



# HR STRATEGY OF THE UNIVERSITY OF GDAŃSK

Implementation of the European Charter for Researchers  
and the Code of Conduct for the Recruitment of Researchers



UNIVERSITY OF GDANSK

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# 1. INTRODUCTION

The University of Gdańsk is a dynamically developing institution that combines respect for tradition with a commitment to the new. The University of Gdańsk has been founded on 20 March 1970. Currently, it is the largest university in the Pomorskie Region (Poland). More than 30,000 undergraduate, post-graduate and PhD students are trained at 11 faculties. Academic staff comprises 1600 employees.

The members of the academic staff of the University of Gdańsk conduct scientific and scholarly research on a world-class level, not only creatively expanding the frontiers of knowledge, but also serving the whole of the Pomorskie Region with their knowledge and experience, thus supporting its dynamic and modern development. The expanding relations between scientific activity and business practice at the University of Gdańsk result in numerous expert opinions as well as copyright protected expert reports.

Activities of the academic staff have made the University of Gdańsk an incubator for entrepreneurship in areas such as Biotechnology, Biology, Chemistry and others. The University of Gdańsk cooperates with higher education institutions in most European countries as well as outside Europe.

Various institutes and departments of the University of Gdańsk have obtained, or are in the process of obtaining, the prestigious status of *Centres of Excellence*, which is the European certificate of quality. Numerous stays abroad carried out by the University's academic staff help them to provide an increasingly modern and open education offer.

The University of Gdańsk implements its motto: *in Mari via tua*, and thus serves the development of the Pomorskie Region and the Baltic Sea, which is the wealth of the region.

The latest strategy of the University, approved by the University's Senate in 2010, reminds us of the university's tradition, points out the most important values and the mission as well as defines the vision of further development until 2020.

The core values of the University of Gdańsk are: rational pursuit of the truth through innovative research; pursuit of the best models of scholarship, science, and research available in the world; innovative education serving the development of civilization and society; mutual respect and trust; tolerance of diversity of views; and solidarity of the entire academic community.

The mission of the University is to train highly-valued graduates who will possess broad knowledge, abilities, and competences that are essential in a social-economic life based on knowledge, as well as to continuously contribute to the scientific knowledge in the world and to the solutions of its most important contemporary problems. The next decade of the University's development will be marked by the achievement of new levels of quality in education, research, and co-operation with the community.

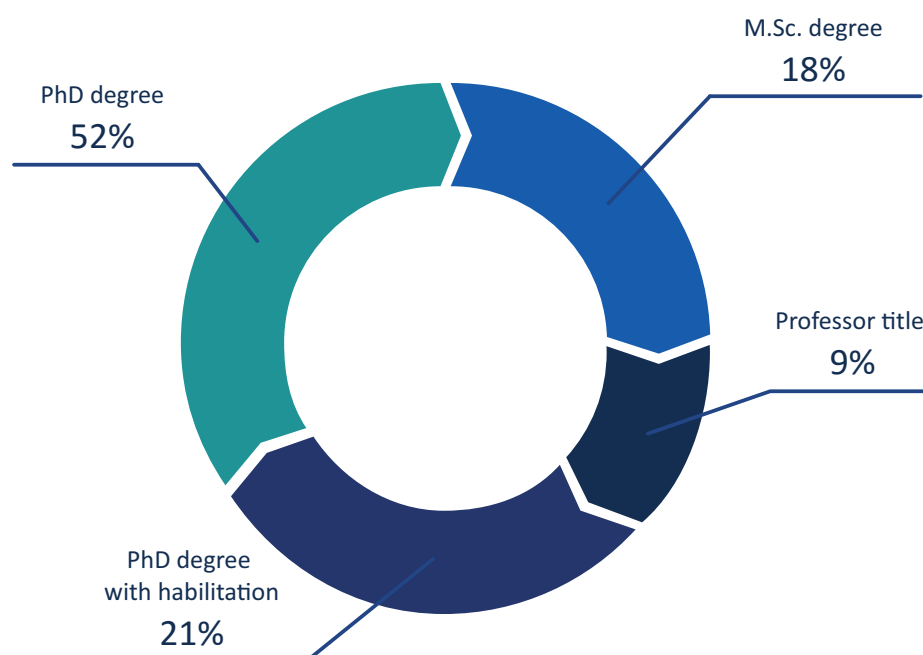
Being aware of its own potential, the University of Gdańsk initiates joint initiatives in support of science by research centres and scientific institutions in the Baltic Sea Region. The expansion of research, introduction of new study courses and the expansion of the research and teaching infrastructure will allow the University of Gdańsk to confirm its leadership position among higher education institutions in Poland.

## 2. INTERNAL GAP ANALYSIS

### 2. 1. Methodology

The University of Gdańsk employs over 1,600 academic staff in different positions.

Structure of academic staff according to academic titles and degrees



According to the Statutes of the University of Gdańsk, the most important collective body is the Senate of the University.

The Senate comprises the following members:

- Rector,
- Vice-Rectors,
- Deans of Faculties,
- 2 representatives of the scientific staff, elected from each faculty, who possess an academic degree or the PhD degree with a habilitation,
- 1 representative of the remaining scientific staff, elected from each faculty,
- representatives of the scientific staff from units other than faculties, at least one representative from each unit – a minimum of 4 people,
- representatives of students and PhD students, according to article 61 of the Higher Education Law,
- 4 representatives of employees other than academic teachers.

#### **Endorsement of the *Charter & Code* by the University of Gdańsk**

In May 2015 the Rector of the University of Gdańsk submitted to the European Commission a letter fully endorsing the principles of the *European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers*.

In order to prepare the necessary documentation, the Rector has established a special working group: the Committee for the Preparation of the Human Resources Strategy of the University of Gdańsk (Rector's Ordinance no. 51/R/15 from 1 June 2015).

*The members of this working group were:*

- Katarzyna Świerk, PhD – Head of the Department for Science and International Cooperation (Committee Chair);
- Anna Pauli – Head of the Department for Organisation,
- Maciej Siwy – Legal Department,
- Julian Wierciński – Deputy Head of the Department for Management of International Projects,
- Izabela Raszczyk – FP7 Project Manager, Intercollegiate Faculty of Biotechnology UG & MUG.

According to the recommendations by the European Commission an internal gap analysis has been performed in order to assess how far the current practices at the University of Gdańsk are in line with the *Charter & Code*. The gap analysis has been performed on the basis of the Template for internal analysis, suggested by the European Commission.

Based on the results of this analysis, an Action Plan, showing gaps and describing ways to close them, has been prepared. The HR Strategy documents have been presented for comments during the Deans' Committee Meeting on 22 October 2015. In addition, consultations regarding the HR Strategy have been conducted with the PhD Students Committee and comments related to the situation of PhD students as early-stage researchers have been taken into account (Resolution of the PhD Students Committee 6/2015). The final content of the HR Strategy has been presented and accepted by the University's Senate on 28 October 2015. The HR Strategy has been submitted for review to the European Commission on 2 November 2015. The evaluation report from the European Commission has been received on 17 December 2015 and provided several recommendations from evaluating experts on steps that would improve the preparation of the HR Strategy of the University of Gdańsk, especially the process of implementing the principles of the *Charter & Code* and the proposed Action Plan. The University of Gdańsk has implemented the experts' recommendation through a range of actions that followed in the next phase.

**Extension of the Committee responsible for the implementation of the *Charter & Code***

The Committee based on the working group involved in the preparation of the first phase of the Charter & Code implementation, but it has been extended in order to include researchers from all Faculties of the University as well as representatives of the PhD Students' Committee (Rector's Ordinance no. 5/R/2016 from 13 January 2016). The Committee was given the task to collect opinions on the implementation of the Charter & Code from the research community at the University, analyse the received information and propose concrete measures for the Action Plan.

*The Members of the Committee:*

- Prof. Grzegorz Wegrzyn – Vice-Rector for Science (Chairman)
- Agnieszka Gajewicz, PhD – Faculty of Chemistry
- Prof. Jacek Winiarski – Faculty of Economics
- Prof. Małgorzata Książek-Czermińska – prof. emeritus of the Faculty of Languages
- Prof. Arnold Kłonczyński – Faculty of History
- Prof. Aleksander Kubicki – Faculty of Mathematics, Physics and Informatics
- Adam Jagiełło-Rusiłowski, PhD – Faculty of Social Sciences
- Prof. Jan Andrzej Wendt – Faculty of Oceanography and Geography
- Krzysztof Czub, PhD – Faculty of Law and Administration
- Prof. Halina Czubasiewicz – Faculty of Management Studies
- Prof. Krzysztof Bielawski – Intercollegiate Faculty of Biotechnology UG & MUG
- Artur Eichmann – PhD Students' Committee
- Katarzyna Świerk, PhD – Department for Science and International Cooperation
- Maciej Siwy – Legal Department

- Anna Pauli – Department for Organisation
- Izabela Raszczyk - Intercollegiate Faculty of Biotechnology UG & MUG
- Julian Wierciński – Department for Management of International Projects

### Publication of transparent information on the implementation process

All information and useful links on the principles of the *Charter & Code* and their implementation at the University have been collected and published in Polish and English at the website of the University of Gdańsk at:

[http://ug.edu.pl/pracownicy/rozwoj\\_kariera](http://ug.edu.pl/pracownicy/rozwoj_kariera)

[http://en.ug.edu.pl/research/european\\_charter\\_researchers](http://en.ug.edu.pl/research/european_charter_researchers)

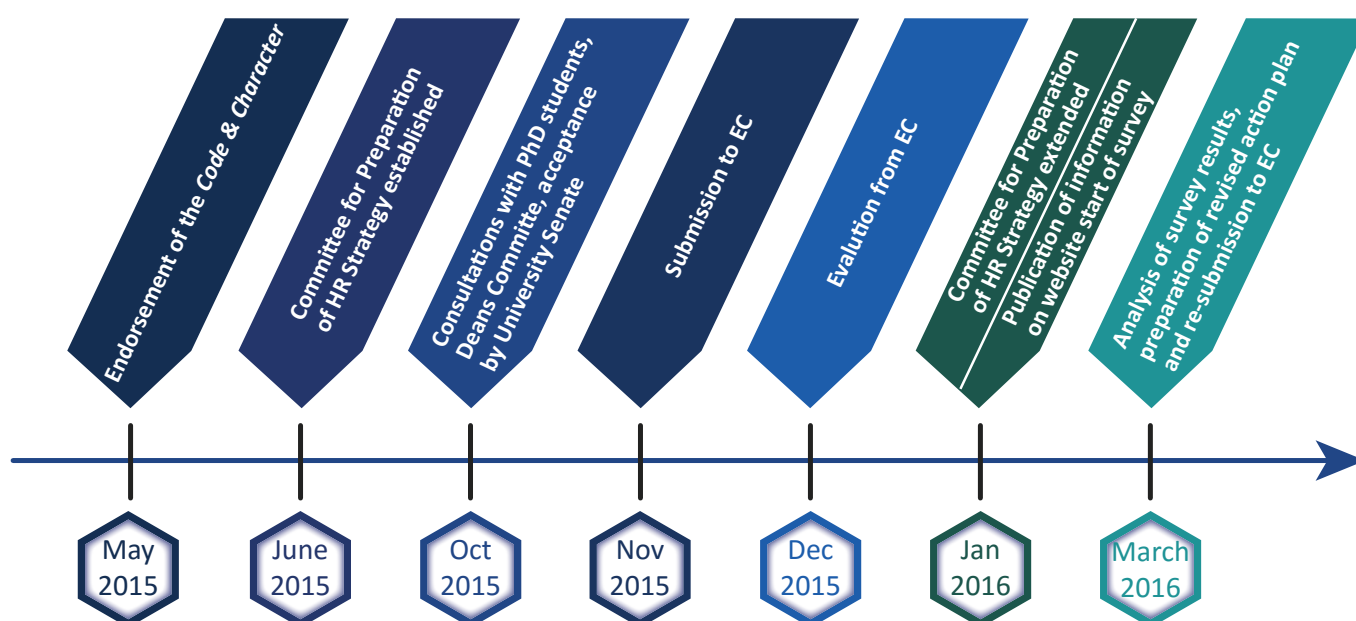
### Consultations with researchers

The next step coordinated by the Committee was to conduct consultations with all stakeholders within the University regarding measures needed to implement the *Charter & Code*. The consultations were planned to include opinions from all stakeholders within the University. Taking into account that at the University comprises a large number of employees and early-stage researchers who are involved in research work, the Committee decided to conduct an online survey. This option has offered to every researcher at the University the possibility to express his/her opinion and indicate gaps that from his/her perspective need to be addressed in the HR Strategy. In cooperation with the University's IT Centre, the Committee prepared an online survey that was made accessible for all researchers of the University, from early-stage researchers such as PhD students to experienced researchers (all research positions and all levels of the professional career). The questionnaire has been active for input of data for several weeks (15 January-29 February) in order to guarantee enough time for researchers to get acquainted with the issue and express their opinion. The Vice-Dean for Science informed about the survey via emails to all researchers as well as provided the Deans of the Faculties with a comprehensive information to be distributed at Faculty Board Meetings and through other internal channels at the Faculties.

### Analysis of results

The results of the survey have been analysed by the Committee. On this basis the Committee formulated conclusions for the internal gap analysis. The Action Plan of the HR Strategy has been modified accordingly and a monitoring process of the implementation of the principles of the *Charter & Code* in the next years has been proposed.

## Internal Gap Analysis 2015-2016



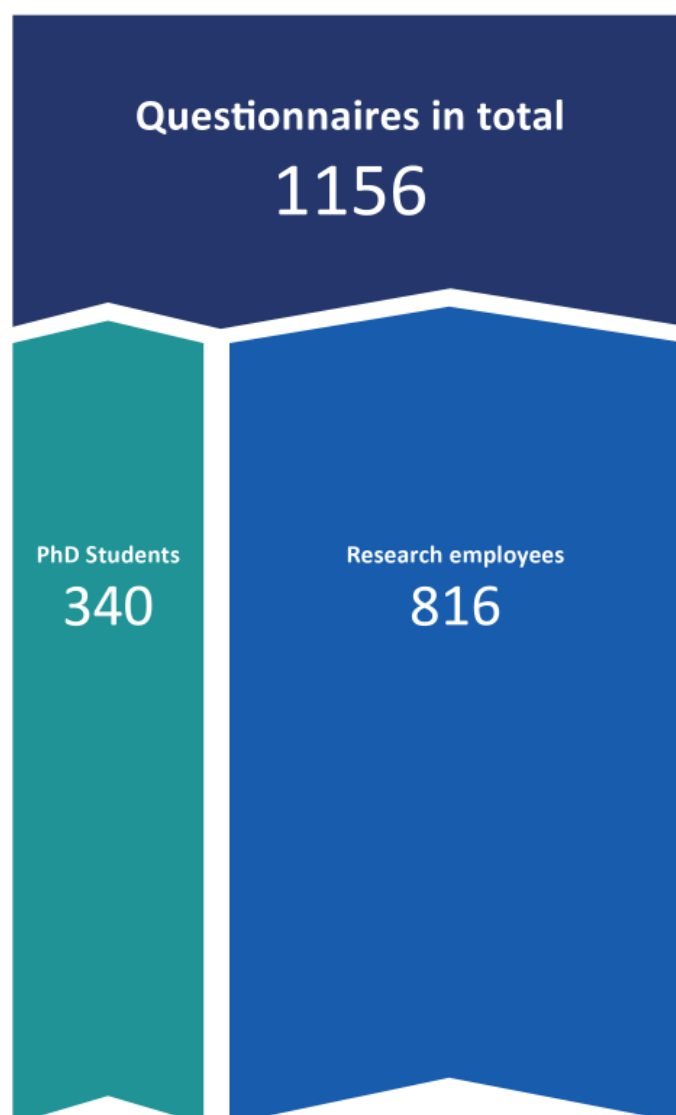
## 2.2. Results

**The internal gap analysis has been conducted with regard to 3 areas:**

1. Ethical and professional aspects – comprises principles: 1- 10,27
2. Recruitment and evaluation of employees – comprises principles: 11-22
3. Professional development and working conditions - comprises principles: 23-26, 28-40

**During the conducted survey 1.156 questionnaires in total have been received:**

- 816 responses were received from research employees,
- 340 responses were received from PhD students.



A detailed presentation of responses split into information from research employees and from PhD students is displayed in the graph on pages 9-10.

As a result, it can be observed that most of the questions have received a positive answer. Only in a few cases the number of positive responses were below 50%. On the basis of the results from the survey the Committee has performed an internal gap analysis split into the three areas. In each of the areas actions have been proposed in order to improve their implementation at the University within the HR Strategy.



## SUMMARY OF ANSWERS 1-20

■ Yes ■ No ■ I don't know

1.	PHD STUDENTS	86,61	2,36	11,42
	RESEARCHERS	87,23	1,71	10,64
2.	PHD STUDENTS	87,8	3,54	8,17
	RESEARCHERS	85,5	2,84	11,21
3.	PHD STUDENTS	83,46	5,12	11,02
	RESEARCHERS	79,86	4,26	14,61
4.	PHD STUDENTS	81,5	7,48	12,2
	RESEARCHERS	77,45	4,11	17,45
5.	PHD STUDENTS	79,13	5,91	15,75
	RESEARCHERS	79,45	4,11	16,17
6.	PHD STUDENTS	83,86	2,36	13,39
	RESEARCHERS	81,84	1,99	16,03
7.	PHD STUDENTS	77,17	5,12	16,93
	RESEARCHERS	80,14	3,12	16,45
8.	PHD STUDENTS	80,17	7,09	12,2
	RESEARCHERS	77,45	5,39	16,17
9.	PHD STUDENTS	68,5	14,57	16,54
	RESEARCHERS	67,94	8,79	22,27
10.	PHD STUDENTS	80,71	4,72	14,17
	RESEARCHERS	80	4,11	15,6
11.	PHD STUDENTS	69,69	9,54	19,29
	RESEARCHERS	60,99	9,22	28,65
12.	PHD STUDENTS	64,17	9,84	25,2
	RESEARCHERS	71,45	11,08	16,48
13.	PHD STUDENTS	57,87	15,75	25,98
	RESEARCHERS	61,79	9,23	28,69
14.	PHD STUDENTS	62,99	13,39	24,04
	RESEARCHERS	70,74	10,23	19,18
15.	PHD STUDENTS	51,57	12,6	35,43
	RESEARCHERS	46,31	15,77	37,22
16.	PHD STUDENTS	54,83	13,78	31,89
	RESEARCHERS	57,24	12,64	29,83
17.	PHD STUDENTS	55,91	14,17	29,53
	RESEARCHERS	58,95	11,51	28,55
18.	PHD STUDENTS	53,15	9,44	37,8
	RESEARCHERS	53,13	6,11	40,06
19.	PHD STUDENTS	69,69	5,51	24,8
	RESEARCHERS	72,02	5,82	21,59
20.	PHD STUDENTS	57,48	5,51	37,4
	RESEARCHERS	58,81	7,24	33,95

## SUMMARY OF ANSWERS 21-40

■ Yes ■ No ■ I dont know

21.	PHD STUDENTS	57,87	7,87	34,65
	RESEARCHERS	68,04	3,55	28,55
22.	PHD STUDENTS	58,66	7,48	34,35
	RESEARCHERS	74,15	5,26	20,6
23.	PHD STUDENTS	62,6	24,41	14,17
	RESEARCHERS	64,49	10,23	23,86
24.	PHD STUDENTS	72,83	10,63	16,64
	RESEARCHERS	66,9	14,49	18,04
25.	PHD STUDENTS	72,44	6,69	20,47
	RESEARCHERS	75,57	6,53	17,76
26.	PHD STUDENTS	49,21	18,11	33,46
	RESEARCHERS	61,22	14,35	24,15
27.	PHD STUDENTS	45,67	20,47	33,07
	RESEARCHERS	59,23	23,3	16,34
28.	PHD STUDENTS	46,46	17,72	36,61
	RESEARCHERS	49,15	23,86	26,7
29.	PHD STUDENTS	57,48	6,3	36,22
	RESEARCHERS	54,83	7,1	37,93
30.	PHD STUDENTS	45,67	20,47	35,04
	RESEARCHERS	35,65	21,59	42,9
31.	PHD STUDENTS	78,35	3,54	18,11
	RESEARCHERS	71,59	3,69	24,72
32.	PHD STUDENTS	71,26	4,72	24,02
	RESEARCHERS	74,72	6,96	17,9
33.	PHD STUDENTS	61,42	21,65	16,54
	RESEARCHERS	53,69	31,68	13,92
34.	PHD STUDENTS	42,91	11,42	45,67
	RESEARCHERS	43,47	13,64	42,61
35.	PHD STUDENTS	64,17	2,36	33,46
	RESEARCHERS	68,89	3,27	27,7
36.	PHD STUDENTS	87,8	6,69	5,51
	RESEARCHERS	74,29	8,38	16,76
37.	PHD STUDENTS	75,98	11,02	12,2
	RESEARCHERS	72,44	10,37	17,05
38.	PHD STUDENTS	76,77	7,48	16,14
	RESEARCHERS	83,1	6,39	10,65
39.	PHD STUDENTS	63,78	15,75	20,47
	RESEARCHERS	64,35	11,65	23,72
40.	PHD STUDENTS	74,02	9,84	17,32
	RESEARCHERS	61,5	13,07	25

## 2.2.1. Research freedom

### **Principle of the European Charter:**

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. However, such limitations should not contravene recognised ethical principles and practices, to which researchers have to adhere.

### **Existing rules and practices:**

In their research work, the scientists of the University of Gdańsk pursue their aim of expanding the frontiers of scientific knowledge, while they are using the freedom of thought and expression as well as the freedom to identify methods which are chosen to solve problems. They behave according to ethical rules and practices. Researchers are also obliged to conduct research work, respecting the rules of professional behaviour as well as specific rules, that need to be applied in particular cases. The rules of conducting research work in the manner that has been described above are regulated by various national laws and several internal regulations of the University of Gdańsk.

#### National rules:

1. Higher Education Law
2. Law on Copyright and Related Rights
3. Industrial Property Law,
4. Competition Law
5. Law on Database Protection,
6. Variety Protection Law
7. Procurement Law
8. Public Finance Law
9. Law on Principles of Research Funding
10. Civil Code
11. Labour Code

#### Internal rules & practices:

1. Statutes of the University of Gdańsk, Section IV Research Work
2. Resolution of the Senate 25S/10 – Strategy of the University of Gdańsk until 2020
3. Resolution of the Senate 22/15, Regulations on the Management of Copyright and Related Rights, Industrial Property Rights and Rules for Commercialization of Results of Research and Development Work of the University of Gdańsk
4. Regulations on the Management of International Projects at University of Gdańsk
5. Regulations on the Management of National Research Projects
6. Resolution of the Senate 46/14 on the Technology Transfer Office of the University of Gdańsk
7. Resolution of the Senate 23/15 on the Regulations on the Use of Research Infrastructure at University of Gdańsk

**Actions required: none**

## 2.2.2. Ethical principles

### **Principle of the European Charter:**

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.

### **Existing rules and practices:**

The researchers of the University of Gdańsk are obliged to respect ethical practices and fundamental ethical principles relating to the scientific disciplines they work in, as well as to ethical norms described in national, sectoral and institutional ethic codes and other regulations. Members of the academic staff are obliged to follow ethical principles in research, in particular to follow the principles on research integrity and to not tolerate any form of plagiarism, fabrication of research results, insufficient thoroughness in dissemination, application for research funding as well as in conducting and evaluating research work.

The University of Gdańsk understands also the importance of the concept of Responsible Research and Innovation (RRI). In order to raise a thorough discussion and further develop RRI awareness, especially in the area of biosciences, the University of Gdańsk has joined a project consortium for the proposal „Structural Transformation to Attain Responsible BioSciences” (STAR BIOS 2) submitted within the H2020 Call ISSI-5-2015.

### Internal rules & practices:

1. Resolution of the Senate 40/07 on the Establishing of the Code of Ethics of the Academic Staff of the University of Gdańsk, including later amendments by the Resolution of the Senate 100/12
2. Code of Ethics of the Academic Staff of the University of Gdańsk

**Actions required: none**

## 2.2.3. Professional responsibility

### **Principle of the European Charter:**

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.

### **Existing rules and practices:**

Researchers of the University of Gdańsk use their best efforts to guarantee that their research will be of meaning for society and do not repeat research work that has been conducted before and in other place. According to Polish law as well as § 33 of the Code of Ethics of the Academic Staff of the University of Gdańsk, researchers are not allowed to be plagiarists in any form and are obliged to respect intellectual property rights and joint property of data in case of research that is conducted in cooperation with a supervisor/ supervisors/ and/or other researchers. Researchers are also obliged to be familiar with current publications in their discipline, and the University of Gdańsk provides them with access to databases of literature and patents. In addition, in case of entrusting another person with part of work, the researchers of the University of Gdańsk are obliged ensure that the person in charge of the task has appropriate qualifications for carrying it out.

#### Internal rules & practices:

1. Statutes of the University of Gdańsk, § 41 subparagraph 6
2. Statutes of the University of Gdańsk, Part VII, chpt. I Civil Liability
3. Resolution of the Senate 42/15 on the Rules of Setting the Scope and Time of Duties for Academic Staff, Types of Duties Covered by this Scope (including the teaching time for each of the positions), Rules on Calculating Teaching Time and Rector's Ordinance 69/R/10 on the Scope and Teaching Time of the Academic Staff
4. Resolution of the Senate 53/13 on the Consent on the Establishing by the University of Gdańsk a company dedicated to Running the Centre for Technology Transfer and Commercialisation of Results of Research and Development Work.
5. Resolution of the Senate 50/13 on the Own Scholarship Fund of the University of Gdańsk,
6. Statutes of the University of Gdańsk §92 and the Rector's Ordinance 70/R/10 on the Assessment of Academic Staff
7. Rector's Ordinance 37/R/14 on the Protection of Information of the University of Gdańsk Having Commercial Value

**Actions required: none**

## 2.2.4. Professional attitude

#### **Principle of the European Charter:**

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.

#### **Existing rules and practices:**

Researchers of the University of Gdańsk know the strategic objectives of their scientific environment and have all necessary permissions before starting research work and getting access to funding. Researchers are obliged to inform the University, grant funding institutions and grant supervisors in funding institutions in cases of delays, amendments or end of their research projects as well as in cases when the project needs to be finished earlier than planned or suspended due to a particular reason. This rules are part of the regulations on managing projects at the University of Gdańsk.

#### Internal rules & practices:

1. Statutes of the University of Gdańsk
2. Rector's Ordinance 47/R/15 on the Management of Budget Funds for Statutory Activities of the Faculties of the University of Gdańsk
3. Regulations on the Management of National Research Projects
4. Regulations on the Management of International Projects at University of Gdańsk
5. Rector's Ordinance 12/R/13 on the Monitoring of International Projects at the University of Gdańsk

**Actions required: none**

## 2.2.5. Contractual and legal obligations

### **Principle of the European Charter:**

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

### **Existing rules and practices:**

Researchers of the University of Gdańsk are familiar with national, sectoral and institutional regulations on the conditions of training and employment. These comprise, among other aspects, rules on intellectual property rights as well as terms and conditions from sponsors and grant funders, regardless of the type of contract. Researchers of the University of Gdańsk adhere to these regulations by delivering required research results, e.g. in form of PhD dissertations, habilitations, publications, patents, reports, new product developments etc., that are described in the contract or an equivalent document.

**Actions required: none**

## 2.2.6. Accountability

### **Principle of the European Charter:**

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.

### **Existing rules and practices:**

Researchers of the University of Gdańsk are aware that they are accountable towards their employers, funders or other related public or private bodies, as well as on more ethical grounds, accountable towards society as a whole. Researchers, whose research work is funded by public funds are also accountable for the efficient use of the public funds. Researchers adhere to the principles of sound, transparent and efficient financial management and facilitate any authorised audits of their research, whether undertaken by their employers/funders or by other committees. Methods of data collection and analysis, the outputs and, where applicable, detailed data are open to internal and external scrutiny, whenever necessary and requested by appropriate authorities.

### Internal rules & practices:

1. Statutes of the University of Gdańsk
2. Rector's Ordinance 1/R/11 on Respecting Public Finance in the Units of the University of Gdańsk, with later amendments
3. Regulations on the Management of National Research Projects
4. Code of Ethics of the Academic Staff of the University of Gdańsk
5. Regulations on the Management of International Projects at University of Gdańsk
6. Procedures of Approving Financial and Content Related Documentation at University of Gdańsk

## 7. Public Finance Audits – Reporting

**Actions required: none**

### 2.2.7. Good practice in research

#### **Principle of the European Charter:**

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.

#### **Existing rules and practices:**

Researchers of the University of Gdańsk apply to safe working practices, complying with national legislation, including all necessary precautions for health and safety as well as for recovery from IT disasters, e.g. by preparing proper back-up strategies. They are familiar with current national legal regulations on data protection and confidentiality, and undertake the necessary steps to fulfil them at all times. In addition, internal procedures regulate accountability and procedures related to the protection of personal data.

#### Internal rules & practices:

1. Rector's Ordinance 93/R/13 on the Protection of Personal Data at the University of Gdańsk
2. Security Policy for Personal Data at the University of Gdańsk – defining procedures and documents for the protection of personal data
3. Labour Regulations - Attachment to Rector's Ordinance 63/R/10

**Actions required: none**

### 2.2.8. Dissemination, exploitation of results

#### **Principle of the European Charter:**

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.

#### **Existing rules and practices:**

According to annexes to their employment contracts, all members of the academic staff are obliged to disseminate research results, e.g. in form of publishing, transferring to other scientific communities or, in appropriate cases, protecting intellectual property (patents), and commercialising.

#### Internal rules & practices:

1. Resolution of the Senate 22/15, Regulations on the Management of Copyright and Related Rights, Industrial Property Rights and Rules for Commercialization of Results of Research and Development Work of the University of Gdańsk
2. Resolution of the Senate 46/14 on the Technology Transfer Office of the University of Gdańsk Rector's Ordinance 3/R/11 on Documenting and Disseminating Scientific Results of the Employees, PhD Students and Other Students of the University of Gdańsk
3. Regulations of the Technology Transfer Office of the University of Gdańsk

**Actions required: none**

## 2.2.9. Public engagement

### **Principle of the European Charter:**

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.

### **Existing rules and practices:**

The researchers of the University of Gdańsk have for years been participating in activities popularising science among non-specialists. These are activities target children and adults and take place on the local level (e.g. Baltic Festival of Science, Year of Maths) as well as on the national level (e.g. Biologists' Night, Brain Days). Moreover, the University of Gdańsk conducts education activities for senior people in form of lectures and seminars organised within the so-called "University of The Third Age" (education for senior non-specialist audience). Representatives of the industry have been invited to cooperate with the University at science-business conferences and in form of participation in consulting bodies. This contributes to the dialogue about social challenges, the needs of the business sector and the potential possibilities of solutions that could be provided by the University's research and training activities.

### Internal rules & practices:

1. Statutes of the University of Gdańsk
2. Rector's Ordinance 3/R/11 on Documenting and Disseminating Scientific Results of the Employees, PhD Students and Other Students of the University of Gdańsk

### **Actions required:**

Preparation of a central proposal for actions on dissemination of research results in the frame of the Universal Science Zone.

Support for researchers who apply for science dissemination grants at European level, such as e.g. H2020 Researchers' Night.

## 2.2.10. Non-discrimination

### **Principle of the European Charter:**

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.

### **Existing rules and practices:**

The University of Gdańsk, acting according to the existing national laws and internal rules, treats all researchers equally and does not allow any discrimination on the basis of gender, age, origin etc.

### Internal rules & practices:

1. Code of Ethics of the Academic Staff of the University of Gdańsk
2. Labour Regulations - Attachment to Rector's Ordinance 63/R/10

### **Actions required: none**

## 2.2.27. Gender balance

### **Principle of the European Charter:**

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.

#### **Existing rules and practices:**

The University of Gdańsk conducts a policy of equal opportunities on the level of recruitment and on further levels of the professional career of its employees and at the same time focuses on not decreasing any criteria in terms of quality and qualifications. The composition of recruitment/selection committees depends on experience and qualifications, gender balance is not seen as a priority in this case. However, according to the Code of Ethics of the Academic Staff of the University of Gdańsk, all members of the academic staff, especially the employees having leading functions at the University, should foster and promote ethic values and fight intolerance and discrimination of any kind.

#### **Internal rules & practices:**

1. Code of Ethics of the Academic Staff of the University of Gdańsk

**Actions required: none**

## **Area II. Recruitment and Evaluation of Employees**

### **2.2.11. Evaluation/ appraisal systems**

#### **Principle of the European Charter:**

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.

#### **Existing rules and practices:**

The University of Gdańsk conducts performance appraisal of academic staff according to national and internal regulations. Researchers of the University of Gdańsk know the scope of activities that are subject to evaluation and receive a written statement about the outcome of the evaluation performed by the Evaluation Committee. There is also an appeals procedure.

Evaluation Committees consist of representatives of the University of Gdańsk. However, in the frame of other bodies the University of Gdańsk invites also external experts, including experts from abroad, to evaluate the progress of research work and takes their specialist and independent opinion into account. Some of the Faculties establish advisory bodies, which consist of external experts, including experts from abroad, whose task it is to periodically and independently evaluate the progress of scientific research work conducted at the faculty. One example is the Intercollegiate Faculty of Biotechnology of University of Gdańsk and Medical University of Gdańsk, which is in process of establishing an international Scientific Advisory Board. An important role play also bodies established during the implementation of international projects, especially large projects dedicated to whole faculties or to the university as a whole. These bodies, such as Project Steering Committees, Project Advisory Committees etc., are a valuable support for the evaluation of the current state of the scientific research work conducted at the University of Gdańsk.

#### **Internal rules & practices:**

1. Statutes of the University of Gdańsk
2. Rector's Ordinance 70/R/10 on the Performance Appraisal of Academic Staff

**Actions required: none**

## 2.2.12. Recruitment

### **Principle of the Charter:**

Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning of 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.

### **Existing rules and practices:**

In the recruitment process, the University of Gdańsk applies to the rules described in the Higher Education Act, the Labour Code and in the internal rules established in the Statutes of the University of Gdańsk. The recruitment process is in line with the principles of the Code of Conduct for Recruitment of Researchers. Selection procedures are transparent and job offers contain descriptions on the required knowledge and skills of the candidates.

### National Rules:

1. Higher Education Law (art.118 a)
2. Labour Code
3. Internal rules & practices:
4. Statutes of the University of Gdańsk
5. Internal Recruitment Policy at the Faculties of the University of Gdańsk

### **Actions required:**

Including into the attachment to Rector's Ordinance 118/R/15 - HR Policy for Academic Staff of the University of Gdańsk – the rule of applying the principles of the Charter & Code in the process of recruitment.

## 2.2.13. Recruitment (Code)

### **Principle of the 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 realistic.

### **Existing rules and practices:**

As already mentioned in 2.2.12, recruitment procedures comply with the superior legal acts. In addition, the Statutes of the University of Gdańsk determines a maximal employment duration on a particular position. Recruitment offers are published on the website of the University, the website of the Ministry for Science and Higher Education and on the European mobility portal for researchers: Euraxess.

### **Actions required:**

Including into the attachment to Rector's Ordinance 118/R/15 - HR Policy for Academic Staff of the University of Gdańsk – the rule of applying the principles of the Charter & Code in the process of recruitment, especially regarding detailed descriptions of required knowledge and competencies of candidates and information on career development prospects to be provided in job offers.

Preparation of internal rules/procedures for recruitment at the Faculties.

## 2.2.14. Selection (Code)

### **Principle of the Code:**

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

### **Existing rules and practices:**

The Statutes of the University of Gdańsk describes the rules on forming selection committees. Members of these committees need to have an appropriate experience and qualifications. If needed for a certain workplace, the committees may include specialists from other units and external experts. Interviews with the candidates are a general practice. Representatives of the authorities of the University of Gdańsk have been trained in the frame of courses of the project “Model UG”.

### Internal rules & practices:

1. Statutes of the University of Gdańsk
2. Internal Recruitment Policy at the Faculties of the University of Gdańsk

### **Actions required:**

Including into the attachment to Rector’s Ordinance 118/R/15 - HR Policy for Academic Staff of the University of Gdańsk – the rule of applying the principles of the Charter & Code in the process of recruitment, especially regarding detailed descriptions of required knowledge and competencies of candidates and information on career development prospects to be provided in job offers.

Preparation of internal rules/procedures for recruitment at the Faculties.

## 2.2.15. Transparency (Code)

### **Principle of the 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.

### **Existing rules and practices:**

1. Internal Recruitment Policy at the Faculties of the University of Gdańsk

The University of Gdańsk informs candidates about the recruitment process, selection criteria and the number of positions available. In addition, in the case of recruiting for a specified period, the University informs also about the duration of the employment. There is a good practice of informing the candidate on the results and giving reasons for the evaluation immediately after the interview.

### **Actions required:**

Including into the attachment to Rector’s Ordinance 118/R/15 - HR Policy for Academic Staff of the University of Gdańsk – the rule of applying the principles of the Charter & Code in the process of recruitment, especially regarding the good practice of informing candidates of the result of recruitments giving reasons for the evaluations and indicating strong and weak aspects of the candidates’ applications.

Preparation of internal rules/procedures for recruitment at the Faculties.

## 2.2.16. Judging merit (Code)

### **Principle of the 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 & innovation, and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

### **Existing rules and practices:**

During recruitments the following aspects are especially taken into account: the scientific merit of the candidates (adequate to the position), experience in Poland and abroad as well as management skills and achievements in dissemination of research results. In special cases, other competencies are considered, if required by the job position that is offered.

### Internal rules & practices:

1. Statutes of the University of Gdańsk
2. Internal Recruitment Policy at the Faculties of the University of Gdańsk

### **Actions required:**

Including into the attachment to Rector's Ordinance 118/R/15 - HR Policy for Academic Staff of the University of Gdańsk – the rule of applying the principles of the Charter & Code in the process of recruitment, especially regarding detailed descriptions of required knowledge and competencies of candidates and information on career development prospects to be provided in job offers.

Preparation of internal rules/procedures for recruitment at the Faculties.

## 2.2.17. Variations in the chronological order of CVs (Code)

### **Principle of the 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.

### **Existing rules and practices:**

The Statutes of the University of Gdańsk takes into account career breaks related to maternal/parental leaves, periods of sickness or recovery benefit. During recruitments multidimensional career tracks of candidates are taken into consideration and the candidate has the opportunity to present his/her certificates and other documents proving any additional skills and achievements.

### Internal rules & practices:

1. Statutes of the University of Gdańsk

### **Actions required: none**

## 2.2.18. Recognition of mobility experience (Code)

### **Principle of the 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.

### **Existing rules and practices:**

Mobility experience of academic staff is taken into account at scientific promotions. Criteria that have to be met by a candidate for a scientific degree or a scientific title are described in the Ordinance of the Minister for Science and Higher Education on conducting proceedings for beginning a doctoral dissertation, a habilitation procedure and a procedure for obtaining a professor title. A candidate's experience gained in another research institution in Poland or abroad, work experience in interdisciplinary research teams, research and/or study stays, and all other forms of scientific activity are considered an added value of the candidate.

### Internal rules & practices:

1. Statutes of the University of Gdańsk
2. Internal Recruitment Policy at the Faculties of the University of Gdańsk

**Actions required: none**

## 2.2.19. Recognition of qualifications (Code)

### **Principle of the 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.

### **Existing rules and practices:**

We apply the national rules related to recognition of education obtained abroad. In case of a need to recognise other types of qualifications required for a particular position, the Selection Committees acquaint themselves with the documents submitted by the candidate and if needed verify them in the institution that has issued the documents.

**Actions required: none**

## 2.2.20. Seniority (Code)

### **Principle of the 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.

**Existing rules and practices:**

Basic qualifications required for a position are described in the Statutes of the University of Gdańsk. However, additional qualifications required are indicated individually according to a particular job offer. In the selection process, the candidate's achievements and his/her aptitude for performing a certain kind of work are taken into consideration in the first place.

**Internal rules & practices:**

1. Statutes of the University of Gdańsk

**Actions required: none**

## 2.2.21. Postdoctoral appointments (Code)

**Principle of the 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.

**Existing rules and practices:**

The Statutes of the University of Gdańsk contain regulations on the period of employment of academic staff with a PhD title. Scientific career development and obtaining the next scientific degrees are indispensable elements of his/her further professional career.

**Internal rules & practices:**

1. Statutes of the University of Gdańsk

**Actions required: none**

## 2.2.22. Recognition of the profession

**Principle of the European Charter:**

All researchers engaged in a research career should be recognized 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).

**Existing rules and practices:**

All researchers, regardless of the stage of their research career, are recognised as professionals. Professionalism is understood as a thorough approach to the own role, an impartial assessment of influences on decisions and efforts to keep own qualification on high level and up-to-date.

**Internal rules & practices:**

1. Statutes of the University of Gdańsk
2. Resolution of the Senate 25S/10 – Strategy of the University of Gdańsk until 2020

**Actions required: none**

## III. Professional Development and Working Conditions

### 2.2.23. Research environment

#### **Principle of the European Charter:**

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.

#### **Existing rules and practices:**

The University of Gdańsk provides working conditions that stimulate scientific and research development. In the last years the main University campus in Gdańsk-Oliwa has been extended by several new, very well equipped buildings. Researchers have gained more space and additional infrastructure necessary for conducting research work and organising teaching activities. The University has created space for the exchange of scientific ideas and conducting world-class research.

The University adheres to national and sectoral regulations on health and workplace security.

#### Internal rules & practices:

1. Labour Regulations - Attachment to Rector's Ordinance 63/R/10
2. Rector's Ordinance and Chancellor's Ordinance on Referrals for Medical Examinations, Risk Assessment at Workplace and Working Time

**Actions required: none**

### 2.2.24. Working conditions

#### **Principle of the European Charter:**

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.

#### **Existing rules and practices:**

The University of Gdańsk provides working conditions in line with national regulations. The University adheres to the Labour Code and to principles of occupational health and safety. The University also provides appropriate working conditions for disabled employees. The structure of the University comprises an Office for People with Disabilities. One of the activities of this office is an online information service for people with disabilities at the University of Gdańsk. The University of Gdańsk offers the possibility of adapting working hours to individual needs, decreasing the scope of the working time or flexible working hours. There are discussions on plans for establishing a nursery school on the main campus in Gdańsk-Oliwa in order to facilitate an easier way of combining family life with professional career development.

#### Internal rules & practices:

1. Statutes of the University of Gdańsk
2. Labour Regulations - Attachment to Rector's Ordinance 63/R/10

**Actions required: none**

## 2.2.25. Stability and permanence of employment

#### **Principle of the European Charter:**

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.

#### **Existing rules and practices:**

The University of Gdańsk conducts a stable employment policy according to national regulations, such as the Labour Code as well as to internal rules. The University acts in line with the principles described in the EU Directive on Fixed-Term Work, prevents misuse resulting from signing numerous contracts for a specified term, and employees who work on the basis of a fixed-term contract are informed on open positions.

#### Internal rules & practices:

1. Statutes of the University of Gdańsk
2. Labour Regulations - Attachment to Rector's Ordinance 63/R/10

**Actions required: none**

## 2.2.26. Funding and salaries

#### **Principle of the European Charter:**

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.

#### **Existing rules and practices:**

The University of Gdańsk provides salaries according to national and sectoral regulations as well as adheres to the internal rules on accounting for teaching time and overtime (Resolution of the Senate 42/15). The University guarantees social insurance in line with national regulations and collective agreements as well as a social benefit package for all employees, regardless of the level of their career. In its structure, the University has a special unit, Department for Employees' Social Issues, which is in charge of e.g. managing the social benefit fund according to regulations in this area.

#### Internal rules & practices:

1. Statutes of the University of Gdańsk
2. Resolution of the Senate 42/15 on the Method of Accounting for Teaching Time and Overtime

**Actions required: none**



## 2.2.28. Career development

### **Principle of the European Charter:**

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.

### **Existing rules and practices:**

Particular stages of a researcher's career at the University of Gdańsk are compatible with national regulations on the procedures for obtaining the subsequent scientific degrees and titles. The Statutes of the University of Gdańsk describe the principles of employment for particular positions. The scope of duties for academic staff with a scientific title (PhD with habilitation, Polish: dr hab; or Professor) includes the obligation of training young scientific staff. The work in research teams gives the opportunity of keeping the "master-student" relation on all levels of the scientific career and regardless of the type of employment contract.

### Internal rules & practices:

1. Statutes of the University of Gdańsk

### **Actions required:**

Intensification of information actions on perspectives of professional career development through applications for Polish and international grants – a newsletter for employees and PhD students. Establishing a database with research stays for employed researchers as well as PhD students.

Further development of bilateral cooperation agreements.

Providing researchers with an administrative support in the process of applying for research stays.

## 2.2.29. Value of mobility

### **Principle of the European Charter:**

Employers and/or funders must recognize 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.

### **Existing rules and practices:**

1. Internal Recruitment Policy at the Faculties of the University of Gdańsk

The University of Gdańsk recognises the value of the geographical, intersectoral, inter- and trans-disciplinary and virtual mobility as a means of enhancing scientific knowledge and professional development at any stage of a researcher's professional career. The University supports the mobility of its academic staff by providing them with administrative instruments enabling the implementation of mobility in line with the Polish law. The structure of the University comprises the Department for Management of International Projects, the Office for Management of Polish Projects and the International Cooperation Unit, which help in implementing internships, research stays, etc. Moreover, the University of Gdańsk promotes mobility on its website by advertising possibilities for different types of mobility stays.

### **Actions required: none**

## 2.2.30. Access to career advice

### **Principle of the European Charter:**

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.

### **Existing rules and practices:**

The University of Gdańsk provides opportunities for career development and for extending qualifications of all of its employees. The University implements trainings according to the training needs described by the direct supervisors. In the frame of the project “Model UG” in 2013 and 2014, the management staff of the University has been trained on new methods of quality assurance. Information on possible training courses are also published on the University’s website.

### Internal rules & practices:

1. System of Periodic Performance Appraisal
2. Internal Courses

### **Actions required:**

Intensification of information actions on perspectives of professional career development through applications for Polish and international grants – a newsletter for employees and PhD students.  
Establishing a database with research stays for employed researchers as well as PhD students.  
Further development of bilateral cooperation agreements.  
Providing researchers with an administrative support in the process of applying for research stays.

## 2.2.31. Intellectual property rights

### **Principle of the European Charter:**

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.

### **Existing rules and practices:**

The Senate of the University of Gdańsk has approved rules on management of copyright and related rights and industrial property rights as well as principles of commercialisation.

These rules describe:

- rights and obligations of the University, University employees, students and PhD students related to issues of protection and use of copyright and related rights and industrial property rights;
- the principles of remunerating authors;
- the principles and procedures of commercialization and principles of use of the University’s property for commercialization and for delivering scientific and research services.

In order to better use the infrastructure and intellectual potential of the University and facilitate the transfer of research results to business, the University of Gdańsk has established a special unit: Technology Transfer Office (TTO). The tasks of the TTO comprise activities such as service, consulting, information and promotion in the area of IP protection, technology transfer, commercialization of research results, entrepreneurship and stimulating innovation. In addition, for indirect commercialisation the University of Gdańsk has established a special purpose vehicle (SPV).

#### Internal rules & practices:

1. Resolution of the Senate 22/15, Regulations on the Management of Copyright and Related Rights, Industrial Property Rights and Rules for Commercialization of Results of Research and Development Work of the University of Gdańsk
2. Resolution of the Senate 46/14 on the Technology Transfer Office of the University of Gdańsk
3. Founding Act of the Special Purpose Vehicle of the University of Gdańsk

**Actions required: none**

### 2.2.32. Co-authorship

#### **Principle of the European Charter:**

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.

#### **Existing rules and practices:**

According to the Ethic Code of the Academic Staff of the University of Gdańsk, members of the academic staff shall inspire and facilitate creativity of their co-workers, favour their achievements and support them with their knowledge and scientific supervision. Moreover, the academic staff adheres to the principles of co-authorship of publications.

#### Internal rules & practices:

1. Code of Ethics of the Academic Staff of the University of Gdańsk
2. Resolution of the Senate 22/15, Regulations on the Management of Copyright and Related Rights, Industrial Property Rights and Rules for Commercialization of Results of Research and Development Work of the University of Gdańsk

**Actions required: none**

### 2.2.33. Teaching

#### **Principle of the European Charter:**

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.

#### **Existing rules and practices:**

The working time of academic staff is determined by his/her scope of duties related to teaching, research and organizational duties. The scope of teaching hours for academic staff and the principles of calculating teaching hours are set by the Senate. A detailed scope of duties and time is set by the Dean (manager of an intercollegiate or university unit). The maximum amount of teaching hours for academic staff

has been set in the Statutes of the University. The Rector has the possibility to decrease the amount of teaching hours, if the researcher has been assigned special important tasks or if he is currently conducting research projects by the researcher. The Rector, upon the request from the Dean, can decide to decrease the number of teaching hours for academic staff who is involved in conducting research projects financed from external sources, in which the beneficiary is the University.

Internal rules & practices:

1. Statutes of the University of Gdańsk

**Actions required: none**

## 2.2.34. Complains/ appeals

**Principle of the European Charter:**

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.

**Existing rules and practices:**

The academic staff are subject to disciplinary responsibility for any behaviour that transgresses on the duties of the academic staff or the honour of the profession of an academic. The Rector of the University of Gdańsk appoints, from the academic staff having at least the title of a habilitated doctor, a disciplinary ombudsman, who conducts preliminary investigations ex officio or on request of the authority that has appointed him. Then the ombudsman directs a request to begin a disciplinary proceeding to the appropriate committee or issues a decision on discontinuing the preliminary investigation. The ombudsman begins a preliminary investigation ex officio especially in cases when the researcher is charged with having committed a deed such as: appropriation of authorship, misleading in authorship related to a part or whole work of another person work, or infringement of another person's copyright or related rights.

Internal rules & practices:

1. Statutes of the University of Gdańsk

**Actions required: none**

## 2.2.35. Participation in decision-making bodies

**Principle of the European Charter:**

Employers and/or funders of researchers should recognize 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.

**Existing rules and practices:**

The University of Gdańsk fully recognises the researchers' rights to have their representatives in the collective bodies in order to guarantee the protection and representation of their interests. The main collective body is the Senate. The competencies of the Senate include e.g. establishing the main objectives of the University's activity, its strategy of the University, Statutes, regulations of the study courses, expressing opinion of the academic community, and taking resolutions on issues related to the organisation and functioning of the University. The Senate consists of two researchers from each faculty, having an

academic title or the degree of a habilitated doctor, one representative of other academic staff from each faculty, representatives of researchers from units other than faculties (at least one per unit), and representatives of students and PhD students. Moreover, at the University of Gdańsk there are Trade Unions (NSZZ Solidarność) that take care of the common interests of all employees.

Internal rules & practices:

1. Statutes of the University of Gdańsk

**Actions required: none**

### 2.3.36. Relation with supervisors

**Principle of the European Charter:**

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.

**Existing rules and practices:**

The University of Gdańsk provides the PhD students with mentoring by their supervisor/s at the first stage of their training. After the formal procedure of review and acceptance of the proposed doctoral thesis the mentoring is provided by the PhD coordinator. The task of the supervisor and coordinator is to support the PhD student in a comprehensive and thorough way in the development of his/her scientific career. Therefore, they set a programme and a plan of work to be carried out in order to achieve the envisaged research results as well as the envisaged training effects for the doctoral training according to national rules. During the training phase work progress is monitored by the supervisor/coordinator, e.g. in an official way on the basis of yearly reports submitted by the PhD student as well as in form of a day-to-day contact of the supervisor with the early-stage researcher. The supervisor/coordinator and the scientific community offer all possible mentoring for the person implementing a doctoral project. The University of Gdańsk has conducted doctoral programmes, including international programmes, which has been the basis for training involving also cooperation with various partner institutions in Poland and abroad.

Internal rules & practices:

1. Regulations on Doctoral Training

**Actions required: none**

### 2.2.37. Supervision and managerial duties

**Principle of the European Charter:**

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.

**Existing rules and practices:**

The academic staff of the University of Gdańsk, beside their scientific and research activity, are also very much involved in tasks related to the management of units of the University, project management, training of early-stage researchers, supervision of training phases as well as take various functions in different types of bodies at the University and beyond its structures, i.e. in the scientific community in

Poland and abroad. They are active members of scientific committees and societies, advisory bodies in ministries, where they represent the University and strengthen relations in the scientific, business and social dimension. This contributes to widening of their expert knowledge and management experience, and thus, enables a transfer of these skills and knowledge into the University. The activities of the academic staff related to management duties and supervision of early-stage researchers are regularly verified in the frame of the periodic performance appraisal.

Internal rules & practices:

1. Statutes of the University of Gdańsk
2. Rector's Ordinance 69/R/10 on the Scope and Teaching Time of the Academic Staff
3. System of Periodic Performance Appraisal

**Actions required: none**

## 2.2.38. Continuing professional development

**Principle of the European Charter:**

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.

**Existing rules and practices:**

The University of Gdańsk encourages employees and PhD students to continue professional development and supports their efforts to increase professional qualifications by enabling them the participation in conferences, trainings and other forms of further education.

Internal rules & practices:

1. Resolution of the Senate 25S/10 – Strategy of the University of Gdańsk until 2020
2. System of Periodic Performance Appraisal
3. Regulations on Doctoral Training

**Actions required: none**

## 2.2.39. Access to research training and continuous development

**Principle of the European Charter:**

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.

**Existing rules and practices:**

The University of Gdańsk provides its employees with opportunities for further professional development. Researchers individually request acceptance for participation in scientific conferences and specialist training courses related to their discipline and adequate to the current stage of their scientific career. In addition, in order to offer a better access to conferences, trainings and other courses organised at the University, an information on such events is provided online.

### Internal rules & practices:

1. Statutes of the University of Gdańsk
2. Resolution of the Senate 25S/10 – Strategy of the University of Gdańsk until 2020
3. System of Periodic Performance Appraisal

**Actions required: none**

## 2.2.40. Supervision

### **Principle of the European Charter:**

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.

### **Existing rules and practices:**

The duties of PhD supervisors and coordinators are described in the Regulation on Doctoral Training.

The tasks comprise:

1. providing the PhD student with the necessary mentoring on concept and methods of the research work;
2. providing consultations, evaluating the scientific development of the PhD student and the progress of the doctoral thesis;
3. supporting the organization of the research environment;
4. supporting the organization and implementation of teaching practice;
5. advising on teaching methodology and supporting the process of gaining teaching experience;
6. assessing of the PhD student's requests for conference participations and research stays;
7. accepting yearly reports by the PhD student;
8. assessing requests for prolongation of the doctoral training phase;
9. requesting expulsion, in cases when a PhD student does not fulfil his/her duties according to the Regulations on Doctoral Training;

For early-stage researchers on the first stages of their scientific career, the Lab Leader or Head of Department is the supervisor/coordinator.

### Internal rules & practices:

1. Statutes of the University of Gdańsk
2. Regulations on Doctoral Training

**Actions required: none**

## 3. SUMMARY AND ACTION PLAN

The results of the gap analysis confirm that the University of Gdańsk in its HR practice fulfils most of the Charter & Code Principles. Taking into account data collected in the three areas of the Human Resources Strategy, actions to be implemented have been proposed. The summary of required actions is presented in the table 1. In addition, taking into account the number of answers stating “I don’t know”, the Committee will also work on raising awareness on the *Charter & Code* at the University at all possible occasions in order to contribute to an improved internal communication on these issues.

Table 1: Summary of required actions

Task No	Action Plan	Responsible	Deadline	Task refers to C&C Principle
<b>Area I: Ethical and Professional Aspects</b>				
T.1.1.	Preparation of a central proposal for actions on dissemination of research results in the frame of the Universal Science Zone.	Department for Science and International Cooperation	November 2016	9.Public Engagement
T.1.2.	Support for researchers who apply for science dissemination grants at European level, such as e.g. H2020 Researchers' Night.	Department for Management of International Projects	February 2017	9.Public Engagement
<b>Area II: Recruitment and Evaluation of Employees</b>				
T.2.1.	Including into the attachment to Rector's Ordinance 118/R/15 - HR Policy for Academic Staff of the University of Gdańsk – the rule of applying the principles of the Charter & Code in the process of recruitment, especially regarding detailed descriptions of required knowledge and competencies of candidates and information on career development prospects to be provided in job offers.	Rector and Vice-Rectors,	March 2017	12.Recruitment (Charter) 13.Recruitment (Code) 14.Selection (Code) 15.Transparency (Code) 16.Judging Merit (Code)
T.2.2.	Preparation of internal rules/procedures for recruitment at the Faculties.	Deans of Faculties	December 2017	13.Recruitment (Code) 14.Selection (Code) 15.Transparency (Code) 16.Judging Merit (Code)
<b>Area III: Professional Development and Working Conditions</b>				
T.3.1.	Intensification of information actions on perspectives of professional career development through applications for Polish and international grants – a newsletter for employees and PhD students.	Department for Management of International Projects, Office for Management of National Projects, Department for Science and International Cooperation	December 2016	28.Career Development 30.Access to Career Advice
T.3.2	Establishing a database with research stays for employed researchers as well as PhD students.	Department for Science and International Cooperation	December 2016	28.Career Development 30.Access to Career Advice
T.3.3.	Further development of bilateral cooperation agreements.	Department for Science and International Cooperation	December 2016	28.Career Development 30.Access to Career Advice
T.3.4.	Providing researchers with an administrative support in the process of applying for research stays.	Department for Science and International Cooperation	December 2016	28.Career Development 30.Access to Career Advice



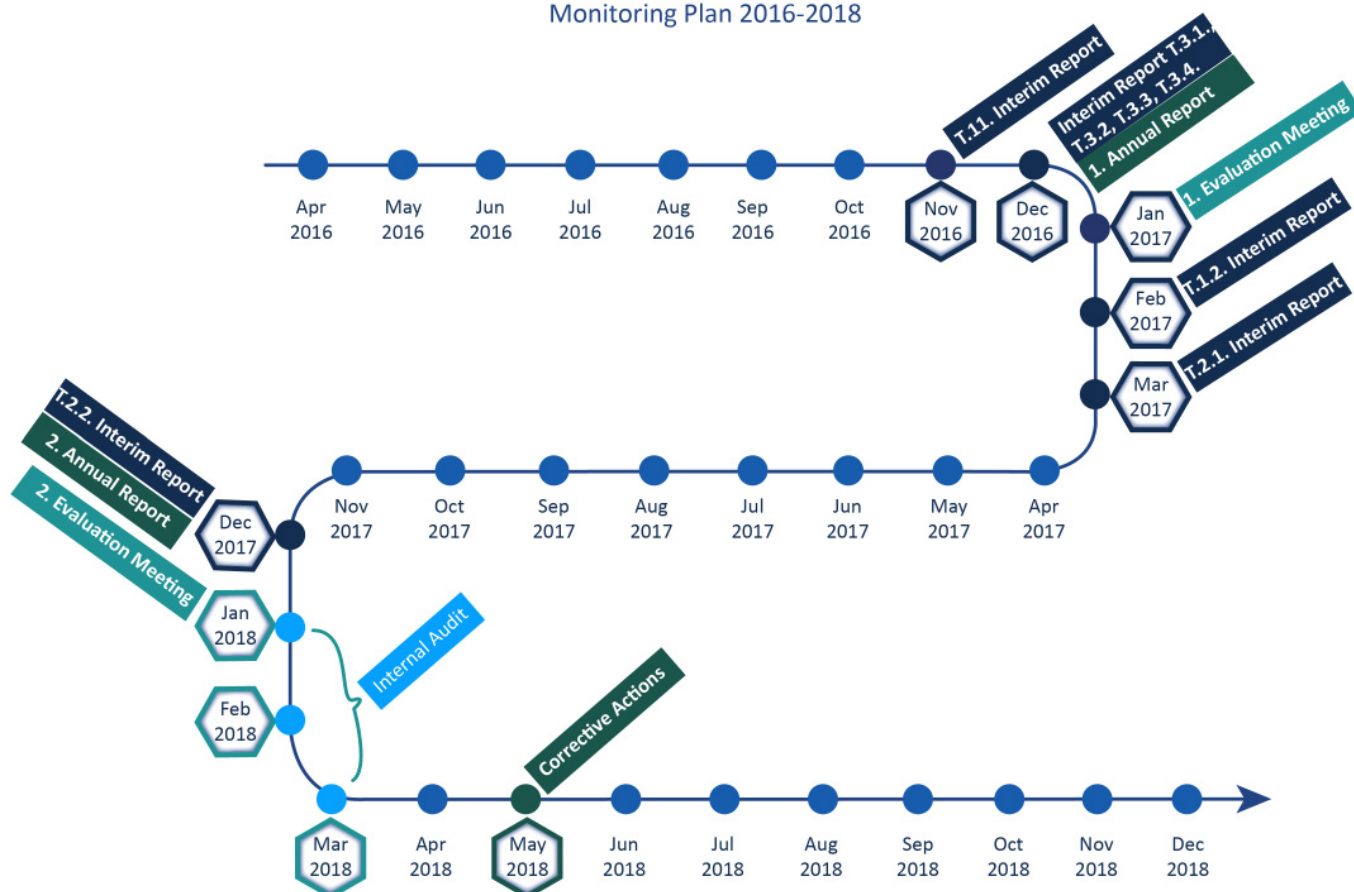


## 4. MONITORING

The implementation of the Action Plan will be monitored by the Committee responsible for the Implementation of the *Charter & Code* at the University of Gdańsk. The monitoring activities will include the following steps.

- Persons/departments responsible for a task will submit interim reports (after the completion of task) as well as annual reports to the Chairman of the Committee
- The Committee will meet at Evaluation Meetings (planned for 1/2017 and 1/2018) in order to check the status of implementation of actions on the basis of reports and prepare the internal audit of the action.
- In January –March 2018 an internal audit (survey) has been planned to be performed at the University.
- In May 2018 the Committee will analyse the data obtained from the internal audit and propose corrective actions to the Action Plan, if necessary.

Monitoring Plan 2016-2018





**UNIVERSITY OF GDANSK**