic
		Promoting a cooperation model based on joint utilisation of the equipment possessed.	Already in progress	the Heads of the SUM's Organisational Units / the Technology Transfer Centre	Continuous, systematic
		Motivating employees to take initiatives in the area of applying for funds to purchase, develop or extend the research infrastructure.	Already in progress	the Technical Department, the Investments Department, the Bursar, the Deans, the Technology Transfer Centre, the Department of Science and International Cooperation, the Vice Rector for Scientific Affairs	Continuous, systematic



	Principle No. 24. <i>Working conditions</i> page 44	Preparing and distributing (especially amongst newly-employed individuals) via the Intranet the "Information Package" (as in point 21), referring to the entire area of working conditions and social security, which includes the clarification of the principles complied with by the University, their legal basis and the possibilities offered to employees by their employment at the SUM.	As of December 2017	the Department of Employment and Social Affairs, the Payroll Department, the Department of Student Career and University Promotion	Continuous, systematic
	Principle No. 25. <i>Stability and permanence of employment</i> page 45				
	Principle No. 27. <i>Gender balance</i> page 47	Preventing sex-based discrimination in the areas of recruitment and promotion by supervising and controlling personal decisions which should be based exclusively on substantive reasons.	Already in progress	the Department of Employment and Social Affairs, the Faculty Deans	Continuous – already in progress



	Principle No. 28. <i>Career development</i> page 48	Developing a formalised strategy for academic career advancement for the Researchers employed at the University, taking into consideration the role of supervisors.	March 2018	the Vice Rector for Scientific Affairs, the Faculty Deans, the Department of Employment and Social Affairs	One-off
		Extending the motivational system.	March 2018	the Vice Rector for Scientific Affairs, Deans, the Department of Employment and Social Affairs	One-off
		Development of the SUM social offer;	March 2018	the Department of Employment and Social Affairs, the Vice Rector for Scientific Affairs, the Deans, the Payroll Department, the Department of Student Career and University Promotion	One-off



		Creating transparent information about the possible career path, described in the "Information package" – see point 21.	As of December 2017	the Department of Employment and Social Affairs, the Payroll Department, the Department of Student Career and University Promotion	Continuous, systematic
	Principle No. 29. <i>Value of mobility</i> page 49	Continuous information about the upcoming opportunities of cooperation, transferred by means of newsletter and the website of the Department of Science and International Cooperation and the Centre for the Transfer of Technologies.	Already in progress	the Technology Transfer Centre, the Department of Science and International Cooperation	Continuous
	Principle No. 30. <i>Career advice</i> page 51	Introduction of career advice for employees and doctoral students.	September 2017	the Heads of the SUM's Organisational Units	One-off
		Extending the competencies of the Department of Student Career and University Promotion by career advice directed at the University's employees	January 2018	Rector, Department of Student Career and University Promotion	One-off



	Principle No. 31. <i>Intellectual property rights</i> page 51	Simplifying and clarifying the path for submitting the invention projects, in order to protect the intellectual property rights (implementing the Form of invention project notifications, adding relevant information on the University's website on how to submit invention projects).	Already fulfilled in May 2017	the Department of Science and International Cooperation	One-off
		Protecting intellectual property rights in the contracts concluded with external entities for the performance of projects.	Already in progress	the Technology Transfer Centre / the Department of Science and International Cooperation	Continuous
	Principle No. 33. <i>Teaching</i> page 53	Changes in the employee assessment system, allowing for greater appreciation of the didactic values.	January 2018	the Department of Employment and Social Affairs, the Rector, the Faculty Deans	One-off
	Principle No. 34. <i>Complaints and appeals</i> page 54	Description of the complaint and appeal procedure will be included in the "Information package" (see point 21).	As of December 2017	the Department of Employment and Social Affairs, the Payroll Department, the Department of Student Career and University Promotion	Continuous



AREA NO. 4: <i>Training</i> page 57	Principle No. 37. <i>Supervision and managerial duties</i> page 57	Implementing and using by Faculty Deans the criterion of experience in the development of a young research career as one of the fundamental requirements for candidates applying for managerial positions at the University.	As of March 2018	Faculty Deans together with the Department of Employment and Social Affairs	Continuous
	Principle No. 39. <i>Access to research training and continuous development</i> page 58	Introducing an annual analysis of researchers' participation in order to regularly assess the effectiveness of the different forms of qualification improvement.	As of March 2018	the Department of Employment and Social Affairs	Continuous, systematic



The following table present the schedule of one-off actions.

AREA		PRINCIPLE				2016				2017				2018			
QUARTER		II	III	IV	I	II	III	IV	I	II	III	IV					
AREA NO. 1: Ethical and pro- fessional as- pects	6. Accountability																
	7. Good practice in research	Fulfilled		Fulfilled													
	8. Dissemination, exploitation of results				Fulfilled												
	9. Public engage- ment																
	13. Recruitment (Code)																
AREA NO. 2: Re- cruitment	14. Selection																
	16. Judging merit																
	17. Variations in the chronological order of CVs																
	18. Recognition of mobility expe- rience																
	20. Job seniority																
	28. Career devel- opment																
AREA NO. 3: Working condi- tions and social secu- rity	30. Career advice																
	31. Intellectual property rights					Fulfilled											
	32. Teaching																



Monitoring of actions implementing the Strategy

The time limits specified in the strategy for carrying out the particular actions were discussed and agreed with the persons substantially and administratively responsible for their fulfilment. The action plan has been created with great care in order for every single unit involved to be able to carry out the tasks successively and in a timely manner.

The fulfilment of the rules specified in the *European Charter for Researchers* and the *Code of Conduct for the recruitment of researchers* by the Medical University of Silesia will be performed by the *Team for the HR Excellence in Research Logo*, with the reservation that the monitoring meetings will be held:

- 1) every six months, in order to evaluate the process of the planned tasks. The purpose of the meetings will be to assess the progress of the strategy implementation, by marking the tasks that have already been completed. The reports from the meetings will be published at www.logohr.sum.edu.pl;
- 2) after the expiry of the two-year period following the date on which the HR Excellence



in Research Logo was granted, in order to audit the University's own assessment of the effects of the Strategy implementation.

The results will be published at the SUM website dedicated to the HR Excellence in Research Logo (www.logohr.sum.edu.pl).

Four years after the HR Excellence in Research has been granted, the Medical University of Silesia will invite external experts from the European Committee to conduct an external analysis concerning the fulfilment of this Strategy. This procedure will be repeated every 4 years. The report of the external analysis will be published on the SUM's (www.logohr.sum.edu.pl).

The present Strategy is placed on the University's website dedicated to the HR Excellence in Research Logo: www.logohr.sum.edu.pl as well as on the University's homepage: www.sum.edu.pl.



MEDICAL UNIVERSITY OF SILESIA
IN KATOWICE

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