



HR STRATEGY FOR RESEARCHERS

INTERNAL REVIEW



**Cracow University
of Technology**

Cracow, January 2020

1. INTRODUCTION

Tadeusz Kosciuszko Cracow University of Technology initiated implementing principles set in *European Charter for Researchers* and *Code of Conduct for the Recruitment of Researchers* by sending to the European Commission the Declaration of Support for the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers on 30 July 2015. Afterwards CUT prepared the Human Resources Strategy which described in detail actions that should be taken by the University in order to comply with Charter and Code standards. On 4th of December 2017 the University was informed about positive results of the assessment. This document presents the implementation process, presents completed actions and identifies areas that still require improvement.

CRACOW UNIVERSITY OF TECHNOLOGY IN NUMBERS

STAFF & STUDENTS	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research	1079
Of whom are international (i.e. foreign nationality)	13
Of whom are externally funded (i.e. for whom the organisation is host organisation)	17
Of whom are women	395
Of whom are stage R3 or R41 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor.	68
Of whom are stage R2 = in most organisations corresponding with postdoctoral level	744
Of whom are stage R1 = in most organisations corresponding with doctoral level	267
Total number of students (if relevant)	12821
Total number of staff (including management, administrative, teaching and research staff)	1922
RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	11360459,93
Annual organisational direct government funding (designated for research)	7838132,11
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	2522867,53
Annual funding from private, non-government sources, designated for research	896585,71

ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)

Cracow University of Technology is an academic public technical university in Cracow, which was established in 1945 as the Faculty of Architecture, Engineering and Communication at the Academy of Mining in Cracow. On 7 th July 1954, The Council of Ministers adopted the resolution on the transformation of the Departments of Applied Sciences at the Academy of Mining in Cracow into an independent university and name it Cracow University of Technology. CUT is supervised by the relevant Minister of Science and Higher Education and operates under the Act of 20 July 2018 - the Law on Higher Education and Science.

2. Strengths and weaknesses of the current practice (Narrative)

Ethical and professional aspects:

Cracow University of Technology has a Code of Ethics that clearly defines the values that employees should follow. These principles are consistent with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. The creation of a special section devoted to ethical issues, included the information service for employees, is a strength. In this tab, employees will quickly and easily find documents such as e.g. the Code of Ethics of Cracow University of Technology, the Code of Ethics of an employee of the Polish Academy of Sciences (as a supplementary document and recommended for use in good practices in scientific research), as well as requirements regarding ethical issues of research funding institutions. The above-mentioned documents operate at Cracow University of Technology only in Polish, which is a certain weakness of this action. However, it is planned to translate these documents into English.

As far as professional responsibility is concerned, Cracow University of Technology uses a uniform Anti-Plagiarism System, which is imposed by the Ministry of Science and Higher Education for use by Polish universities. The weakness of this system is that it only applies to student work, but in the second half of 2020, the tool will be extended to doctoral dissertations. In addition, the employees of Cracow University of Technology receive support in the field of intellectual property protection and the commercialisation process as part of the Technology Transfer Centre, which implements numerous projects supporting our employees, including Innovation Incubator 2.0, offering various trainings on IP protection and the commercialisation process.

Cracow University of Technology has its own Repository in which scientists can deposit

publications in open access. The area: dissemination and exploitation of results is vigorously supported by the Library, which runs the Repository and actively promotes publishing in open access among the academic community. The Library organises numerous trainings, online courses on the e-learning platform for the employees. It also participates in the annual Open Access Week. One of the strengths in this respect is the Open Access Policy introduced by the Rector of CUT, which obliges the employees to publish in open access. The weakness is that the above document functions in Polish.

As a result of the entry into force of the new Act: Law on Higher Education and Science (Act 2.0), Cracow University of Technology has drawn up a new university statute. The Statute obliges the scientific councils of the faculties to define the main directions and research topics of individual scientific disciplines in which they operate, which ensures a professional approach at CUT. Additionally, with reference to the Act 2.0, the Statute introduces the obligation to periodically evaluate academic teachers with respect to the fulfilment of their duties (§65). Strong legal legitimacy of the above assumptions contained in the Act and the Statute of Cracow University of Technology constitute favourable grounds for implementing the principles of: Professional attitude and evaluation/appraisal systems. On 20 December 2019, the Rector's Order No. 111 introduced new Rules and criteria for periodic evaluation of academic teachers, which will apply to scientists since 1 January 2020. This is the strength of this area of activity, which sets out clear principles for the evaluation of researchers and will motivate for further scientific work and professional development.

As a result of the introduction of new or adaptation of existing documents to the requirements of the new law, unfortunately, no anti-discriminatory procedure has been developed. This is a weakness, but we are planning to extend this task and implement it as part of the new action plan.

Our strength is the high activity in popularising science among ordinary citizens. We take part in large regional projects such as the Science Festival and the Lesser Poland Scientists' Night, with approximately 70,000 participants taking part each year. In addition, the two units of CUT: Technology Transfer Centre and INTECH PK Sp. z o. o., promote employee solutions among potentially interested enterprises, public institutions and research and implementation departments.

Additional Remarks:

At the end of 2018, Cracow University of Technology managed to get funding for a project from national funds: "PROGRAMMING EXCELLENCE - PK XXI 2.0. The Cracow University of Technology Development Programme for the years 2018-2022", as part of which it was planned to internationalise our university, including translating the university's strategic documents into

English. This will increase their comprehensibility for all employees of CUT, including foreign researchers. The translation will cover documents of the Code of Ethics, the Statute, Open Access Policy, as well as other documents concerning the researchers, such as the Criteria for Employee Evaluation. As far as the anti-plagiarism system is concerned, we are dependent on the Ministry of Science and Higher Education, which is why we plan to extend this task for the coming years.

Numerous training courses for the employees of CUT were carried out as part of the above-mentioned Innovation Incubator 2.0 project. These included: training in intellectual property protection with particular regard to international procedures; Orbit Intelligence; Individual practical workshops for specialists in commercialisation on intellectual property valuation; Scale-up training. These courses will be further offered to the employees of CUT as part of the project.

Due to the amendment to the Act on Higher Education (Act 2.0), new regulations have been introduced regarding the evaluation of the research workers. The evaluation will be carried out within university disciplines, not faculties (organisational units) - as it has been done so far. This is the key assumption of the new model for assessing the quality of scientific activity. As a result, the university's scientific potential will be strengthened – and the representatives of the individual disciplines who are currently scattered across different faculties of the same university will not compete with each other, but they will join forces. The accomplishments of all employees conducting scientific activity in the discipline which is subject to the evaluation procedure will be taken into account, as well as the achievements of those who studied at doctoral schools run by the evaluated entity and prepared a doctoral dissertation. In this way, the evaluation will be fairer and more reliable. So far, only the best employees were declared for evaluation (which falsified the image of a given department). In the new system, however, all scientists working within a particular discipline will have to present their accomplishments for assessment.

Recruitment and Selection:

The new Statute of Cracow University of Technology, which was introduced on 29 May 2019 as a result of the amendment to the Act on Higher Education and Science (Act 2.0), regulates the issues related to the recruitment of research workers. The provisions of the Statute constitute the strength of the scientific activity. The Statute indicates the contest as the basic procedure for selecting candidates for scientific positions. The selection of research workers is based on strictly defined substantive criteria (STATUTE OF CUT - §55-§61). The Act 2.0 forces Polish universities to publicly disclose information on the results of the contest for scientific positions together with the justification of the choice. Such action is aimed at ensuring transparency of the recruitment process. In addition, the requirement to post job offers in English on the Euraxess platform for mobile researchers offers foreign researchers an equal opportunity to apply for positions as well. The

Statute of CUT and the Act 2.0 provide new better work standards at Cracow University of Technology that are consistent with the assumptions of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. Another strength is the creation of the document “Guidelines for the recruitment of academic teachers at Cracow University of Technology” of 1 October 2019, which is a guide for recruitment committee members on how to carry out this process to ensure better transparency. In order to implement these assumptions, members of the recruitment committee are recommended to apply the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. These guidelines recommend that an appropriate gender balance should be taken into account during the selection of members of recruitment committees. Also, recruitment committees should use a wide range of methods supporting the selection of candidates for employees, including interviews, exams or tests. The weakness is that these documents exist in the Polish language version only, but a translation is planned for years 2020-2022 under the POWER II project.

Cracow University of Technology also provides relevant support to scientists returning to scientific work after a break by offering them various trainings focused on the possibilities of financing their research and developing their scientific career. The information projects at CUT such as the Regional Contact Point for EU Research Programmes and the Euraxess centre are conducive to the implementation of these assumptions. Moreover, a tab - Parental Privileges - has been added to the information site, where all amenities for women returning to scientific work after childbirth are posted, e.g. the possibility of using parental leave in part, the possibility of reducing the working time. The weakness is that this information is only available in Polish, but it is planned to prepare the English version as well.

Additional Remarks:

At the end of 2018, Cracow University of Technology managed to get funding for a project from national funds: “PROGRAMMING EXCELLENCE - PK XXI 2.0. The Cracow University of Technology Development Programme for the years 2018-2022”, under which all documents related to the recruitment of research workers as well as all staff information that can be helpful in the daily employee turnover will be translated into English. We are planning to prepare an IT guide for those potentially interested in working for Cracow University of Technology, as part of a new website that will promote Cracow University of Technology as a workplace, research centre, etc. The website will be available in the English language version.

Working conditions:

The strength here is the presence of the Technology Transfer Centre at Cracow University of

Technology, which implements key projects supporting the research environment at our university: “Regional Contact Point for EU Research Programmes” facilitates access to the information on the possibility of financing research from European funds; Euraxess centre - a centre supporting scientists from abroad and promoting their mobility; the Innovation Incubator project supporting the researchers at Cracow University of Technology in the field of intellectual property protection and commercialisation of research results. The Structural Funds department, on the other hand, supports the researchers in obtaining funds for the development of research infrastructure from domestic funds. It is worth emphasising at this point that in years 2017-2019, 86 infrastructure projects were submitted, of which 18 projects received funding. Examples of the largest infrastructure projects include: “Construction of the Environmental Aerodynamics Laboratory at Cracow University of Technology” with the value of 24.65 million PLN (approx. 5 million EUR), the project co-financed under RPO WM (Regional Operation Programme of Malopolska Province) 2014-2020 with the value of 14.8 million PLN, (approx. 3 million EUR). The source of funding: RPO WM 2014-2020. The Rector of CUT understands that, besides working conditions, the issues of stable employment, clear rules for remuneration of the employees and the possibility of reconciling family life with professional work are equally important. The strength in this respect is the Regulations for the Remuneration of Researchers, which clearly defines the rules for remuneration of the employees and defines the possibility for outstanding employees to receive additional remuneration. These Regulations are a very useful document but they have been prepared in the Polish language version, which is a certain weakness. In connection with the entry of the Act 2.0 into force, it is planned to create new remuneration regulations, which will also be prepared in the English version. The employees of Cracow University of Technology can find information on how to reconcile childcare with work in *parental facilities* in the information system for the employees. Cracow University of Technology, as a technical university, is struggling with the stereotype of the so-called “male-dominated university”. In order to change the way our university is perceived, Cracow University of Technology ensures that both women-scientists and men-scientists have the same rights at our university, in accordance with the principle of gender equality. Our strength in this regard is the implementation of the precursor project “GEECCO - Gender Equality in Engineering through Communication and Commitment”, financed under the Horizon 2020 programme. The goal of this European initiative is to develop and implement a General Equality Plan that is to facilitate the development of women-engineers’ professional careers. Cracow University of Technology focuses on the development of the professional career of its employees, which is regulated by the provisions of the new statute that directly refers to the new act on higher education (Act 2.0). The provisions of section V of the above Act - Degrees and Titles in Higher Education specify what requirements a scientist must meet at particular levels of their scientific career to be able to be

awarded further academic degrees (professional title, learning effect and relevant scientific achievements are required). The Act imposes a cyclical assessment of the results of scientific work, emphasising the importance of the scientific quality of employees as well as emphasises the need to constantly upgrade the competences of scientific workers. A strength of Cracow University of Technology is the thriving Career Office, which offers professional counselling in increasing competitiveness on the labour market for students, graduates and employees of CUT, supplemented with trainings, e.g. in the field of communication, project management, starting a business or start-ups. In our opinion, the strength regarding the working conditions at Cracow University of Technology is a new post: a spokesperson-mediator who is to support the academic community in resolving conflicts between employees.

Additional Remarks:

As part of the Regional Contact Point for EU Research Programmes and the Euraxess centre, we organise approximately 40 trainings annually, regarding research opportunities in the Horizon 2020 Programme, preparation of projects for various Horizon 2020 competitions (MSCA, ERC grants), financial principles, projects management and trainings related to international mobility and its promotion as a scientific career path. As part of the POWER II project mentioned above, we are planning to translate the new regulations for the remuneration of the academic staff of CUT. As part of the “GEECCO - Gender Equality in Engineering through Communication and Commitment” project, the employees and students of Cracow University of Technology will have the opportunity to contribute to the plan by participating in a specially prepared [survey](#). Under this interesting project, procedures will be developed for our university to prevent discrimination based on sex, age, ethnicity, national or social origin, religion or belief, sexual orientation, language, disability, political beliefs as well as social or material status. Grant implementers will consider issues such as: eliminating barriers in recruitment, retaining and developing a career for a female researcher, solving gender inequality problems in processes, and eliminating the problem of gender inequality in research programmes. Very interesting workshops for young researchers and experienced workers have been held so far: “WOMEN AND SCIENTIFIC CAREER”; Customised Training for “Dancing with Resistances” as well as Strategic Seminar for Decision Makers within the GEECCO project. We plan to support the implementers of the GEECCO project in implementing the General Equality Plan at Cracow University of Technology through the promotion of activities related to gender equality and dissemination of information about the equality plan, as soon as it has been developed. We will organise a meeting with the research workers at which we will discuss gender equality issues at Cracow University of Technology. It is worth mentioning here that, as part of the “GEECCO Gender Equality in Engineering through Communication and Commitment” project, an

informal group of women-scientists *WIEmy* (women's networks at Cracow University of Technology) was created to work for the general equality plan. We will certainly invite these Ladies to discuss the functioning of the HRS4R award at Cracow University of Technology, which can help improve our actions. As for the position of a spokesperson-mediator, we have managed to obtain funds for this purpose from the national funds of the POWER II project. Unfortunately, the recruitment procedure for this position is still being extended due to the candidates' failure to meet the requirements. The task shall be extended until the contest is resolved (31.01.2020).

Training and Development:

Strengths and weaknesses:

The strength of the implementation of the activities related to Training and Development was the preparation of the New Regulations of the Doctoral School of Cracow University of Technology (appendix to Senate Resolution No. 51/n/05/2019), which contains detailed provisions regarding substantive care extended over doctoral students, their education and preparation of doctoral dissertations. A formal description of the relationship and cooperation with the promoter was imposed on Polish universities by the Ministry of Science and Higher Education in the new Act 2.0. The description specifies that the Doctoral School provides scientific care and support in independent research work throughout the entire duration of education. The doctoral student's progress and care over the doctoral student is periodically evaluated by the evaluation commission to ensure the best quality of care that will most effectively contribute to the development of the doctoral student. On our website, a special tab has been created, devoted to the issues related to the doctoral school (https://www.pk.edu.pl/index.php?option=com_content&view=category&layout=blog&id=68&Itemid=1191&lang=pl), where it is possible to read the regulations and other documents related to the functioning of the Doctoral School.

The regulations have been prepared quite recently and are currently only available in Polish, which indicates some weakness.

In addition, the Statute of CUT imposes an obligation to publish strategies of the faculties, together with the updated research progress on faculty websites, thanks to which young scientists know that their research contributes to the implementation of the university's research strategy. To ensure the

continuation of professional development, young researchers - participants of the Doctoral School, can use the Polidoctus fund to support interdisciplinary education, which includes, inter alia, incentive scholarship, one-off internship scholarship provided for financing a 3-month internship abroad; financing publications of research papers in high-scoring journals from the current ministerial list; financing the purchase of consumables for research; participation in trainings on public speaking, project management, research team management, intellectual property protection. The weakness of this solution is the fact that this scholarship programme concerns only a specific group of researchers, i.e. the participants of doctoral schools. However, in order to create an opportunity for professional development for a wider group of scientists, a special fund has been prepared under the national POWER II project to create a possibility to finance trips abroad to conferences or Brokerage Events, which are to lead to the international research cooperation under the projects from the Horizon 2020 programme. The fund will be launched in 2020. In addition, Cracow University of Technology provides all employees with a possibility to participate in trainings focused on career development and international mobility as part of the activities carried out by the Regional Contact Point for EU Research Programmes and the Euraxess centre at our university. The strength of these activities is the annual initiative - the Scientist Project, which includes numerous workshops aimed at supporting research-related skills, e.g. Relations and negotiations in the science-business sector; How to gain experience and skills through work in other countries and in various sectors; Networking and personal marketing, How to best get to get known to the largest group of interesting people; Effective scientific publishing; Science as a social mission; Effective scientific publishing; Self-motivation for scientific work; Planning R&D project and building relationships with the company, as well as Openness in science and for science. Every year, meetings with representatives of the institutions financing research and trips abroad are organised, where scientists can talk about those trips that are conducive to the development of their scientific career. They can get advise from specialists on how to plan their own career path - YOUR CAREER MAP.

Additional remarks:

All documents related to the Doctoral School, including Regulations of PhD Studies, Recruitment Regulations for the Doctoral School, Training Programme at the Doctoral School, list of promoters, etc. will be translated into English as part of the POWER II project. This will be our activity under the new action plan.

3. Actions

Proposed ACTIONS

Action 1	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Popularisation of the "The Code of Ethics for the Research Workers" of the Polish Academy of Sciences from 1st December 2016 among the employees of Cracow University of Technology.	1. Research freedom	31.12.2018	Organisational Department, CTT	1. Letter sent to the Deans of Faculties 2. Information published on the University's website.
	Current Status	Remarks		
	COMPLETED	The principle is regulated on a national level as well as on an internal level, however, the regulations have to be promoted on CUT. This topic is described in CUT' Code of Ethics, which was published under the "Ethical principles" tab in Service for CUT employees ("SIP") available for each employee.		

Proposed ACTIONS

Action 2	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Popularisation of the ethical principles deriving from "The Code of Ethics of Cracow University of Technology" and "The Code of Ethics for the Research Workers" and other documents at Cracow University of Technology.	2. Ethical principles	31.12.2018	Organisational Department	Information published on the University's website and on Information Service for CUT employees ("SIP")
	Current Status	Remarks		
	COMPLETED	Cracow University of Technology Code of Ethics, "The Code of Ethics for the Research Workers" of the Polish Academy of Sciences and ethical values required by funders (European Code of Conduct for Research Integrity, National Science Centre Code of Research and Funding Integrity, The National Centre for Research and Development Code of Ethics) are provided under "Ethical principles" tab in Service for CUT employees ("SIP") available for each employee. Moreover the article about ethical issues entitled „HR Excellence in Research - a PK mark” was published in the academic journal «Nasza Politechnika nr (190) June 2019. The magazine is published 11 times a year in the number of 800 copies. Each copy of «Nasza Politechnika» is placed in an electronic version, available at the following link: http://nasza.pk.edu.pl/ . The bulletin is local (PK, other universities in Krakow) and slightly supra-local (e.g. MNISW, NCN etc. and editorial offices of other university magazines in Poland.		

Proposed ACTIONS

Action 3	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Promotion of the rights of intellectual property among the employees of Cracow University of Technology.	3. Professional responsibility	31.12.2017	CTT	Trainings for researchers
	Current Status	Remarks		
	COMPLETED	Center for Technology Transfer of the CUT supports scientists in matters related to commercialization of research results and protection of intellectual property. CTT of the CUT implements many supporting projects in this area like Innovation Incubator 2.0 which offered training for employees: Training in the field of intellectual property protection with particular emphasis on aspects of international procedures; Orbit Intelligence; Training on the Orbit Intelligence database for CUT employees.		
Action 4	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Implementation of the single anti-plagiarism system ordered by the Ministry of the Higher Education at Cracow University of Technology.	3. Professional responsibility	31.12.2019	Chancellor	system implementation following the authorisation of the

Proposed ACTIONS

	Ministry		
	Current Status	Remarks	
	COMPLETED	CUT as other polish universities is obliged to use the Anti-plagiarism System, created by the Ministry of Science and Higher Education. The requirement to apply this system is set out in the New Act on Higher Education 2.0 of 20 July 2018. Promotional and educational information on the programme are available on YouTube.	

Action 5

Popularisation of the Information Service Department of the CUT Library facilities, where researchers may verify scientific and technological developments in the fields that they would like to explore.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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3. Professional responsibility	Constant action	Information Service Department of the CUT Library	Information Service Department of the CUT Library activities.
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Current Status	Remarks	
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COMPLETED	Cracow University of Technology has its own Repository in which scientists can deposit publications in open access. The CUT Library runs the Repository and actively promotes publishing in open access among the academic community: https://repozytorium.biblos.pk.edu.pl/ - all items - 17860; 62 items	
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Proposed ACTIONS

added last month. The CUT Library organises numerous training, online courses on the e-learning platform for the employees. Online courses are available under these links:
<http://elf2.pk.edu.pl/course/view.php?id=575>
<http://elf2.pk.edu.pl/course/view.php?id=1684>
<http://elf2.pk.edu.pl/course/view.php?id=1685> The Library also participates in the annual Open Access Week. In the frame of the last event, CUT Library provided information campaign promoting open access in science, information stand on open access and open access survey for PK employees, online course developed by the PK Library entitled "European cultural and scientific heritage" <https://www.biblos.pk.edu.pl/en/science/open-access/open-access-week-2019> The Library also prepared some articles promoting open access at CUT for examples: Activities of the CUT Library for open access / Marta Stąporek, Joanna Radzicka // Nasza Politechnika. - 2019, No. 1 (185), pp. 25-26 <http://nasza.pk.edu.pl/images/stories/NP/np-2019-01.pdf>

Action 6	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Dissemination of information on the project execution rules in the programme Horizon 2020 based on the grant agreement.	4. Professional attitude	31.01.2018	Rector of CUT	Information letter
	Current Status	Remarks		
	EXTENDED	Regional Contact Point for EU Research Programmes organizes trainings regarding the implementation and of the Horizon 2020		

Proposed ACTIONS

projects, with regard to obligations imposed by the grant agreement.

Action 7	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Updating or preparation of strategies of the University Faculties and Institutes.	4. Professional attitude	28.02.2017	Deans Faculties	of elaborated strategies
				<p>Current Status</p> <p>Remarks</p> <p>The Statute of CUT imposes an obligation to publish strategies of the faculties, together with the updated research progress on faculty websites. Below we enclose links to same updated strategies: Faculty of Mechanical Engineering: http://mech.pk.edu.pl/wp-content/uploads/2019/11/Strategia_Mech_PK.pdf http://mech.pk.edu.pl/wp-content/uploads/2019/11/KIERUNKI_BAD_WMech2019.pdf Faculty of Computer Science and Telecommunications: https://it.pk.edu.pl/?i=vc-f-statute.php&vc=f-0 Faculty of Environmental and Power Engineering https://www.wisie.pk.edu.pl/strategia.pdf But we know that some of the faculties have not changed their strategies yet because of organisational changes at these faculties that is why we would like to extend this task.</p>
	IN PROGRESS			

Proposed ACTIONS

Action 8	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Dissemination of the above-mentioned University strategies among the employees.	4. Professional attitude	dateless action	Deans of Faculties, respective units directors	internal meetings on the Faculties, strategy publication on the Faculties websites
	Current Status	Remarks		
	IN PROGRESS	<p>The Statute of CUT imposes an obligation to publish strategies of the faculties, together with the updated research progress on faculty websites. Below we enclose links to same actualised strategies: Faculty of Mechanical Engineering: http://mech.pk.edu.pl/wp-content/uploads/2019/11/Strategia_Mech_PK.pdf</p> <p>http://mech.pk.edu.pl/wp-content/uploads/2019/11/KIERUNKI_BAD_WMech2019.pdf Faculty of Computer Science and Telecommunications: https://it.pk.edu.pl/?i=vc-f-statute.php&vc=f-0 Faculty of Environmental and Power Engineering https://www.wisie.pk.edu.pl/strategia.pdf</p>		

Proposed ACTIONS

Action 9	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Organization of training courses on raising external funds for research in relation to the prepared strategies.	4. Professional attitude	Constant action	CTT	trainings for researchers
	Current Status	Remarks		
	IN PROGRESS	<p>The Structural Funds department supports researchers in obtaining funds for scientific research and research infrastructure development from domestic funds. The department sends all employees up to date information about available funds and organises meetings for scientists interested in obtaining the funds. European Programmes were operated by The Regional Contact Point for EU Research Programmes and the Euraxess Centre. There are approximately 40 trainings organized annually, regarding research opportunities in the Horizon 2020 Programme, preparation of projects for various Horizon 2020 competitions (MSCA, ERC grants), financial principles, projects management and trainings related to international mobility and its promotion as a scientific career path. Additionally, the representative of the Center for Technology Transfer of CUT presented financial possibilities for each faculty at the meetings of the faculties Board (approximately 15 meetings).</p>		

Proposed ACTIONS

Action 10	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Dissemination of the Decree of 17.08.2016 (No. 34/2016) on the rules for the preparation and implementation of the projects co-financed from the EU structural funds and other international sources in the financial perspective of 2014-2020.	6. Accountability	31.01.2017	CTT	Trainings for researchers; publication of announcements on Information Service for CUT employees ("SIP"); project forms
	Current Status	Remarks		
	COMPLETED	The Decree of 17.08.2016 (No. 34/2016) on the rules for the preparation and implementation of the project co-financed from the EU structural funds and other international sources in the financial perspective of 2014-2020 (project forms) was published in Information Service for CUT employees ("SIP"). http://bip.pk.edu.pl/index.php?ver=0&dok=2172		

Proposed ACTIONS

Action 11	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Promoting the good practise, CUT workplace regulations and internal procedures regarding carrying out research. Commitment of the employees of CUT to make backup copies.	7. Good practice in research	31.03.2018	Organisational Department	Publication of announcements on Information Service for CUT employees ("SIP").
	Current Status	Remarks		
	COMPLETED	CUT created a special section devoted to ethical issues on the Information Service for Employees. In this tab, employees will quickly and easily find documents such as e.g. the Code of Ethics of Cracow University of Technology and the Code of Ethics of an employee of the Polish Academy of Sciences as a supplementary document and recommended for use in good practices in scientific research, as well as requirements regarding ethical issues of research funding institutions.		

Proposed ACTIONS

Action 12	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Dissemination of the knowledge on Open Access.	8. Dissemination, exploitation of results	31.12.2018/ permanent action	Information Service Department of the CUT Library	Courses on Open Access on the e-learning platform; Open Access week; information on Open Access in the library service of Cracow University of Technology http://www.biblos.pk.edu.pl/platforma-suw/open-access ; promotion of Open Access during the Nationwide Library Week; issuing promotional materials on Open Access;
	Current Status	Remarks		
	IN PROGRESS	The CUT Library organises numerous trainings, online courses on the e-learning platform for the employees. Online courses are available under these links: http://elf2.pk.edu.pl/course/view.php?id=575 http://elf2.pk.edu.pl/course/view.php?id=1684 http://elf2.pk.edu.pl/course/view.php?id=1685 The Library also participates in the annual Open Access Week. In the frame of the last event, CUT Library provided information campaign promoting open access in science, information stand on open access and open access survey for PK employees, online course developed by the PK Library entitled "European cultural and scientific heritage		

Proposed ACTIONS

<https://www.biblos.pk.edu.pl/en/science/open-access/open-access-week-2019> The Library also prepared some articles promoting open access at CUT for examples: Activities of the CUT Library for open access / Marta Staporek, Joanna Radzicka // Nasza Politechnika. - 2019, No. 1 (185), pp. 25-26 <http://nasza.pk.edu.pl/images/stories/NP/np-2019-01.pdf>

Action 13

Searching for the financing sources for the expansion of the repository (the project “European technical heritage – the dissemination of historical and contemporary publications in the field of technical sciences in the innovative IT environment”).

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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8. Dissemination, exploitation of results	Constant action	Information Service Department of the CUT Library	
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Current Status	Remarks
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IN PROGRESS	The project “European technical heritage – the dissemination of historical and contemporary publications in the field of technical sciences in the innovative IT environment” was finished in the 2019 year. Now the Library monitors available financial sources for the expansion of the repository. If an adequate financial programme is found the Library will apply for funding. Now The CUT develops the repository from own financial sources.
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Proposed ACTIONS

Action 14	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Expanding the bibliography base of the University employees.	8. Dissemination, exploitation of results	Constant action	Information Service Department of the CUT Library	
	Current Status	Remarks		
	IN PROGRESS	The CUT Library runs the Repository and actively promotes publishing in open access among the academic community. The CUT Library organises numerous trainings, online courses on the e-learning platform for the employees about open access. The Library promoted the Open Access Policy introduced by the Rector of CUT, which obliges the CUT employees to publish in open access.		
Action 15	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Organisation of the Festival of Science, the Malopolska Researchers' Night.	9. Public engagement	Once a year	CTT	Organisation of events

Proposed ACTIONS

Current Status	Remarks
COMPLETED	Center for Technology Transfer takes part in outreach activity aimed at popularising science among ordinary citizens every year. CTT takes part in large regional projects such as the Science Festival and the Lesser Poland Scientists' Night, with approximately 70,000 participants taking part each year. During the time between 2017-2019 three editions of both events took place.

Action 16	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Promotion of the activity of the Center for Technology Transfer of the Cracow University of Technology and of INTECH PK Sp. z o.o., the SPV of the Cracow University of Technology.	9. Public engagement	constant action	CTT	Innovation Incubator" project.
	Current Status	Remarks		
	IN PROGRESS	The two units of CUT: Center for Technology Transfer and INTECH PK Sp. z o.o., promote employee solutions among potentially interested enterprises, public institutions and research and implementation departments. CTT implements projects "Innovation Incubator which support researchers in dissemination of their research results. CUT's scientists in the frame of this project participated in fair teirs, met with enterprises, promoted their research results at international conferences and brokerage events. Moreover, CTT also runs the database "Science to Bussiness" that contains research results of CUT employees that are		

Proposed ACTIONS

offered to external entities.

Action 17				
	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Introduction of the obligation to choose a supervisor prior to commencing PhD studies or, in the case of the persons being employed, after the employment at CUT.	36. Relation with supervisors	31.10.2017	Organisational Department	Implementing relevant provisions in Regulations on doctoral studies on CUT or in eligibility criteria;
	Current Status	Remarks		
	COMPLETED	The new Act 2.0 defines the obligation to provide scientific supervision for the preparation of the doctoral work for all polish universities. Detailed provisions regarding the relationship with the supervisor and the obligation to choose the supervisor are included in the New Regulations of Doctoral Schools, implemented by Senate Resolution No. 51 / n / 05 // 2019 REGULATIONS OF DOCTORAL SCHOOL at The Tadeusz Kościuszko Cracow University of Technology.		

Proposed ACTIONS

Action 18	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Introduction of an obligation to carry out periodic evaluation prepared by the supervisor.	36. Relation with supervisors	31.10.2017	Organisational Department	implementing relevant provisions in Regulations on doctoral studies on CUT
	Current Status	Remarks		
	COMPLETED	The New Regulations of Doctoral Schools, implemented by Senate Resolution No. 51 / n / 05 // 2019 REGULATIONS OF DOCTORAL SCHOOL at The Cracow University of Technology introduce of an obligation to carry out evaluation prepared by the supervisor (§ 6 Evaluation of PhD student's progress and supervisor).		
Action 19	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Preparing research framework and research plan for young researchers based on Faculty strategy, according to the amended Law on Higher Education and Science.	36. Relation with supervisors	After the adoption of the Law on Higher Education and Science - no longer	Organisational Department	implementing amendments in Regulations on doctoral studies on CUT

Proposed ACTIONS

than 31.12.2019

complying with the revised Law on Higher Education and Science.

Current Status

Remarks

COMPLETED

he new law on Higher Education and Science determines that A PhD student, in consultation with the promoter or promoters, should prepare an individual research plan containing, in particular, a schedule for the preparation of the doctoral work and present it to the entity running the doctoral school within 12 months from the date of commencement of education (Art. 202.).The reference to these regulations is included in The New Regulations of Doctoral Schools, implemented by Senate Resolution No. 51 / n / 05 // 2019 REGULATIONS OF DOCTORAL SCHOOL at The Cracow University of Technology.

Action 20

Organisation of regular seminars in organizational units of Cracow University of Technology, during which the progress in the field of research will be presented, as well as the projects being prepared, implemented with regard to the project strategy.

GAP Principle(s)

Timing (at least by year's quarter/semester)

Responsible Unit

Indicator(s) / Target(s)

37. Supervision and managerial duties

Permanent action

Deans of Faculties, respective units directors;

Organisation of seminars

Proposed ACTIONS

	Current Status	Remarks
	IN PROGRESS	The Statute of CUT imposes an obligation to publish strategies of the faculties, together with the updated research progress on faculty websites, thanks to which young scientists know that their research contributes to the implementation of the university's research strategy. Additionally seminars and meetings with Faculties Boards help in monitoring the progress in the research field in reference to the research strategies of faculties.

Action 21

Popularisation of the support for the staff mobility by the University, promoting the procedure for employing external researchers.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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38. Continuing Professional Development	Constant action	CTT	Organisation of research career days, Era Days project 10-12.10.2017
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Current Status	Remarks
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COMPLETED	The CUT realises the annual initiative - the Scientist Project, which was inspired by the Era Days project in 2017. The Scientist Project and Era Days project includes numerous workshops aimed at supporting research-related skills. In the period 2017-2019 the trainings contained topic like: Relations and negotiations in the
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Proposed ACTIONS

science-business sector; How to gain experience and skills through work in other countries and in various sectors; Networking and personal marketing, How to best get to get known to the largest group of interesting people; Effective scientific publishing; Science as a social mission; Effective scientific publishing; Self-motivation for scientific work; Planning R&D project and building relationships with the company, as well as Openness in science and for science. Every year, meetings with representatives of the institutions financing research and trips abroad are organised, where scientists can talk about those trips that are conducive to the development of their scientific career. They can get advice from specialists on how to plan their own career path - YOUR CAREER MAP.

Action 22	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Information regarding grants facilitating returning to a research career.	38. Continuing Professional Development	permanent action	CTT	information measures, trainings;
	Current Status	Remarks		
	COMPLETED	The Regional Contact Point for EU Research Programmes at the CUT encourage researchers that have a career break due to parental or maternity leave, long illness or change the work sector to come back to work in the science sector. The Regional Contact Point organizes many trainings aimed at promotion of the grants (Polish and European funds) which help researchers in returning to the scientific career.		

Proposed ACTIONS

Some grants are directed for this group of researchers like Grant "Pomost" The Foundation for Science. Some grants offer special amenities for this group of researchers, which help them in application and competition with more experienced researchers (ex. Career Restart panel Individual Fellowships Marie Skłodowska Curie Action). Regional Contact Point of EU Research Programme annually organizes conference " Women in science and business" where women - researchers who reconcile family and professional life with successful were promoted. These interesting success stories inspired participants to be more active and develop their research career. During the period 2017-2019 three editions of this event were organized.

Action 23								
Support for the travel of the researchers of CUT, combined with the research strategy of individual Institutes/Faculties.	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)				
	38. Continuing Professional Development	Permanent action	Deans Faculties	of researchers mobility				
	<table border="1"> <thead> <tr> <th data-bbox="875 1080 1077 1214">Current Status</th> <th data-bbox="1084 1080 2042 1214">Remarks</th> </tr> </thead> <tbody> <tr> <td data-bbox="875 1219 1077 1436">IN PROGRESS</td> <td data-bbox="1084 1219 2042 1436">To ensure the continuation of professional development, young researchers - participants of the Doctoral School, can use the Polidocus fund to support interdisciplinary education, which includes, inter alia, incentive scholarship, one-off internship scholarship provided for financing a 3-month internship abroad; financing publications of research papers in high-scoring journals from the current ministerial list;</td> </tr> </tbody> </table>				Current Status	Remarks	IN PROGRESS	To ensure the continuation of professional development, young researchers - participants of the Doctoral School, can use the Polidocus fund to support interdisciplinary education, which includes, inter alia, incentive scholarship, one-off internship scholarship provided for financing a 3-month internship abroad; financing publications of research papers in high-scoring journals from the current ministerial list;
Current Status	Remarks							
IN PROGRESS	To ensure the continuation of professional development, young researchers - participants of the Doctoral School, can use the Polidocus fund to support interdisciplinary education, which includes, inter alia, incentive scholarship, one-off internship scholarship provided for financing a 3-month internship abroad; financing publications of research papers in high-scoring journals from the current ministerial list;							

Proposed ACTIONS

financing the purchase of consumables for research; participation in trainings on public speaking, project management, research team management, intellectual property protection. Additionally, a special fund has been prepared under the national POWER II project to create a possibility to finance trips abroad to conferences or Brokerage Events, which may lead to the international research cooperation under the projects from the Horizon 2020 programme. The fund will be launched in 2020.

Action 24	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Taking action to create a fund for professional development within the financial capacity of the Faculties.	38. Continuing Professional Development	31.12.2017	Deans of Faculties	internal analysis of possibilities for funding
	Current Status	Remarks		
	COMPLETED	Each faculty has its own funds for the development of its researchers, which are distributed according to the needs reported.		
Action 25	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Information about the possibility to increase the number of hours				

Proposed ACTIONS

devoted to research at the expense of the teaching time (reduction in the number of teaching hours).

38. Continuing Professional Development	Constant action	Organisational Department	publication of announcement on Information Service for CUT employees ("SIP").
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Current Status Remarks

IN PROGRESS	The Human Resources Department informs employees personally about these possibilities. Additionally, the announcement is also put in parental rights tab on Information Service for CUT employees ("SIP").
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Action 26

Taking action to create a formal procedure for reporting cases of discrimination at work by the employees.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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10. Non discrimination	31.12.2018	Organisational Department	Preparing internal procedure
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Current Status Remarks

EXTENDED	With regards to many organisational changes and introduction of many new documents regarding the New Act 2.0, the Organizational Department has not managed to develop the Anti-discrimination
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Proposed ACTIONS

procedure and CUT had to extend the implementation of this task.

Action	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Action 27				
Active search for the funds to purchase specialist scientific equipment.	23. Research environment	Permanent action	CTT	Inkubator Innowacyjności +
	Current Status	Remarks		
	IN PROGRESS	The Structural Funds department supports the researchers in obtaining funds for the development of research infrastructure from domestic funds. It is worth emphasising at this point that in years 2017-2019, 86 infrastructure projects were submitted, of which 18 projects received funding.		
Action	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Action 28				
Taking measures to strengthen the existing mechanisms of searching for funds to purchase specialist scientific equipment.	23. Research environment	Permanent action	CTT	open calls for financing equipment monitoring

Proposed ACTIONS

	Current Status	Remarks
	IN PROGRESS	The Structural Funds department supports the researchers in obtaining funds for the development of research infrastructure from domestic funds. They actively monitor open calls and send the information all CUT's employees. Additionally, they organise trainings and individual consultations for interested researchers. The department supports the teams that want to apply for funding in each step of the preparing projects and application.

Action 29	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Popularisation of a possibility to combine child rearing with part-time work (according to the Labour Code), which minimizes the long break in scientific careers.	24. Working conditions	Permanent action	Human Resources Department	Publication of announcement on Information Service for CUT employees ("SIP") and HR Service.
	IN PROGRESS			The Human Resources Department informs employees personally about the possibility to combine child-rearing with part-time work. Additionally, the announcement is also put in parental rights tab on

Proposed ACTIONS

Information Service for CUT employees ("SIP").

Action 30	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Current implementation of the changes resulting from the amended Labour Code and the Law on Higher Education.	25. Stability and permanence of employment	Permanent action	Human Resources Department	Report on the amendments.
	Current Status	Remarks		
	IN PROGRESS	The Human Resources Department prepares the summarization of the changes introduced to Cracow University of Technology regulations according to the Labour Code and the new Law on Higher Education.		
Action 31	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Popularisation of a possibility to be awarded an incentive bonus for additional activities among the academic staff, as well as other financial benefits that the employee can obtain.	26. Funding and salaries	Permanent action	Deans of Faculties	Faculty/ Institute internal meetings.

Proposed ACTIONS

Current Status	Remarks
IN PROGRESS	According to the new Act on The Higher Education and Science, The CUT created new Regulations for the Remuneration of Researchers, which clearly defines the rules for remuneration of the employees and defines the possibility for outstanding employees to receive additional remuneration and other financial benefits. http://bip.pk.edu.pl/index.php?ver=0&dok=2538

Action 32	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Taking action to improve human resources policy, in accordance with the applicable national regulations.	28. Career development	Permanent action	Human Resources Department	Report on the undertaken measures.
Current Status	Remarks			
IN PROGRESS	The human resources policy of Cracow University of Technology (CUT) complies with the Law on Higher Education and Science (Act 2.0). The Polish law clearly defines the rules for awarding degrees in higher education (Section V - Degrees and titles in the Higher Education system). It specifies requirements that scientist must fulfil in order to be able to obtain further academic degrees (vocational title required,			

Proposed ACTIONS

learning effect and relevant scientific achievements). Moreover, it determines the obligation to have a promoter in the case of newcomers and the obligation to regularly evaluate the results of scientific work. The Act 2.0 pleads the Council of Scientific Excellence a national body that works to ensure the development of scientific staff in accordance with the highest standards of quality scientific activity required to obtain academic degrees, degrees in art and the title of professor. The Cracow University of Technology created a new Statute in which these issues are described in detail. New regulations at the CUT emphasize the importance of the scientific quality of CUT employees and indicate the need for constant improvement of the competence of CUT employees.

Action 33	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Promotion of the international mobility among the academic staff, as a necessary stage in scientific careers.	29. Value of mobility	Permanent action	CTT	Mobility promotion, trainings.
		Current Status	Remarks	
		IN PROGRESS	Cracow University of Technology provides all employees with a possibility to participate in trainings focused on career development and international mobility as part of the activities carried out by the Regional Contact Point for EU Research Programmes and the Euraxess Centre at our university. Organisation of the annual initiative - the Scientist Project, which includes numerous workshops aimed at supporting research-related skills and promotion of research mobility as	

Proposed ACTIONS

a road to success. Participants have a chance to meet with representatives of the institutions financing research, where scientists can talk about research trips that may be conducive to the development of their scientific career. Moreover, the Euraxess Center organises workshops about grants, which support international mobility like Marie Skłodowska - Curie Action, programmes from The Polish National Agency for Academic Exchange. The Regional Contact Point also promotes mobility using Euraxess portal as a great tool to find research work abroad. CUT employees can get individual consultation or participate in workshops in those subjects.

Action 34	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Promotion of the procedure of mobility.	29. Value of mobility	Permanent action	CTT	
	Current Status	Remarks		
	IN PROGRESS	CUT has a special procedure of mobility, which enhances employees to be more open for foreign researchers. The Regional Contact Point for EU Research Programmes constantly promotes this procedure among CUT scientists. Additionally, RCP organised the training aimed at applying for grants, which allow to employ foreign researchers.		

Proposed ACTIONS

Action	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Action 35				
Participation of Cracow University of Technology in career fairs.	39. Access to research training and continuous development	Permanent action	Careers Service CUT	Organization/participating in career fairs;
	Current Status	Remarks		
	NEW	CUT Careers Office annually organises career fairs, where companies meet and talk with employees, graduates and students about future cooperation due to job, internship and common projects. Detailed information here: https://kariery.pk.edu.pl/#/section/event_section		
Action 36				
Promotion of the University among businesses and potential employers.	39. Access to research training and continuous development	Permanent action	CTT	Innovation Incubator and Science to Business projects.

Proposed ACTIONS

Current Status	Remarks
NEW	CTT implements projects "Innovation Incubator" which supports researchers in dissemination of research results. In the frame of this project CUT scientists participated in fairs, met with entrepreneurship, promoted their research results at international conferences and brokerage events. The CUT researchers are going to meet with businesses and potential employers during the event DEMO DAY 2020, which is taking place in February of 2020. Center for Technology Transfer also runs the database "Science to Business", where CUT employees research results that are offered to industry are listed.

Action 37	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Promotion of good practice in job search – e.g. writing about success.

30. Access to career advice	Permanent action	Careers Service CUT	Providing database for job offers in research;
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Current Status	Remarks
IN PROGRESS	Career Office, which offers professional counselling in increasing competitiveness on the labour market for students, graduates and employees of CUT, supplemented with trainings, e.g. in the field of communication, project management, starting a business or start-ups. Additionally, The Career Office runs a database of job offers:

Proposed ACTIONS

<https://kariery.pk.edu.pl/#/offers>. All academic community benefit from it because (bilingual database). The Career Office has checked the fate of graduates on the labour market for many years. The results of this research are presented as good practices in the field of job searching. https://kariery.pk.edu.pl/#/list/research_student

Action 38	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Promotion of the functioning of the Pedagogy and Psychology Centre of Cracow University of Technology and the Career Office in this regard.	30. Access to career advice	Permanent action	Careers Service CUT	career service researchers. advice for
	Current Status	Remarks		
	IN PROGRESS	We promoted information about the Pedagogy and Psychology Center of The Cracow Universities of Technology as a friendly place for CUT employees and students. The Pedagogy and Psychology Center lead The Academic Psychological and Pedagogical Consultation Point, which supported the academic community in everyday life, in various types of difficulties at work, learning, coping with stress, etc. Since 1 st January of 2020 the Pedagogy and Psychology Center has changed its organisational structure into College of Social Science which may have impact on its future actions. We also promote information about The Career Office of The Cracow University of Technology.		

Proposed ACTIONS

Action 39	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Promoting the concept of publications prepared with the participation of representatives of external entities.	32. Co-authorship	Permanent action	CTT	Trainings for researchers;
	Current Status	Remarks		
	IN PROGRESS	Due to the amendment to the Act on Higher Education (Act 2.0), new regulations have been introduced regarding the evaluation of the research workers, which gives credits for co-authorship publications. With reference to the above regulations CUT organized three meetings about new act 2.0 and the new evaluation systems. During these trainings for all academic community, the Rector of Cracow University Of Technology encouraged to publish in the top journals alone or with co-authors. He explained how publications are important in the new evaluation systems. Additionally, the representative of HR Strategy Team participated in many meetings with representatives of faculties, where the new rules of evaluation due to Act 2.0 were promoted.		
Action 40	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Stimulation of the awareness of the value of independent scientific publications of young researchers, as a prerequisite to	32. Co-	Permanent action	Deans	of Faculty/ Institute

Proposed ACTIONS

<p>apply for grants.</p>	<p>authorship</p>	<p>Faculties</p>	<p>internal meetings.</p>
<p>Current Status Remarks</p>			
<p>IN PROGRESS The Regional Contact point of European Research Programme of CUT organizes many trainings about grants where the applicant's scientific achievements and curriculum vitae are key points in the evaluation of the proposal. For examples trainings about Individual Fellowships Marie Skłodowska- Curie Actions and European Research Council Grants aimed at developing scientific achievements like publications, research projects, patents. Particularly, the value of independent scientific publication of young researchers is important in applying for very prestigious ERC grant. Every year, we organise meetings with representatives of the institutions financing research, where scientists can talk about the development of their scientific career. They can get advice from specialists on how to plan their own career path to gain grants.</p>			

<p>Action 41</p> <p>Popularisation of a possibility to be awarded an incentive bonus for additional activities among the academic staff, as well as other financial benefits that the employee can obtain.</p>	<p>GAP Principle(s) Timing (at least by year's quarter/semester)</p> <p>32. Co-authorship Permanent action</p>	<p>Responsible Unit</p> <p>Deans of Faculties</p>	<p>Indicator(s) / Target(s)</p> <p>Faculty/ Institute internal meetings.</p>
<p>Current Status Remarks</p>			

Proposed ACTIONS

IN PROGRESS

According to the new Act on The Higher Education and Science, The CUT created new Regulations for the Remuneration of Researchers, which clearly defines the rules for remuneration of the employees and defines the possibility for outstanding employees to receive additional remuneration and other financial benefits for their additional activity. This regulation is available on the Information System for all CUT's employees: <http://bip.pk.edu.pl/index.php?ver=0&dok=2538> Moreover, these regulations were discussed during the Board's faculties meetings.

Action 42	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Introduction of the obligation to choose a supervisor prior to commencing PhD studies or, in the case of the persons being employed, after the employment at CUT.	40. Supervision	31.10.2017	Organisational Department	Implementing relevant provisions in Regulations on doctoral studies on CUT or in eligibility criteria;
	Current Status	Remarks		
	COMPLETED	The new Act 2.0 defines the obligation to provide scientific supervision for the preparation of the doctoral work for all polish universities. Detailed provisions regarding the relationship with the supervisor and the obligation to choose the supervisor are included in the New Regulations of Doctoral Schools, implemented by Senate Resolution No. 51 / n / 05 // 2019 REGULATIONS OF DOCTORAL SCHOOL at The Tadeusz Kościuszko Cracow University of Technology. On CUT's website, a special tab has been created,		

Proposed ACTIONS

devoted to the issues related to the doctoral school (https://www.pk.edu.pl/index.php?option=com_content&view=category&layout=blog&id=68&Itemid=1191&lang=pl), where it is possible to read the regulations and other documents related to the functioning of the Doctoral School

Action 43				
Taking actions to introduce a procedure for the assessment of the adequacy of time devoted to teaching and to research.	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
	33. Teaching	31.12.2018	Vice-Rector for Research	Employees evaluation criteria – appendix no. 9 to the Statute Of Cracow University of Technology.
	Current Status	Remarks		
	COMPLETED	According to the new Act 2.0, CUT researchers have 3 possible scientific career paths: didactic, research and didactic and research, which will be assessed according to separate evaluation criteria. On 20 December 2019, the Rector's Order No. 111 introduced new Rules and criteria for periodic evaluation of academic teachers, which will apply to scientists since 1 January 2020 at the Cracow University of Technology. This document is available n the Information System for all CUT' employees. http://bip.pk.edu.pl/index.php?ver=0&dok=3114		

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Action 44	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Adjustment of the evaluation system to the criteria such as: overall research creativity and research results, e.g. publications, patents, management of research, teaching/lecturing, supervision, mentoring, national or international collaboration, administrative duties, activities aimed to disseminate scientific awareness in the society, and the mobility.	11. Evaluation/appraisal systems	31.12.2018	Vice-Rector for Research	Employees evaluation criteria – appendix no. 9 to the Statute Of Cracow University of Technology
	Current Status	Remarks		
	COMPLETED	The new evaluation system, introduced by the Rector's Order No. 111, takes into account publications, patents, management of research, teaching/lecturing, supervision, mentoring, national or international collaboration, administrative duties, activities aimed to disseminate scientific awareness in the society, and the mobility. This document is available n the Information System for all CUT' employees. http://bip.pk.edu.pl/index.php?ver=0&dok=3114		
Action 45	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Taking action to monitor the evaluation system.	11. Evaluation/appraisal	31.12.2019	Vice-Rector	Employees evaluation criteria – appendix no. 9 to

Proposed ACTIONS

systems

for Research

the Statute Of Cracow
University of Technology

**Current
Status**

Remarks

COMPLETED

The CUT organised meetings with Rector participations for academic communities about the new Act 2.0 and new evaluation system, which has been applied at the CUT since 1 st January of 2020. The deans of faculties, managers of disciplines and research teams well know criteria of the evaluations and requirements to research results. The Rector of CUT monitors the evaluation system during the periodic evaluation of all employees. The earliest parametric evaluation of the scientific units, which will be carried out in 2021 and will concern years 2017-2020.

Action 46

**GAP
Principle(s)**

**Timing (at least by
year's
quarter/semester)**

**Responsible
Unit**

Indicator(s) / Target(s)

34.
Complains/
appeals

31.12.2018

Vice-Rector
for Research

Introducing relevant
provisions to the Statute
Of Cracow University of
Technology.

**Current
Status**

Remarks

Taking actions to appoint a spokesperson representing the interests of the researchers, from among the currently employed University academics, who have research experience.

Proposed ACTIONS

EXTENDED

On 22 July 2019, the Rector's Order No. 45 introduced the regulation about creation of a new position of spokesperson - mediator. This regulation is published in the Information System for all employees: <http://bip.pk.edu.pl/index.php?ver=0&dok=2964> Unfortunately, the recruitment procedure for this position has been extended due to the lack of candidates who would meet the requirements for the position. The task shall be extended until the contest is resolved (31.01.2020).

Action 47

Information regarding grants facilitating returning to a research career and grants dedicated to the researchers at the beginning of their careers.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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13. Recruitment (Code)	Permanent action	CTT	Trainings; publishing information regarding grants on CTT website.
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Current Status	Remarks
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IN PROGRESS

The Regional Contact Point for EU Research Programmes at the CUT encourages researchers that have a career break due to parental or maternity leave, long illness or change the work sector to come back to work in the scientific sector. The Regional Contact Point organizes many trainings aimed at promotion of the grants (Polish and European funds) which help researchers in returning to the scientific career. Some grants are directed for this group of researchers like Grant "Pomost" The Foundation for Science. Some grants offer special amenities for this group of researchers, which help them in application and competition with more experienced researchers (e.g. Career Restart panel Individual

Proposed ACTIONS

Fellowships Marie Skłodowska Curie Action). Regional Contact Point of EU Research Programme annually organizes conference " Women in science and business" where women - researchers who reconcile family and professional life with successful were promoted. These interesting success stories inspired participants to be more active and develop their research career. During the period 2017-2019 three editions of this event were organized. In addition, CTT publishes on its website information about facilities in some grants for researchers that had a break in their career.

Action 48	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Introduction of the obligation to notify the applicant of the reasons why they were not employed.	15. Transparency (Code)	31.12.2017	Human Resources Department	Amended selection board proceedings.
	Current Status	Remarks		
	IN PROGRESS	In accordance with the requirements of the Law on the Higher Education and Science (Act 2.0), the CUT publishes the result of the competition together with the justification for the selection on the following pages: http://bip.pk.edu.pl/ (CUT Public Information Bulletin) and Ministry of Science and Higher Education website. The template of the information about the results is included in Annex 2 to the Guidelines for the recruitment of academic staff at CUT. It complies with the requirements of the Ministry of Science and Higher Education. The Guidelines for the recruitment of academic teachers at the Cracow University of		

Proposed ACTIONS

Technology” of 1 October 2019 was published in Information System for all CUT's employees: <http://bip.pk.edu.pl/index.php?ver=0&dok=3027> The obligation of notification all the applicants that were not employed shall be governed in the OTM-R Policy which will be adapted according to the new Action Plan.

Action 49

Applying wide range of evaluation criteria for the vacant positions.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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16. Judging merit (Code)	Permanent action	Human Resources Department	Amended proceedings.
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Current Status	Remarks
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IN PROGRESS	The rules for selecting a candidate are in accordance with the principles for European Charter for Researchers and The Code of Conduct for the Recruitment of researchers. The recruitment process at CUT is based on merit-based criteria, which are described in job offers. The template of the job offer is included to the regulation "The Guidelines for the recruitment of academic teachers at the Cracow University of Technology” of 1 October 2019 was published in Information System for all CUT's employees: http://bip.pk.edu.pl/index.php?ver=0&dok=3027 In addition, the CUT's Statue specifies the requirements about titles and scientific experience for scientific positions. The OTMR policy that is going to be adopted shall list evaluation criteria that should be applied.
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Proposed ACTIONS

Action 50	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Implementing provisions regarding postdoctoral appointments after adopting the amended Law on Higher Education and Science.	21. Postdoctoral appointments (Code)	31.12.2019	Organisational Department	Amended provisions.
	Current Status	Remarks		
	COMPLETED	The Polish law clearly defines the rules for awarding degrees in higher education (Section V - Degrees and titles in the Higher Education system). It specifies the requirements must have a scientist at specific levels of his scientific career to be able to obtain further academic degrees (vocational title required, learning effect and relevant scientific achievements). Moreover, determine the obligation to have a promoter in the case of newcomers and the obligation to regularly evaluate the results of scientific work. The Act 2.0 plead the Council of Scientific Excellence a national body that works to ensure the development of scientific staff in accordance with the highest standards of quality scientific activity required to obtain academic degrees, degrees in art and the title of professor. The Cracow University of Technology created a new Statute in which these issues are described in detail.		

Proposed ACTIONS

Action	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Action 51				
Creation a new English-language website dedicated to the HR Excellence in Research award and the issues from C&C.	12. Recruitment 29. Value of mobility	01.06.2022	CTT	the creation of this website
	Current Status	Remarks		
	NEW			
Action 52				
Translating strategic documents of CUT, which relate to and facilitate the daily work of the researchers, into English	10. Non discrimination 24. Working conditions	01.02.2023	Scientific research department	the number of the documents translated
	Current Status	Remarks		
	NEW			

Proposed ACTIONS

Action 53	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Increasing the involvement of the research workers in the implementation of the action plan by creating a steering group, which will include representatives of the scientists.	35. Participation in decision-making bodies	02.12.2020	Vice-Rector for Research	the number of organised meetings of such a steering group.
Current Status		Remarks		

NEW

Action 54	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Creating an Open, Transparent and Substantive Recruitment Policy for Researchers.	12. Recruitment 13. Recruitment (Code) 14. Selection (Code) 15. Transparency (Code) 16. Judging merit (Code) 17. Variations in the chronological order of CVs (Code) 18. Recognition of mobility experience (Code)		Organisational Department	The development of the Policy

Proposed ACTIONS

19. Recognition of qualifications (Code)
20. Seniority (Code)

Current Status

Remarks

NEW

Action 55

GAP Principle(s)

Timing (at least by year's quarter/semester)

Responsible Unit

Indicator(s) / Target(s)

Updating the development strategy of CUT

4. Professional attitude

31.12.2020

Vice-Rector for Research

The updated document

Current Status

Remarks

NEW

Action 56

GAP Principle(s)

Timing (at least by year's quarter/semester)

Responsible Unit

Indicator(s) / Target(s)

Introduction of the general equality plan, developed under the European project "Gender Equality in Engineering through Communication and Commitment"

27. Gender balance

30.04.2021

Project "Gender Equality in Engineering through Communication and

The general equality plan

Proposed ACTIONS

		Commitment" implementers			
		Current Status		Remarks	
		NEW			
Action 57		GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Implementation of trips abroad of the employees of CUT to establish foreign cooperation and preparation of a project from framework programmes, realised in the frame of "PROGRAMMING EXCELLENCE - PK XXI 2.0. The Cracow University of Technology Development Programme for the years 2018-2022 - POWER II		38. Continuing Professional Development	31.09.2023	CTT	15 trips
		Current Status		Remarks	
		NEW			

4. Implementation

General overview of the implementation process:

On 30 July 2015, CUT sent to the European Commission a Declaration of Support for the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, which commenced the procedure for implementing the principles of the Charter and Code (C&C) at CUT. Then, the HR Excellence in Research Logo Team was established, whose purpose was to conduct an internal review assessing to what extent the functioning of Cracow University of Technology was consistent with the principles of the Charter and Code. The internal review involved the comparison of legally binding documents at CUT with the C&C principles concerning ethical issues and professional approach, working conditions, recruitment of researchers, as well as vocational training. In addition, a special survey was prepared to check how the C&C principles are understood and applied by the academic community of CUT.

The questionnaire was prepared based on C&C documents. The questions concerned: ethical principles and freedom of scientific research, dissemination, exploitation of results, relations with the supervisor, rules applicable to employers, development of a scientific career, code of conduct for the recruitment of researchers. The HR Excellence in Research Logo Team has prepared two types of anonymous surveys: the first contained 34 closed questions and was directed to those who had been employed at Cracow University of Technology for over three years, the second one was intended for the employees working less than three years and they were asked to answer additional six questions related to the recruitment at CUT. The first survey, containing a set of 34 questions, was sent to 811 employees. In this group, 224 people responded, which accounts for nearly 28%. The second group employed by CUT in the last three years consisted of 113 people. Based on the results of the survey and analysis of the documentation, the gap analysis was created for each principle that formed the basis for developing the action plan.

In 2017-2019, the HR Excellence in Research Logo Team supervised and monitored the implementation of the tasks from the action plan. The Team consisted of the following persons: Vice-Rector for Science – professor Tadeusz Tatara - responsible for making important decisions within the implemented action plan and, due to his representative role, for ranking the actions and accelerating their implementation; Katarzyna Dydek (Head of the Department of Personal and Social Affairs at CUT) - responsible for adapting the existing legal provisions in the documents regarding personal affairs to the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers; Maciej Zajac (Head of the Organisational Department

of CUT) - responsible for entering information important from the point of view of the Charter and Code to the legal documents of CUT; Anna Armuła, Irena Jakubiec, Dorota Markiewicz-Roszak (employees of Technology Transfer Centre - TTC) - responsible for the implementation and monitoring of the issues related to training of researchers and the development of their careers according to the specificity of the projects in which they work - the Regional Contact Point for EU Research Programmes and the Euraxess centre. The implementation of the tasks under the action plan coincided with the reform of higher education, which began with the consultation with the academic community at the governmental level. As a result of the talks and findings between scientists and the government, a new Act was developed: Law on Higher Education and Science, also known as Constitution for Science or Act 2.0, introduced on 20 August 2018. Due to the new legal status, CUT and other universities had to prepare new documents and modify the existing ones. CUT has introduced the new Statute, employment and remuneration regulations, provisions regulating the principles of recruitment of researchers and regulations for evaluation of researchers. The Act 2.0 is revolutionising the Polish science, the changes introduced are to improve the scientific quality of universities and increase their competitiveness in relation to the Western countries. They are to promote openness to non-Polish scientists as potential employees. The provisions of the Act 2.0 are in line with the EC recommendations of 2005 for European institutions under C&C. The Act 2.0 creates a favourable environment for the implemented recommendations as part of the HRS4R strategy. The HR Logo Team sent a proposal of records containing a reference to the recommendations of C&C to specific departments. In most cases, it was possible to complete the tasks under the action plan. The HR Logo Team cooperated with various units of CUT and projects that supported the implementation of individual tasks. Training on the possibilities of obtaining national funds for research and development of infrastructure as well as information activities in this respect were conducted by the Department of Structural Funds of CUT, as it is its basic and daily activity at the university. Training and support activities on intellectual property protection and commercialisation of research results carried out by TTC, were implemented as part of the Innovation Incubator 1.0 and 2.0 projects. Training and substantive support for the employees of CUT in implementing and getting funding for projects from Horizon 2020 was offered by TTC of CUT as part of the long-term project: Regional Contact Point for EU Research Programmes, which includes scientists from the Małopolska and Podkarpackie provinces. However, due to its location at CUT, it especially wanted to support the employees of CUT. The tasks related to the dissemination and use of research results were implemented by the Scientific Information Department of the Library of CUT and the Technology Transfer Centre through the implementation of cyclical projects: Małopolska Scientists' Night and the "Innovation Incubator" project. Activities related to the development of scientific careers were implemented by the Career Office and TTC as

part of the Scientist project. In 2017, CUT got funding for the European pioneering project ‘GEECCO - Gender Equality in Engineering through Communication and Commitment’ for supporting gender equality at universities, including CUT. This European initiative fits very well with the recommendations of C&C, which is why we invited project implementers to cooperate in implementing the tasks related to gender equality aspects. In the following years, we want to continue and support this cooperation with the GEECCO project in the implementation of the general equality plan at CUT. Moreover, the inter-faculty team, which included all representatives of the above-mentioned departments, prepared the POWER II project “PROGRAMMING EXCELLENCE - PK XXI 2.0. The Cracow University of Technology Development Programme for the years 2018-2022”, which obtained funding from national funds in 2018. As part of the project, it is planned to improve the competences of the employees, to employ a spokesperson-mediator and to perform other activities conducive to the internationalisation of our university, extension and modification of the English-language website, including the tab regarding the HR Excellence in Research award, where all documents and information related to the HRS4R strategy will be included in English.

Comments on the implementation of the OTM-R principles (Internal Review for Interim Assessment)

In the initial phase, Cracow University of Technology did not prepare the OTM-R check list, because according to the 2016 procedure it was not obligatory at that time. CUT undertook to prepare the OTM-R check list during the interim Assessment, which would be used to develop a quality policy in the new action plan. We have not developed an open, transparent and substantive recruitment policy, but the following document has been developed and put into use at CUT as part of the action plan: “Guidelines for the recruitment of academic teachers at Cracow University of Technology” of 1 October 2019, which is a guide for recruitment committee members on how to carry out this process to ensure better transparency. In order to implement these assumptions, members of the recruitment committee are recommended to apply the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. These guidelines recommend that an appropriate gender balance should be taken into account during the selection of members of recruitment committees. Also, recruitment committees should use a wide range of methods supporting the selection of candidates for employees, including interviews, exams or tests. This is the basis for creating the OTM-R Policy we are planning to implement in 2021, which will be a new task in the updated action plan.

ADDITIONAL QUESTIONS REGARDING THE IMPLEMENTATION

How have you prepared the internal review?

Throughout the entire period of implementing the tasks from the action plan, the HR Excellence in Research Logo Team coordinated and monitored their performance, compliance with the assumed goals and observed the deadlines. Before commencing the tasks, the HR Excellence in Research Logo Team sent an action plan approved by the EC to all units involved in its implementation. Therefore, all units knew what to do and when to do it. The participating units included the Organisational Department of CUT, Personnel and Social Affairs, Technology Transfer Centre, Structural Funds Department, Career Office, Library Scientific Information Department and GEECCO project implementers. Before preparing the internal review, representatives of the HR Excellence in Research Logo Team gathered information from individual departments regarding the implementation of the tasks. Then, the implementation of the tasks among the members of the HR Excellence in Research Logo Team was discussed, the strengths and weaknesses of the implemented action plan were analysed, and actions that should be improved in the future were identified. New tasks were planned, which mainly resulted from the weaknesses of the previous activities.

How have you involved the research community, your main stakeholders, in the implementation process?

The entire academic community was familiarised with the principles of C&C at the stage of CUT applying for the HR Excellence in Research award. In order to check whether the principles were understood and implemented at CUT, a questionnaire was prepared, which regarded the following: ethical issues and professional approach, working conditions, recruitment of researchers, vocational and professional training. The surveys were sent to about 811 researchers, 28% responded. As recommended by the EC in the initial assessment, we organised an additional meeting with research workers at various levels of scientific experience in order to obtain additional information regarding e.g. the research strategy, research plan, financial management as part of scientific activities, good research practices, popularisation of science, career counselling, co-authorship, conciliation commission, recruitment process and various forms of grants. We managed to invite 22 scientists to participate in the preparation of the action plan as an advisory group (the researchers represented three groups: researcher before the doctorate, researcher up to 5 years after the doctorate and

experienced researcher). At the beginning of the entire application process, a mailbox was created: logohrdlapk@transfer.edu.pl, which facilitated efficient communication with the researchers. The employees of CUT were informed that in the event of any doubts, questions or observations regarding the implementation of the principles of C&C they can write to the e-mail address provided. In addition, during the implementation of the tasks, the members of the HR Excellence in Research Logo Team participated in cyclical meetings with the representatives of individual departments of CUT – the Faculty Council. During these meetings, activities planned within the HR Excellence in Research Strategy were presented. In addition, meetings and conferences were organised, where issues related to the HR Excellence in Research award and the principles of C&C were promoted (“HR Excellence in Research - EU award - how to get and maintain them” - meeting with the auditor; XI conference from the WOMEN IN SCIENCE AND BUSINESS series – THE WORLD UNDER A HEEL). The topics discussed included: “The Act 2.0 in the context of scientific career development”, “Benefits from publishing in open science and open data. Trends, opportunities, good practices”; “Does career in science and business have gender?” - a discussion panel based on the results of the GEECCO project”. Meetings with research workers concerning specific areas from C&C were organised to obtain opinions on individual issues. Meetings under the project “Gender Equality in Engineering through Communication and Commitment GEECCO” concerned gender issues in research projects and gender equality issues in implementing a scientific career. The meetings were addressed to both male and female employees dealing with research and administrative work. Most of the participants of these trainings were women. As part of this project, a seminar on gender equality was also organised for decision-makers at CUT - rectors, vice-rectors, deans, heads of institutes. As part of the GEECCO project, an informal group of women-scientists was created, We are planning to involve them in the Charter and Code-related activities in the new action plan. As part of the POWER1 project, training was organised on the new Act 2.0 so that the researchers would be aware of the upcoming changes. Moreover, the academic community was involved in consulting drafts of key documents that were created at CUT, e.g. the Statute.

Do you have an implementation committee and/or steering group regularly overseeing progress?

At the stage of applying for the EC award, a new HR Excellence in Research Team was established, who were supposed to supervise and monitor the entire process of implementing the tasks from the action plan. The Team consisted of the following persons: Vice-Rector for Science – professor Tadeusz Tataara - responsible for making important decisions within the implemented action plan and, due to his representative role, for ranking the actions and accelerating their implementation;

Katarzyna Dydek (Head of the Department of Personal and Social Affairs at CUT) - responsible for adapting the existing legal provisions in the documents regarding personal affairs to the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers; Maciej Zając (Head of the Organisational Department of CUT) - responsible for entering information important from the point of view of the Charter and Code to the legal documents of CUT; the employees of the Technology Transfer Centre (Anna Armuła, Irena Jakubiec, Dorota Markiewicz-Roszak) coordinated and monitored the implementation of the actions related to C&C. Additionally, the employees of the Technology Transfer Centre, as part of the implementation of the projects of the Regional Contact Point for EU Research Programmes and the Euraxess centre, were responsible for the training of the researchers and the development of their careers. At the first introductory meeting in 2015, a plan for applying for and implementing the EC award was presented, as well as the division of duties and the way of communicating within the Team. After receiving the EC award, another Team meeting was organised to discuss the action plan and its implementation. At the stage of implementing the action plan, the employees of the Technology Transfer Centre (TTC) coordinated the actions associated with the implementation of the C&C recommendations. They organised meetings with the members of the HR Excellence in Research Team in order to communicate the action plan, deadlines and the roles of individual Team members. In addition, Anna Armuła was responsible for maintaining constant contact with the Rector, informing him about the progress in task implementation. The employees of TTC proposed provisions in line with C&C to be included in the new documents being prepared, and had personal meetings with other departments of CUT responsible for specific areas of activity related to the EC award. At such meetings, specific persons, employees of individual departments, responsible for monitoring and performing tasks within their areas of activity, were indicated. Then, the potential deadline for completing the tasks and the manner of communication regarding its performance were specified. Before preparing the report, the employees of TTC collected information from specific people, the representatives of individual departments or projects, involved in the implementation of the tasks from the action plan.

Is there any alignment of organisational policies with the HRS4R? For example, is the HRS4R recognized in the organisation's research strategy, overarching HR policy?

The Statute of CUT does not directly refer to the HR Excellence in Research award, but the assumptions and objectives set out in the Mission of CUT are consistent with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers,

according to which CUT serves the society and the economy by conducting scientific research and using the latest scientific and technical achievements to train highly qualified engineering and scientific staff. Basing on respect for dignity and human rights, respect for freedom in the pursuit of truth, respect for knowledge and skills, and openness to new ideas and a variety of views, Cracow University of Technology strives to ensure the highest standards in education and research, and ensures the development of its material base. It deepens the cooperation with other universities and the business environment by supporting entrepreneurship, innovation and technology transfer. It pursues its goals through care for the comprehensive development of the entire academic community not only in the field of engineering, technical and natural sciences, but also humanistic values, artistic and social activities, as well as physical culture. The ambition of Cracow University of Technology is to occupy a significant place among Polish, European and global universities. The Statute refers to the new Act 2.0, which promotes the internationalisation of Polish universities, openness to scientists from abroad and the improvement of the quality of research results. Appendix No. 5 to the Statute describes the basic selection procedure and conditions for conducting contests for positions of academic teachers, while maintaining all the principles of openness, transparency and substantive recruitment, which is consistent with the assumptions of C&C. Also, the Code of Ethics of CUT clearly defines the values to be followed by the employees. These values are consistent with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. The document that directly refers to the principles of C&C is: the Guidelines for the Recruitment of Employees at CUT. The document recommends that recruitment committees refer to the source - the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers – before starting the recruitment process, in order to familiarise themselves with the principles. Cracow University of Technology also has an Open Access Policy, which provides universal and free access to the current knowledge at CUT. It is one of the foundations of the functioning and development of a democratic society, as well as it supports Open Access issues. Unfortunately, CUT has not prepared a new development strategy yet, however, we suppose that a new development strategy which will refer to the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers will be prepared along with the selection of new authorities. The new action plan also predicts the preparation of an Open, Transparent and Merit- based Recruitment Policy.

How is your organisation ensuring that the proposed actions are also being implemented?

Already at the stage of preparing the action plan, the HR Excellence in Research Team analysed the task proposals with the relevant departments or projects in order to verify whether they were feasible. The HR Excellence in Research Team selected tasks for those involved, so that the tasks

were related to the basic duties of these employees. After the action plan had been approved by the EC, it was sent to all persons involved so that they knew what to do and when to do it. In addition, each department involved in the implementation of the tasks met with the employees of TTC, coordinators of the activities planned as part of the HR Excellence in Research award. Moreover, the employees of TTC participated in meetings and trainings with other institutions which received the HR Excellence in Research award. These meetings served to broaden the knowledge in the above topic and exchange good practices, which were then used at CUT in order to streamline the process of implementing the tasks from the action plan. If the implementation of a specific task generated additional costs, the employees of TTC tried to gain them as part of new projects. For example, funds to finance a part-time job of the spokesperson-mediator will be financed under the POWER II project. Appropriate promotional actions helped in the implementation of the planned activities, e.g. organisation of trainings. The combination of promotional actions with good practices and contact with relevant departments ensured the implementation of the action plan.

How are you monitoring progress?

The progress in the implementation of the tasks from the action plan was monitored at all times throughout the implementation of the actions of the plan. At the beginning, a meeting of the entire HR Excellence in Research Team was held, where the tasks and their timeline were discussed. Then, the plan was presented to all departments participating in the implementation of the assumed tasks. After a year, another Team meeting took place, during which information on the implementation of the tasks was discussed, what had been done and what still needed to be done. Based on this data, the action plan was updated. Before the report was prepared, information had been collected from individual departments regarding the task implementation, which allowed the report to be drawn up.

How do you expect to prepare for the external review?

New tasks in the action plan for the coming years will include creating a new English-language website dedicated to the HR Excellence in Research award and the issues from C&C. The indicator will be the creation of this website. The next task will also be translating strategic documents of CUT, which relate to and facilitate the daily work of the researchers, into English. The indicator will be the number of the documents translated. An additional task will be increasing the involvement of the research workers in the implementation of the action plan by creating a steering group, which will include representatives of the scientists. The indicator will be the number of

organised meetings of such a steering group. The next task will be creating an Open, Transparent and Merit – based Recruitment Policy for Researchers. The indicator will be the development of this policy. An additional indicator on the application of this policy will be the recruitment commission's report on the selection of the candidate for an employee of CUT. Due to the failure to implement the task of developing an anti-discrimination procedure, this task was postponed to subsequent years. The indicator will be the development of the first anti-discrimination procedure. The next task will be updating the development strategy of CUT; the indicator will be the updated document. We also want to use the general equality plan, which will be developed under the European project “Gender Equality in Engineering through Communication and Commitment” and implement it at CUT. This will be one of the new tasks that we will want to implement under the new action plan. The task that we want to continue in the coming years is to promote the HR Excellence in Research award for universities and raise awareness among the researchers of CUT about the tasks planned as part of the HR Excellence in Research award. The indicator will be the number of presentations for the academic community as well as the preparation of a questionnaire in the field of HR Excellence in Research award. The next task will be the implementation of trips abroad of the employees of CUT to establish foreign cooperation and preparation of a project from framework programmes. The indicator will be the number of trips. The ongoing tasks will be the promotion of activities related to open access and trainings to improve the competences of researcher workers. The indicator will be the number of trainings. These are just a few of the tasks planned in the new action plan. To ensure measurability of the progress in tasks implementation, we are planning to specify the indicators better, to specify what the indicator of tasks will be, and what the number of indicators in the new action plan will be.