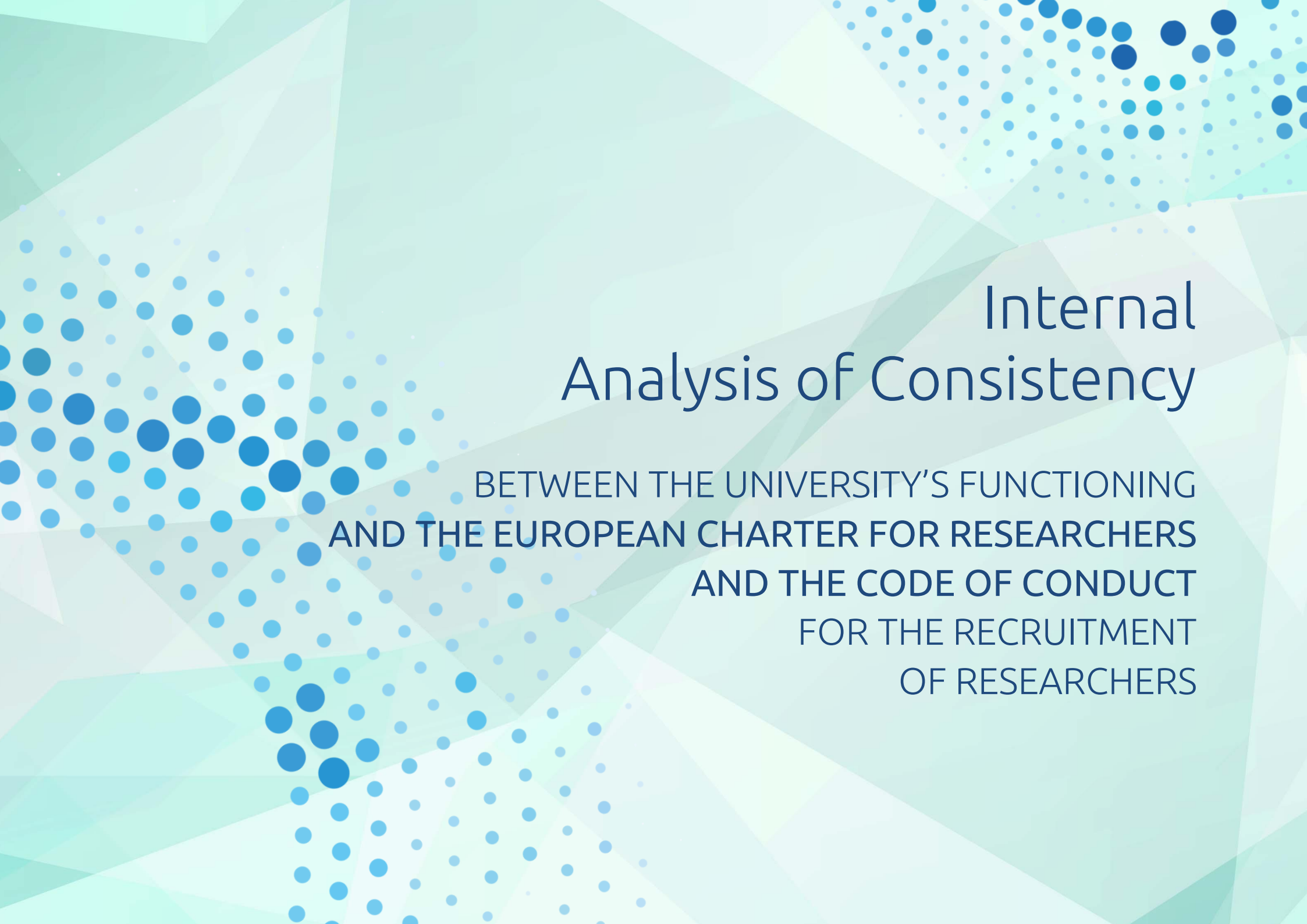




Internal Analysis of Consistency

BETWEEN THE UNIVERSITY'S FUNCTIONING
AND THE EUROPEAN CHARTER FOR RESEARCHERS
AND THE CODE OF CONDUCT
FOR THE RECRUITMENT
OF RESEARCHERS



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.

For the above reasons, an analysis was commenced to assess 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.



In order to perform reliable assessment, the Rector of the Medical University of Silesia in Katowice took a decision by Order No. 60/2016 on the appointment of a Team whose task is to express an opinion on the University's consistency with the particular provisions of the *Charter* and the *Code*, and to indicate any actions required for the provisions of the *Charter* and the *Code* to be reflected in all the aspects of the University's activities. For this reason, the Rector addressed the Deputy Rectors, Plenipotentiaries, Faculty Deans and the Heads of administrative units of the University to select the members of the Team, appointing the Vice Rector for Scientific Affairs as the chairman of the Team.

It should also 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*.

Nevertheless, this analysis conducted by the Team helped identify areas that should be improved in order to make the University's environment conducive for the academic staff to work in.

Below, you can find the structured results of the analysis presenting the current state of consistency between the code of conduct at the University and the *Charter* and the *Code*, along with the corresponding conclusions which were used as a basis to develop an action plan included in *the HR Strategy of the Medical University of Silesia in Katowice (SUM)*.



MEDICAL UNIVERSITY OF SILESIA
IN KATOWICE

I. Ethical and professional aspects



1. Research freedom

Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognised ethical principles and practices.

Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances

(including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection.

Such limitations should not, however, contravene the recognised ethical principles and practices, to which researchers have to adhere.



INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
▪ Geneva Declaration from 1948; ▪ Helsinki Declaration from 1964; ▪ Universal Declaration of Human Rights; ▪ International Covenant on Economic, Social and Cultural Rights, Article 15, Section 1; ▪ Charter of Fundamental Rights, Chapter II, Article 13; ▪ European Convention on Bioethics, Article 4, Articles 15–18; ▪ Resolution of the European Parliament of 29 October 1993 on the cloning of human embryos; ▪ UNESCO World Declaration of Animal Rights from 1987; ▪ Principles of Good Clinical Practice – the Regulation of the Minister of Health of 2 May 2012 on Good Clinical Practice (Dz. U. [Journal of Laws] 2012, Item 489); ▪ Constitution of the Republic of Poland from 1997, Art. 5, Art. 31, Art. 54, Art. 70, Art. 73; ▪ Medical Code of Ethics; ▪ Act of 27 July 2005 – <i>Law on Higher Education</i>; ▪ Act of 30 April 2010 <i>on the principles of science financing</i>; ▪ Act of 15 April 2011 <i>on medical activity</i>;	▪ Statutes of the SUM in Katowice, §5, Section 1; ▪ Strategy of the SUM in Katowice for the years 2015-2021; ▪ The projects of research are assessed, ethically and legally, by the Bioethical Committee of the Medical University of Silesia and the Local Committee for Experiments on Animals; ▪ In the event where ethical rules are not respected and research freedom is limited, each case shall be examined by: The Deans, the Vice Rector for Scientific Affairs, the Rector, The Senate Committee for Teaching, the Disciplinary Committee for Academic Teachers, The University's Disciplinary Committee for Doctoral Students ▪ Order No. 86/2013 of the Rector of the SUM; ▪ Resolution No. 8/2015 of the SUM Senate;	▪ Quarterly discussions and introducing an update concerning the subjects and trends of research, according to local, national and foreign trends; ▪ Keeping abreast of the economic trends	As of October 2017 / the Senate Committee for Teaching, the Rector's Plenipotentiary for Development Programmes and Innovations, the Vice Rector for Scientific Affairs; As of October 2017 / the Rector's Plenipotentiary for Development Programmes and Innovations, the Vice Rector for Scientific Affairs



▪ Act of 05 December 1996 <i>on the profession of physician and dental practitioner</i>; ▪ Act of 06 September 2001 – <i>Pharmaceutical Law</i>; ▪ Act of 18 March 2011 <i>on the Office for Registration of Medicinal Products, Medical Devices and Biocidal Products</i>; ▪ Act of 01 July 2005 <i>on collection, storage and transplantation of cells, tissues and organs</i>; ▪ Act of 21 January 2005 <i>on animal experiments</i>; ▪ Act of 15 January 2015 <i>on the protection of animals used for scientific or educational purposes</i>; ▪ Act of 22 June 2001 <i>on genetically modified organisms</i>; ▪ Act of 26 June 2003 <i>on the legal protection of plant varieties</i>; ▪ Regulation of the Minister of Health of 2 May 2012 <i>on Good Clinical Practice</i>; ▪ Act of 30 June 2000 – <i>Industrial Property Law</i>; ▪ Act of 16 April 1993 <i>on combating unfair competition</i>; ▪ According to the Grant Agreements and Consortium Agreements concluded along with the projects;	▪ Resolution No. 7/2015 of the SUM Senate;		
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2. Ethical principles

Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as

documented in the different national, sectoral or institutional Codes of Ethics.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
▪ Geneva Declaration from 1948; ▪ Helsinki Declaration from 1964; ▪ Universal Declaration of Human Rights; ▪ European Convention on Bioethics, Article 4, Articles 15–18; ▪ Resolution of the European Parliament of 29 October 1993 on the cloning of human embryos; ▪ UNESCO World Declaration of Animal Rights from 1987; ▪ Principles of Good Clinical Practice – the Regulation of the Minister of Health of 2	▪ Ethical and organisational principles of research conducted at the Medical University of Silesia (formerly: Silesian Medical Academy) in Katowice	▪ Introduction of open training courses on ethical standards concerning the areas and fields of science, including e-learning and webinar-based training	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



May 2012 on Good Clinical Practice (Dz. U. [Journal of Laws] 2012, Item 489); ▪ Constitution of the Republic of Poland from 1997, Art. 5, Art. 31, Art. 54, Art. 70, Art. 73; ▪ Medical Code of Ethics; ▪ Act of 27 July 2005 – <i>Law on Higher Education</i>; ▪ Act of 5 December 1996 <i>on the profession of physician and dental practitioner</i>; ▪ Act of 15 January 2015 <i>on the protection of animals used for scientific or educational purposes</i>; ▪ Act of 22 June 2001 <i>on genetically modified organisms</i>; ▪ Regulation of the Minister of Health of 2 May 2012 <i>on Good Clinical Practice</i>			
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3. Professional responsibility

Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere.

They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers.

The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
▪ Universal Copyright Convention of 06 September 1952 with the Paris revision of 24 July 1971 and two Protocols; ▪ Paris Act of the Berne Convention for the Protection of Literary and	▪ Ethical and organisational principles of research conducted at the Medical University of Silesia (formerly: Silesian Medical Academy) in Katowice; ▪ Resolution No. 27/2015 of the SUM Senate; ▪ Statutes of the SUM in Katowice;	▪ None	▪ Not applicable



Artistic Works of 24 July 1971; ▪ Act of 04 February 1994 <i>on copyrights and neighbouring rights</i>; ▪ Act of 30 April 2010 <i>on the principles of science financing</i>; ▪ Act of 27 July 2005 – <i>Law on Higher Education</i>; ▪ Act of 30 April 2000 – <i>Industrial Property Law</i>; ▪ Act of 16 April 1993 <i>on combating unfair competition</i>; ▪ Act of 23 April 1964 – <i>The Civil Code</i>; ▪ Act of 26 June 1974 – <i>The Labour Code</i>;	▪ Electronic anti-plagiarism system; ▪ Uberrima Fide Certificate		
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4. Professional attitude

Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their

employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
▪ Act of 27 July 2005 – <i>Law on Higher Education</i>; ▪ Act of 30 April 2010 <i>on the principles of science financing</i>; ▪ Act of 16 April 1993 <i>on combating unfair competition</i>; ▪ Act of 27 August 2009 <i>on public finances</i>; ▪ Act of 29 January 2004 – <i>Public Procurement Law</i>;	▪ Statutes of the SUM in Katowice; ▪ Strategy of the SUM in Katowice for the years 2015-2021; ▪ Resolution No. 8/2015 of the SUM Senate; ▪ Resolution No. 7/2015 of the SUM Senate; ▪ Resolution No. 222/2012 of the SUM Senate;	▪ Training sessions, including e-learning ones, concerning the management of a research project, acquisition, using and settlement of financial means for research. ▪ Updating the internal regulations, including the amendment of the Rules and Regulations for preparing applications and executing	As of September 2017 / the Rector's Plenipotentiary for Development Programmes and Innovations, the Technology Transfer Centre, the Centre of IT and Informatisation; As of September 2017 / the Technology Transfer Centre,



▪ According to the Grant Agreements and Consortium Agreements concluded along with the projects	▪ Order No. 86/2013 of the Rector of the SUM; ▪ Order No. 27/2014 of the Rector of the SUM; ▪ Order No. 121/2007 of the Rector of the SUM; ▪ Order No. 157/2014 of the Rector of the SUM; ▪ Order No. 11/2009 of the Rector of the SUM; ▪ Organising training courses on the mechanisms of research financing and research project management	projects financed or co-financed from non-reimbursable domestic or foreign funds (Order No. 86/2013 of the Rector of the SUM)	the Department of Science and International Cooperation
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5. Contractual and legal obligations

Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions.

This includes Intellectual Property Rights regulations, and the requirements and conditions of any sponsor or funders,

independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis/dissertation, publications, patents, reports, new products development, etc.) as set out in the terms and conditions of the contract or equivalent document.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
▪ Act of 26 June 1974 – <i>The Labour Code</i>; ▪ Act of 27 July 2005 – <i>Law on Higher Education</i>; ▪ Act of 30 April 2010 <i>on the principles of science financing</i>; ▪ Act of 04 February 1994 <i>on copyrights and neighbouring rights</i>; ▪ Act of 30 June 2000 – <i>Industrial Property Law</i>;	▪ Statutes of the SUM in Katowice; ▪ Organisational Regulations of the SUM dated 30 November 2006, with subsequent amendments; ▪ Work Regulations of the SUM in Katowice dated 17 March 2008, with subsequent amendments;	None	Not applicable



▪ Act of 14 March 2003 <i>on academic degrees and titles</i>; ▪ According to the Grant Agreements and Consortium Agreements concluded along with the projects	▪ Resolution No. 25/2007 of the Senate; ▪ Order No. 14/2006 of the Rector of the SUM; ▪ Resolution No. 8/2015 of the SUM Senate; ▪ Resolution No. 7/2015 of the SUM Senate; ▪ Resolution No. 222/2012 of the SUM Senate; ▪ Order No. 86/2013 of the Rector of the SUM; ▪ Employment contracts; ▪ The agreements concerning research projects; ▪ The agreements concerning scientific and research works		
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6. Accountability

Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and

efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees.

Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
- Act of 27 July 2005 – <i>Law on Higher Education</i>; - Act of 30 April 2010 <i>on the principles of science financing</i>; - Act of 27 August 2009 <i>on public finances</i>; - Act of 29 January 2004 – <i>Public Procurement Law</i>;	- Resolution No. 71/2008 of the SUM Senate; - Resolution No. 47/2010 of the SUM Senate; - Order No. 10/2009 of the Rector of the SUM; - Order No. 11/2009 of the Rector of the SUM;	- Systematic monitoring of the provisions concerning the fulfilment of research projects; - Amendment of the Rules and Regulations for preparing applications and executing	Already in progress / the Technology Transfer Centre, the Department of Science and International Cooperation;



▪ Act of 29 September 1994 <i>on accounting</i>; ▪ Ordinance of the Minister of Science and Higher Education of 11 September 2015 <i>on the training standards for future teachers</i>	▪ Order No. 99/2009 of the Rector of the SUM; ▪ Order No. 54/2013 of the Rector of the SUM; ▪ Order No. 86/2013 of the Rector of the SUM; ▪ Order No. 3/2014 of the Rector of the SUM; ▪ <i>Internal audit of the SUM</i>	projects financed or co-financed from non-reimbursable domestic or foreign funds (Order No. 86/2013 of the Rector of the SUM)	September 2017 / the Technology Transfer Centre, the Department of Science and International Cooperation
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7. Good practice in research

Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies.

They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfil them at all times.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
▪ Ordinance of the Minister of Health of 30 July 2010 <i>on the detailed procedure of medical waste management</i>; ▪ Ordinance of the Minister of Agriculture and Rural Development of 1 October 2010 <i>on the detailed procedure of veterinary waste management</i>; ▪ Act of 05 August 2010 <i>on non-public information protection</i>;	▪ Order No. 7/2011 of the Rector of the SUM; ▪ Order No. 8/2012 of the Rector of the SUM; ▪ Instruction for Safe Handling of Chemical Substances and Preparations at the Medical University of Silesia in Katowice (Order No. 42/2007 of the Rector of the SUM dated 28 May 2007); ▪ Order No. 131/2011 of the Rector of the SUM;	▪ Updating the ICT safety documentation; ▪ Streamlining the processes of data recovery from information technology disasters (purchasing hardware and software); ▪ Training sessions on an e-learning platform concerning the performance of backups	▪ Done in 2016 (November, June, December 2016) / The Rector's Plenipotentiary for Non-Public Information Protection / the Information Security Administrator; ▪ Commenced in March 2017 / The Rector's Plenipotentiary for Non-Public Information Protection, the ICT Security Inspector, the Information



▪ Ordinance of the Council of Ministers of 22.12 December 2011 <i>on the manner of marking materials and assigning their security classification</i>; ▪ Ordinance of the Council of Ministers of 07 December 2011 <i>on the organisation and functioning of registries as well as the manner and procedure for processing classified information</i>; ▪ Ordinance of the President of the Council of Ministers of 07 December 2011 <i>on dispatching, accepting, transporting, issuing and protecting materials containing classified information</i>; ▪ Ordinance of the President of the Council of Ministers of 28 December 2010 <i>on providing information, access to documents and assistance to services and institutions entitled to conduct extended verifying proceedings, control verifying proceedings and industrial security proceedings</i>; ▪ Ordinance of the President of the Council of Ministers of 27 April 2011 <i>on preparing and</i>	▪ Order No. 71/2012 of the Rector of the SUM; ▪ Order No. 9/2014 of the Rector of the SUM; ▪ Training courses in occupational health and safety, organisation and methods of work, selection of suitable collective and personal protection measures at work stations; ▪ <i>"Specific safety requirements for the ICT system of the Medical University of Silesia in Katowice"</i>; ▪ <i>"Procedures for safe operation of the ICT system of the Medical University of Silesia in Katowice"</i>; ▪ Order No. 66/2006 of the Rector of the SUM; ▪ Order No. 84/2007 of the Rector of the SUM; ▪ Order No. 43/2009 of the Rector of the SUM;		Security System Administrator; ▪ 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 / the Information Security System Administrator
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<i>conducting control on the status of security with regard to classified information;</i> ▪ Ordinance of the Council of Ministers of 29 May 2012 <i>on the physical security measures used to protect classified information;</i> ▪ Ordinance of the President of the Council of Ministers of 20 July 2011 <i>on the basic requirements for safety;</i> ▪ Act of 29 August 1997 <i>on personal data protection;</i> ▪ Ordinance of the Minister of Internal Affairs and Administration of 29 April 2004 <i>on the documentation of personal data processing and technological and organisational conditions which shall be met by devices and IT systems used for personal data processing;</i> ▪ Ordinance of the Minister of Administration and Digitisation of 10 December 2014 <i>on the sample of the declaration form necessary for appointment and dismissal of information security administrator;</i>	▪ Order No. 73/2010 of the Rector of the SUM; ▪ Order No. 82/2016 of the Rector of the SUM; ▪ Organisation of the Information Security Management System based on ISO 27001 standards; ▪ Order No. 92/2016 of the Rector of the SUM; ▪ Order No. 180/2016 of the Rector of the SUM;		
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| <ul style="list-style-type: none">▪ Ordinance of the Minister of Administration and Digitisation of 11 May 2015 <i>on the manner of maintaining data registers by an information security administrator</i>;▪ Ordinance of the Minister of Administration and Digitisation of 11 May 2015 <i>on the procedure and manner of performing tasks in order to adhere to the provisions on personal data protection by an information security administrator</i>;▪ Ordinance of the Council of Ministers of 12 April 2012 <i>on the National Interoperability Framework, minimum requirements for public registers and information sharing in electronic formats and minimum requirements for ICT systems</i> | | | |
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8. Dissemination, exploitation of results

All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised.

Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
- Act of 27 July 2005 – <i>Law on Higher Education</i>; - Act of 30 April 2010 <i>on the principles of science financing</i>; - Act of 04 February 1994 <i>on copyrights and neighbouring rights</i>; - Act of 30 June 2000 – <i>Industrial Property Law</i>; - Resolution No. 10/2012 of the Polish Academy of Sciences;	- Strategy of the SUM in Katowice for the years 2015-2021; - Resolution No. 7/2015 of the SUM Senate; - Resolution No. 27/2015 of the SUM Senate; - Order No. 70/2015 of the Rector of the SUM;	- Forming an entity at the SUM to deal with the transfer of technologies and innovations; - Promoting the publication of research findings in the Open Access system; - Ensuring open access in the University's repository for the publications arising out of	Completed in January 2017 / the University created an entity for the transfer of technology 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



▪ Recommendations of the Team on Ethics in Science at the Ministry of Science dated 25 May 2004; ▪ Act of 26 July 1991 <i>on natural persons' income tax</i>; ▪ Act of 23 April 1964 – <i>The Civil Code</i>; ▪ Act of 26 June 1974 – <i>The Labour Code</i>; ▪ according to the Grant Agreements and Consortium Agreements concluded along with the projects; ▪ The OPEN SCIENCE website (OTWARTA NAUKA) (https://otwartanauka.pl); ▪ <i>The national programme of scientific publications</i> (http://vls.icm.edu.pl); ▪ The "Creative Commons Attribution" (CC BY) licence	▪ Order No. 101/2015 of the Rector of the SUM; ▪ The rules and regulations for the notification of papers in "<i>Annales Academiae Medicae Silesiensis</i>" (adapting the existing Rules and regulations of the journal to the legal provisions in force on 10 February 2015); ▪ Order No. 22/2010 of the Rector of the SUM; ▪ Resolution No. 173/2012 of the Senate; ▪ Order No. 157/2014 of the Rector of the SUM; ▪ Dissemination of research findings in the form of publications in international and national scientific journals, during conferences, symposiums and scientific conventions; ▪ Patent protection of research findings with a view to its possible commercialisation; ▪ Registration (since 1990) of the employees' scientific output in an electronic manner, in a publicly-available database, which is developed on a regular basis, entitled:	scientific and research projects	for Scientific Affairs, the Department of Projects, Development Programmes and Innovations, the Department of Science and International Cooperation); ▪ As of July 2018 / the SUM Library, the University's Publishing House, the Centre of IT and Informatisation of the SUM; ▪ As of July 2018/ the SUM Library
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	"The Bibliography of the SUM Employees' Publications"		
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9. Public engagement

Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science.

Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
Act of 27 July 2005 – <i>Law on Higher Education</i>;	- Strategy of the SUM in Katowice for the years 2015-2021; - Dedication to transparency and communication in presenting research findings; - Promulgation of knowledge and research results; - Organising scientific meetings with the society ("science festivals", "researchers' nights" or "open days"); - Providing open education through the so-called Universities of the	- Preparing a newsletter of scientific and research nature, to be distributed – in particular – within the external environment of the SUM; - Creating an Internet subpage in Polish and English, presenting the ongoing research works and projects;	- As of September 2017, at least twice a year / 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; - September 2017 / The Department of Student



	First Age and Universities of the Third Age and the University for High School Students; ▪ Conducting regular educational activities by engaging the society in research project and the popularisation of science; ▪ Fulfilling the University's external informational policy, including notifications of scientific achievements and events in the media		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
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10. Non-discrimination

Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief,

sexual orientation, language, disability, political opinion, social or economic condition.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
▪ Constitution of the Republic of Poland from 1997; ▪ Act of 26 June 1974 – <i>The Labour Code</i>	▪ Work Regulations of the SUM dated 17 March 2008, with subsequent amendments; ▪ Resolution No. 4/2013 by the School Council of Public Health; ▪ Ethical and organisational principles of research conducted at the Medical University of Silesia (formerly: Silesian Medical Academy) in Katowice	None	Not applicable



11. Evaluation/appraisal systems

Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an

independent (and, in the case of senior researchers, preferably international) committee.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
Act of 27 July 2005 – <i>Law on Higher Education</i>, Article 132	- Statutes of the SUM in Katowice; - Resolution No. 100/2006 of the SUM Senate	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 Organisation Units / the Department of Employment and Social Affairs



MEDICAL UNIVERSITY OF SILESIA
IN KATOWICE

II. Recruitment



12. Recruitment

Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning at their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level)

returning to a research career.

Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
- Act of 27 July 2005 – <i>Law on Higher Education</i>; - Act of 26 June 1974 – <i>The Labour Code</i>	- Strategy of the SUM in Katowice for the years 2015-2021; - Statutes of the SUM in Katowice	None	Not applicable



13. Recruitment (Code)

Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised.

Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants.

Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be estimated in a realistic manner.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
- Act of 27 July 2005 – <i>Law on Higher Education</i>; - Act of 26 June 1974 – <i>The Labour Code</i>	Recruitment procedure according to the Circular Letter No. 1/2014 by the Rector of the SUM and the Circular Letter No. 2/2016 by the Rector of the SUM;	Changing the contents of competition announcements (more precise description of requirements for the candidates, extending the time between the announcement of a vacancy or the call for applications and	January 2018 / the Department of Employment and Social Affairs, the Faculty Deans, the Heads of the SUM's Organisation Units;



	Statutes of the SUM in Katowice	the deadline for submitting the applications, providing a description to the conditions of work and rights, including the description of professional development prospects); - Extending the time between the announcement of a vacancy and the deadline for submitting the applications. - Competition procedure for external members of research teams	- January 2018 / the Department of Employment and Social Affairs, the Faculty Deans, the Heads of the SUM's Organisation Units; - January 2018 / the Department of Employment and Social Affairs
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14. Selection (Code)

Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate.

Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. The members of the selection panel should be adequately trained.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
Act of 27 July 2005 – <i>Law on Higher Education</i>	- Recruitment procedure according to the Circular Letter No. 1/2014 by the Rector of the SUM and the Circular Letter No. 2/2016 by the Rector of the SUM; - Statutes of the SUM in Katowice	- Training sessions for the members of the Committee for the assessment of candidates for the positions of academic teachers; - Introducing the possibility of seeking an opinion from external experts in the	- As of January 2018 / the Department of Employment and Social Affairs, the Faculty Deans, the Heads of the SUM's Organisation Units; - January 2018 / the Department of Employment and Social Affairs, the Faculty Deans, the



		process of employee recruitment	Heads of the SUM's Organisation Units
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15. Transparency (Code)

Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development

prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
Act of 27 July 2005 – <i>Law on Higher Education</i>	Statutes of the SUM in Katowice	- Noting the strengths and weaknesses of candidates in the competition report; - Changing the content of competition announcements for the positions of academic staff	As of January 2018 / Competition Committee; As of January 2018 / the Department of Employment and Social Affairs.



16. Judging merit (Code)

The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered.

This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified

career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
Act of 27 July 2005 – <i>Law on Higher Education</i>	- Innovation assessment; - Assessment of teaching and organisational involvement; - Assessment of scientific achievements;	Amendment of the Circular Letter No. 2/2016 by the Rector of the SUM	January 2018 / the Rector, the Department of Employment and Social Affairs



	▪ Cooperation with domestic and foreign research centres; ▪ Assessment of research management; ▪ Assessment in science popularisation		
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17. Variations in the chronological order of CVs (Code)

Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a

multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
Act of 27 July 2005 – <i>Law on Higher Education</i>;	- Statutes of the SUM in Katowice; - Circular Letter No. 2/2016 by the Rector of the SUM	Amendment of 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)

Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one

discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
Act of 27 July 2005 – <i>Law on Higher Education</i>	Circular Letter No. 2/2016 by the Rector of the SUM	Amendment of 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)

Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility.

They should inform themselves and gain a full understanding of rules, procedures and

standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
▪ Directive 2013/55/EU of the European Parliament and of the Council of 20 November 2012; ▪ <i>Directive 2005/36/EC of the European Parliament and of the Council of 07 September 2005;</i> ▪ Act of 27 July 2005 – <i>Law on Higher Education;</i>	▪ In accordance with the international and domestic provisions of law	▪ 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	▪ 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



▪ <i>Act of 14 March 2003 on academic degrees and titles;</i> ▪ <i>Ordinance of the Minister of Science and Higher Education of 9 May 2012 on the teaching standards for the following fields of study: medicine, dentistry, pharmacy, nursing and midwifery;</i> ▪ <i>Ordinance of the Minister of Science and Higher Education of 19 August 2015 on the nostrification of higher education diplomas obtained abroad and on confirmation of completion higher education studies at a given level of education;</i> ▪ <i>Ordinance of the Minister of Science and Higher Education of 8 August 2011 on the nostrification of academic degrees and degrees related to art study obtained abroad;</i> ▪ <i>Act of 18 March 2008 on principles of recognition of professional qualifications acquired in the Member States of the European Union;</i> ▪ <i>Ordinance of the Minister of Science and Higher Education of 16</i>		ones, and respecting qualifications in accordance with the guidelines set forth in the provisions of law	Centre/ the Department of Employment and Social Affairs
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June 2009 on the indication of the contact point competent for providing information on recognition of professional qualifications and establishing the detailed scope of the contact point's tasks;

- Code of Conduct approved by a group of coordinators for Directive 2005/36/EC on the recognition of professional qualifications – the national administrative practices covered by Directive 2005/36/EC.
- Resolution No. 57/2017 of the Senate dated 26 April 2017 on the templates of the graduation diplomas and certificates issued at the Medical University of Silesia in Katowice.
- Act of 30 April 2010 *on the principles of science financing*;
- Ordinance of the Minister of Science and Higher Education of 10 February 2017 on the professional titles bestowed upon graduates, the conditions for issuing and the necessary elements of graduation diplomas and



certificates of post-graduate studies completion as well as the template of the diploma supplement; ▪ Act of 22 December 2005 <i>on integrated management systems</i>			
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20. Seniority (Code)

The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the

qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
▪ Act of 27 July 2005 – <i>Law on Higher Education</i>; ▪ Act of 26 June 1974 – <i>The Labour Code</i>	▪ Statutes of the SUM in Katowice	▪ Amendment of the Circular Letter No. 2/2016 by the Rector of the SUM	January 2018 / the Rector, the Department of Employment and Social Affairs



21. Postdoctoral appointments (Code)

Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers.

Such guidelines should take into account time spent in prior postdoctoral appointments

at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
- Act of 27 July 2005 – <i>Law on Higher Education</i>; - Act of 26 June 1974 – <i>The Labour Code</i>	Statutes of the SUM in Katowice	Preparing and distributing (especially amongst newly-employed individuals) via the Intranet the “<i>Information Package</i>” referring to the entire area of working conditions and social security, which includes	As of December 2017, continuous action / the Department of Employment and Social Affairs, the Payroll Department, the Department of Student Career and University Promotion



		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	
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III. Working conditions and social security



22. Recognition of the profession

All researchers engaged in a research career should be recognised as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should

include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
- Act of 27 July 2005 – <i>Law on Higher Education</i>; - Act of 30 April 2010 <i>on the principles of science financing</i>	Statutes of the SUM in Katowice	- Improvement in the area of scientific professionalism by increasing the participation of Doctoral students and early-stage researchers in Expert Committees and Teams. - Organising training courses for the heads of the SUM's organisation units on team management, coaching and mentoring	As of January 2018 / the Faculty Deans. As of March 2018 / the Department of Employment and Social Affairs



23. Research environment

Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks,

and that the national or sectoral regulations concerning health and safety in research are observed.

Funders should ensure that adequate resources are provided in support of the agreed work programme.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
- Act of 27 July 2005 – <i>Law on Higher Education</i>; - Act of 20 May 2010 <i>on medical devices</i>; - Act of 11 May 2001 – <i>Law on Measures</i>; - Act of 29 November 2001 – <i>Atomic Law</i>; - Ordinance of the Minister of Health of 18 February 2011 <i>on the safe use of ionising radiation for all types of medical exposure</i>;	- Order No. 134/2010 of the Rector of the SUM; - Order No. 94/2010 of the Rector of the SUM; - Work Regulations of the SUM dated 17 March 2008, with subsequent amendments; - Issuing opinions by the employees of the Health and Safety Section on the applications to the Ministry of the Environment for the contained use of GMO;	- Procuring the necessary financial means within the framework of ministry subsidies and EU funds, with simultaneous support from local self-government authorities; - Optimising the mechanisms for the effective use of specialist research equipment; - Promoting a cooperation model, within the University, based on the shared use of	- Already in progress / the Investments Department, the Technology Transfer Centre, the Department of Science and International Cooperation, the Vice Rector for Scientific Affairs, the Technical Department, the Bursar, the Deans - Already in progress / the Heads of the SUM's Organisational Units, the



▪ Ordinance of the Council of Ministers of 07 December 2012 <i>on the type of technical devices subject to technical inspection</i>; ▪ Polish Standards (essential requirements and harmonised standards); ▪ Act of 07 July 1994 – <i>Construction Law</i>; ▪ Ordinance of the Minister of Infrastructure of 12 April 2002 <i>on the technical conditions to be met by buildings and their location</i>; ▪ Ordinance of the Minister of Internal Affairs and Administration of 07 June 2010 <i>on the fire protection of buildings and other construction facilities and areas</i>; ▪ Act of 10 April 1997 – <i>Energy Law</i>; ▪ Act of 27 April 2001 – <i>Law on Environmental Protection</i>; ▪ Act of 21 December 2000 <i>on technical inspection</i>; ▪ Ordinance of the Minister of Economy, Labour and Social Policy of 9 July 2003 <i>on the technical conditions of technical inspection in the operation of certain pressure equipment</i>;	▪ Training sessions on Health and Safety on a stationary basis and by self-directed learning; ▪ Investments (completed or planned): a new campus and didactic centre of the School of Pharmacy with the Division of Laboratory Medicine in Sosnowiec, the Centre for Experimental Medicine, the Silesian Centre for Pharmacy of the School of Pharmacy with the Laboratory Medicine, the Bio-Silesia Centre for Development of Biomedical and Dental Technologies and Data Transfer; ▪ Providing a database of specialist research and laboratory equipment as well as research employees and the specialist research equipment they operate, though the website; ▪ <i>Regulations for preparing applications and executing projects financed or co-financed from non-reimbursable domestic or foreign funds</i> (Order No. 86/2013 of the	specialist equipment by various units ▪ Motivating employees to take initiatives in the area of applying for funds to purchase, develop or extend the research infrastructure.	Department of Tangible Assets Registry; ▪ Already in progress / the Heads of the SUM's Organisational Units / the Technology Transfer Centre; ▪ Already in progress / the Investments Department, the Bursar, the Deans, the Technology Transfer Centre, the Department of Science and International Cooperation, the Vice Rector for Scientific Affairs
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▪ Ordinance of the Minister of Science and Higher Education of 8 October 2015 <i>on the detailed criteria and procedures for granting and settlement of funds for investments intended for research or development works</i>; ▪ Ordinance of the Minister of Health of 30 December 2004 <i>on safety and hygiene of work related to chemical factors present at the workplace</i>; ▪ Ordinance of the Minister of Health of 22 April 2005 <i>on harmful biological agents in the workplace and health protection of workers occupationally exposed to these agents</i>; ▪ Act of 22 June 2001 <i>on genetically modified microorganisms and organisms</i>; ▪ Ordinance of the Minister of the Economy and Labour of 27 July 2004 <i>on training in the field of health and safety</i>	Rector of the SUM dated 08 July 2013); ▪ Resolution No. 28/2015 of the SUM Senate; ▪ Strategy of the SUM in Katowice for the years 2015-2021;		
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24. Working conditions

Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to

provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, inter alia, to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
▪ Ordinance of the Minister of Labour and Social Policy of 26 September 1997 <i>on general provisions concerning occupational health and safety</i>; ▪ Ordinance of the Minister of Science and Higher Education of 5 July 2007 <i>on occupational health and safety in higher education institutions</i>;	▪ Work Regulations dated 17 March 2008, with subsequent amendments; ▪ Statutes of the SUM in Katowice, §5, Section 2; ▪ Assessment of working conditions along with drafting a working conditions sheet on a position of a	▪ Preparing and distributing (especially amongst newly-employed individuals) via the Intranet the “<i>Information Package</i>” referring to the entire area of working conditions and social security, which includes the clarification of the principles complied with	As of December 2017, continuous action / the Department of Employment and Social Affairs, the Payroll Department, the Department of Student Career and University Promotion



▪ Act of 27 August 1997 <i>on occupational and social rehabilitation and employment of the disabled</i>; ▪ Act of 27 July 2005 – <i>Law on Higher Education</i>; ▪ Act of 26 June 1974 – <i>The Labour Code</i>; ▪ Ordinance of the Minister of Science and Higher Education of 11 December 2013 <i>on the conditions for the remuneration and eligibility for other work-related benefits of employees of a public higher education institution</i>	disabled employee, by the Work Health and Safety Section; ▪ Possibility to grant a sign language interpreter/assistant; ▪ Order No. 107/2013 of the Rector of the SUM	by the University, their legal basis and the possibilities offered to employees by their employment at the SUM	
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25. Stability and permanence of employment

Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for

researchers, thus implementing and abiding by the principles and terms laid down in the EU Directive on Fixed-Term Work.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
- Act of 27 July 2005 – <i>Law on Higher Education</i>; - Act of 26 June 1974 – <i>The Labour Code</i>	Statutes of the SUM in Katowice	Preparing and distributing (especially amongst newly-employed individuals) via the Intranet the “ <i>Information Package</i> ” 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. Funding and salaries

Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national

legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
▪ Act of 27 July 2005 – <i>Law on Higher Education</i>; ▪ Act of 26 June 1974 – <i>The Labour Code</i>; ▪ Ordinance of the Minister of Science and Higher Education of 11 December 2013; ▪ Act of 13 October 1998 <i>on the social insurance system</i>; ▪ Act of 25 June 1999 <i>on cash social insurance benefits in respect of sickness and maternity</i>;	▪ Order No. 99/2009 of the Rector of the SUM;	Not applicable	Not applicable



27. Gender balance

Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without,

however, taking precedence over quality and competence criteria.

To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
- Act of 26 June 1974 – <i>The Labour Code</i>; - Act of 27 July 2005 – <i>Law on Higher Education</i>	- Implementing the policy of equal opportunities, both at the level of recruitment and in the subsequent stages of the professional career, without lowering the quality and qualification criteria; - Work Regulations dated 17 March 2008, with subsequent amendments	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



28. Career development

Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability

of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future.

All researchers should be made familiar with such provisions and arrangements.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
Act of 27 July 2005, Article 111, Article 120, Point 2 – <i>Law on Higher Education</i>	- Statutes of the SUM in Katowice; - Strategy of the SUM in Katowice for the years 2015-2021	- Formalising the strategy for academic career advancement for the SUM researchers, taking into consideration the role of supervisors; - Extension of the current motivational system by new forms of pecuniary and non-pecuniary motivators, including for supervisors	March 2018 / the Vice Rector for Scientific Affairs, the Deans, the Department of Employment and Social Affairs, the Payroll Department, the Department of Student Career and University Promotion;



		▪ Development of the SUM social offer; ▪ 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
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29. Value of mobility

Employers and/or funders must recognise the value of geographical, intersectoral, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher's career.

Consequently, they should build such options into the specific career development

strategy and fully value and acknowledge any mobility experience within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
▪ Act of 27 July 2005 – <i>Law on Higher Education</i>; ▪ Act of 30 April 2010 <i>on the principles of science financing</i>; ▪ Order No. 19/2011 of the Minister of Science and Higher Education of 4 March 2011	▪ Strategy of the SUM in Katowice for the years 2015-2021; ▪ Providing regular and up-to-date information, through the website and the newsletter,	Continuous information about the upcoming opportunities of cooperation, transferred by means of newsletter and the website of the Department of Science and International	Already in progress, continuous action / the Technology Transfer Centre, the Department of Science and International Cooperation



<i>concerning the appointment of the Interdisciplinary Team for the "Mobility Plus" Programme and the programme entitled: "Support for the international mobility of researchers";</i> ▪ Act of 13 October 1998 <i>on the social insurance system</i>	about scholarships, travel grants and training sessions; ▪ Reimbursement of participation costs in foreign conferences; ▪ Establishing cooperation with research centres and enterprises where doctoral students as well as research and teaching staff could receive placement	Cooperation and the Technology Transfer Centre	
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30. Access to career advice

Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures,

is offered to researchers at all stages of their careers, regardless of their contractual situation.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
- Act of 27 July 2005 – <i>Law on Higher Education</i>, Article 118a; - Act of 14 December 1994 <i>on employment and counteracting unemployment</i>	- Career advice and training courses for students and graduates with regard to job offers, traineeship and placement, the planning of a career path; - Organisation of Open Days	- Introduction of career advice for employees and doctoral students as one of the obligations of the Heads of Units; - Extending the competencies of the Department of Student Career and University Promotion by career advice directed at the University's employees	September 2017, the Heads of the SUM's Organisational Units; January 2018, continuous action / the Rector, the Department of Student Career and University Promotion



31. Intellectual Property Rights

Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights.

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

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
- Act of 27 July 2005 – <i>Law on Higher Education</i>; - Act of 30 April 2010 <i>on the principles of science financing</i>; - Act of 04 February 1994 <i>on copyrights and neighbouring rights</i>; - Act of 30 June 2000 – <i>Industrial Property Law</i>;	- Resolution No. 27/2015 of the SUM Senate; - Order No. 21/2011 of the Rector of the SUM; - Order No. 22/2010 of the Rector of the SUM; - Order No. 70/2015 of the Rector of the SUM;	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	- Already fulfilled in May 2017, the Department of Science and International Cooperation; - Already in progress / the Technology Transfer Centre, the



▪ Act of 16 April 1993 <i>on combating unfair competition</i>; ▪ Act of 23 April 1964 – <i>The Civil Code</i>; ▪ Act of 26 June 1974 – <i>The Labour Code</i>; ▪ <i>Resolution No. 10/2012 of the Polish Academy of Sciences, Code of Ethics for Researchers</i>; ▪ <i>Good research practice</i> – Recommendations of the Team on Ethics in Science at the Ministry of Science dated 25 May 2004; ▪ Preparing the “Reliability in research and respect of intellectual property” by the Team of Good Academic Practices dated 08 August 2012	▪ Order No. 101/2015 of the Rector of the SUM	the University's website on how to submit invention projects); ▪ Protecting intellectual property rights in the contracts concluded with external entities for the performance of projects	Department of Science and International Cooperation
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32. Co-authorship

Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research.

Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research

careers, with the necessary framework conditions so that they can enjoy the right to be 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 supervisor(s).

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
- Act of 27 July 2005 – <i>Law on Higher Education</i>; - Act of 30 April 2010 <i>on the principles of science financing</i>; - Act of 04 February 1994 <i>on copyrights and neighbouring rights</i>; - Act of 30 June 2000 – <i>Industrial Property Law</i>;	- Ethical and organisational principles of research conducted at the Medical University of Silesia (formerly: Silesian Medical Academy) in Katowice; - Regulations for the management of copyrights and neighbouring rights as	None	Not applicable



▪ Act of 16 April 1993 <i>on combating unfair competition</i>; ▪ <i>Code of Ethics for Researchers</i>, by the Polish Academy of Sciences dated 13 December 2012; ▪ <i>Good research practice</i> – Recommendations of the Team on Ethics in Science at the Ministry of Science dated 25 May 2004; ▪ Resolution No. 20/2016 of the Council of the National Centre for Science on adopting the principles of reliability in research	well as industry property rights, and the rules for commercialising research results and development works at the Medical University of Silesia in Katowice (Appendix No. 3 to Resolution No. 27/2015 of the Senate of the SUM dated 25 March 2015)		
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33. Teaching

Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities.

Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation / appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment.

Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
Act of 27 July 2005 – <i>Law on Higher Education</i>, Article 130	- Resolution No. 109/2007 of the SUM Senate; - Statutes of the SUM in Katowice; - Resolution No. 100/2006 of the SUM Senate;	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



	▪ Order No. 99/2009 of the Rector of the SUM		
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34. Complaints and appeals

Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers.

Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
- Act of 27 July 2005 – <i>Law on Higher Education</i>; - Ordinance of the Minister of Science and Higher Education of 17 October 2014; - Ordinance of the Minister of Science and Higher Education of 26 September 2014;	- Order No. 70/2009 of the Rector of the SUM; - Chapter VIII of the Statutes of the SUM in Katowice; - The Disciplinary Committee for Academic Teachers;	Description of the complaint and appeal procedure will be provided 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



▪ Act of 30 April 2010 <i>on the Polish Academy of Sciences</i>, Article 39; ▪ Ordinance of the Council of Ministers dated 08 January 2002	▪ The University's Disciplinary Committee for Doctoral Students and the University's Disciplinary Appeal Committee for Doctoral Students		
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35. Participation in decision-making bodies

Employers and/or funders of researchers should recognise it as wholly legitimate, and indeed desirable, that researchers 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.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
- Act of 27 July 2005 – <i>Law on Higher Education</i>, Article 60; - Act of 23 May 1991 <i>on trade unions</i>	Statutes of the SUM in Katowice	None	Not applicable



IV. Training



36. Relation with supervisors

Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty / departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work

progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
- Act of 27 July 2005 – <i>Law on Higher Education</i>; - Ordinance of the Minister of Science and Higher Education of 13 April 2016 <i>on doctoral studies and doctoral scholarships</i>; - Act of 26 June 1974 – <i>The Labour Code</i>	- Rules and Regulations of doctoral studies: currently in force – Resolution No. 45/2015 of the SUM Senate dated 22 April 2015, as of 01 October 2016 – Resolution No. 43/2016 of the SUM Senate dated 27 April 2016 will be in force; - Resolution No. 45/2015 of the SUM Senate; - Resolution No. 100/2006 of the SUM Senate	None	Not applicable



	▪ Resolution No. 108/2016 of the SUM Senate; ▪ Resolution No. 174/2016 of the SUM Senate; ▪ Resolution No. 190/2016 of the SUM Senate; ▪ Resolution No. 191/2016 of the SUM Senate; ▪ Statutes of the SUM: https://bip.sum.edu.pl/pliki/statut/statut2010_3.pdf		
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37. Supervision and managerial duties

Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as

supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
Act of 27 July 2005 – <i>Law on Higher Education</i>, Article 111	- Statutes of the SUM in Katowice; <i>Strategy of the SUM in Katowice for the years 2015-2021</i>	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 2018 / the Deans, the Department of Employment and Social Affairs



38. Continuing Professional Development

Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a

variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
▪ Act of 27 July 2005 – <i>Law on Higher Education</i>; ▪ Act of 30 April 2010 <i>on the principles of science financing</i>; ▪ Act of 14 March 2003 <i>on academic degrees and title as well as degrees and title in the arts</i>; ▪ <i>The Regulation of the Minister of Science and Higher Education of 11 September 2015 on the manner for determining the amount of subsidies and settlement of funds for maintaining the research potential and for research or development works as well as related tasks aimed at the</i>	▪ Rules and Regulations of doctoral studies: currently in force –Resolution No. 45/2015 of the SUM Senate dated 22 April 2015, as of 01 October 2016 –Resolution No. 43/2016 of the SUM Senate dated 27 April 2016 will be in force; ▪ Resolution No. 86/2013 of the SUM Senate; ▪ Resolution No. 41/2015 of the SUM Senate; ▪ Resolution No. 112/2015 of the SUM Senate; ▪ Resolution No. 18/2016 of the SUM Senate; ▪ Resolution No. 49/2016 of the SUM Senate;	None	Not applicable



<i>development of young researchers and doctoral students;</i> ▪ <i>Ordinance of the Minister of Science and Higher Education of 27 October 2015 on the detailed criteria and manner of awarding and settling scholarships for eminent young researchers</i>	▪ Occupational and subject-related training courses at the Didactics and Medical Simulation Centre of the Medical University of Silesia in Katowice began its activities; ▪ Development strategy of the SUM in Katowice for the years 2015-2021		
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39. Access to research training and continuous development

Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for

the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take up and effectiveness in improving competencies, skills and employability.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
Act of 27 July 2005 – <i>Law on Higher Education</i>	- Statutes of the SUM in Katowice; - Order No. 14/2006 of the Rector of the SUM; - Order No. 54/2013 of the Rector of the SUM; - Order No. 50/2014 of the Rector of the SUM; - Information Bulletin of the Medical University of Silesia in Katowice	Analyses of academic teachers' participation in the above-mentioned forms of development, over the period of the previous calendar year	As of March 2018 / the Department of Employment and Social Affairs



40. Supervision

Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly.

Such arrangements should clearly define that the proposed supervisors are sufficiently

expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.

INTERNATIONAL AND NATIONAL PROVISIONS OF LAW	INTERNAL PROCEDURES / PRINCIPLES / POLICIES / RULES	ACTIONS REQUIRED	WHEN? / WHO?
- Act of 27 July 2005 – <i>Law on Higher Education</i>; - Ordinance of the Minister of Science and Higher Education of 24 October 2014 <i>on doctoral studies</i>; - Ordinance of the Minister of Science and Higher Education of 01 September 2011 on the detailed conditions and manner of awarding and	- Rules and Regulations of doctoral studies: currently in force –Resolution No. 45/2015 of the SUM Senate dated 22 April 2015, as of 01 October 2016 –Resolution No. 43/2016 of the SUM Senate dated 27 April 2016 will be in force; - Resolution No. 94/2013 of the SUM Senate;	None	Not applicable



paying the minister's scholarship to students for their outstanding achievements	▪ Statutes of the SUM		
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IN KATOWICE

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