



**Cracow University  
of Technology**

# **HR STRATEGY FOR RESEARCHERS**

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**Summary of findings of the internal analysis and action plan**

**Krakow, October 2016**

## 1. INTRODUCTION

Tadeusz Kosciuszko Cracow University of Technology is an academic public technical university in Krakow, which was established in 1945 as the Faculty of Architecture, Engineering and Communication at the Academy of Mining in Krakow (in January 1945, on the initiative of prof. Izydor Stella-Sawicki, PhD, Eng., the Organizing Committee of the Departments of Applied Sciences at the Academy of Mining in Krakow was established). On 7 July 1954, The Council of Ministers adopted the resolution on the transformation of the Departments of Applied Sciences at the Academy of Mining in Krakow into an independent university and name it Cracow University of Technology. By the Regulation of The Council of Ministers of 30 September 1976, the University was given the name of Tadeusz Kosciuszko.

Cracow University of Technology is supervised by the relevant minister of science and higher education. Cracow University of Technology operates under the Act of 27 July 2005 – the Law of Higher Education (Official Journal of Laws of 2012, item 572, as amended) and the Statutes (consolidated text adopted by the Resolution No. 20/o/02/2016 of the CUT Senate of 26 February 2016).

Cracow University of Technology, using its scientific and educational potential, as well as creative potential of its employees, is involved in the technical, economic and cultural development of the city of Krakow, the Region of Malopolska, the Republic of Poland and the European Union.

The basic tasks of Cracow University of Technology include, but are not limited to:

- education of students to acquire and complement the knowledge and skills necessary for professional work,
- conduct of scientific research and development, provision of research services and transfer of technology to the economy,
- education and promotion of academic staff,
- dissemination and multiplication of scientific accomplishments, of national culture and technical achievements, also through the collection and rendering available library and information resources,
- conducting postgraduate studies and training courses to teach new skills necessary in the labour market,
- actions to the benefit of local and regional communities,
- combining centuries-old academic traditions of Krakow with the latest technical knowledge and engineering experience,
- serving the society through solving technical and technological problems and implementation of research results into economy,
- pursuit of interdisciplinary approach in research and education by combining technical sciences with mathematics, environment studies, economics, humanities and law, using the latest information technologies.

The strategy of Cracow University of Technology involves:

- improvement of the education process and its adaptation to the changing social and economic needs,
- increasing the efficiency of scientific research and academic staff development,
- increasing the internationalization of the university activity in the field of education and research,
- co-operation with business entities, central and local governments as well as social organizations,
- improvement of system solutions in management,
- development of teaching and research infrastructure.

For the term of office from 1 September 2016 to 31 August 2020, the authorities of Cracow University of Technology include as follows:

- **Rector** - prof. Jan Kazior, PhD, Eng.,
- **Vice-Rector for Research** – prof. Tadeusz Tatar, PhD, Eng.,
- **Vice-Rector for Student Affairs** - Marek Stanuszek, PhD, Eng.,
- **Vice-Rector for Educational Affairs** - Jerzy Zając, PhD, Eng., prof. of CUT,
- **Vice-Rector for General Affairs** - Andrzej Białkiewicz, PhD of Architecture, Eng., prof. of CUT.

Cracow University of Technology has the following Faculties:

- Faculty of Architecture,
- Faculty of Physics, Mathematics and Computer Science,
- Faculty of Electrical and Computer Engineering,
- Faculty of Civil Engineering,
- Faculty of Environmental Engineering,
- Faculty of Chemical Engineering and Technology,
- Faculty of Mechanical Engineering.

**Non-faculty units** of Cracow University of Technology include: Academic Business Incubator, Library of CUT, Centre for Research and Development of Industrial Equipment “CEBEA”, Pedagogy and Psychology Centre, Sport and Recreation Centre, Centre for Training and Organization of Quality Systems, Technology Transfer Centre, Malopolska Centre for Energy-Efficient Construction, International Training Centre, Interuniversity Centre for New Technologies and Medical Technology, Museum of CUT, Foreign Language Centre.

## Cracow University of Technology in numbers

Number of participants in studies	
<b>Total number of students:</b>	<b>15630</b>
Full-time students	12290
Extramural students	3340
Number of doctoral students	265
Number of participants in postgraduate studies	786
Number of Faculties	7
Number of non-faculty units	13
Number of majors	26

Number of employees at Cracow University of Technology	
<b>Total:</b>	<b>2134</b>
Academics	1194
Other employees	940
<b>Research and teaching staff:</b>	<b>975</b>
Full professors	56
Associate professors with a title	39
Associate professors without a title	98
Assistant professors with habilitation	75
Other assistant professors	466
Assistants	241
<b>Teaching staff:</b>	<b>216</b>
Senior lecturers	128

Lecturers	74
Teachers	13
Instructors	1
<b>Librarians with certification</b>	<b>3</b>

(Source: [www.pk.edu.pl](http://www.pk.edu.pl))

Cracow University of Technology offers the following educational programmes: first cycle - Bachelor's degree, second cycle - Master's degree, third cycle – Doctor's degree, post-graduate studies, courses, extramural studies, studies in English, studies for foreigners.

Majors	First cycle	Second cycle
Faculty of Physics, Mathematics and Computer Science	6	10
Faculty of Electrical and Computer Engineering	4	6
Faculty of Civil Engineering	4	17
Faculty of Environmental Engineering	4	5
Faculty of Chemical Engineering and Technology	11	12
Faculty of Mechanical Engineering	26	21

Cracow University of Technology offers 24 majors in the first cycle programme and 23 majors in the second cycle programme. In addition, the offer also includes doctoral studies in 10 scientific disciplines. The majors in English include: 2 majors in the first cycle programme (MSc degree), and 5 majors in the second cycle programme (B.E. degree) in English.

MSc degree

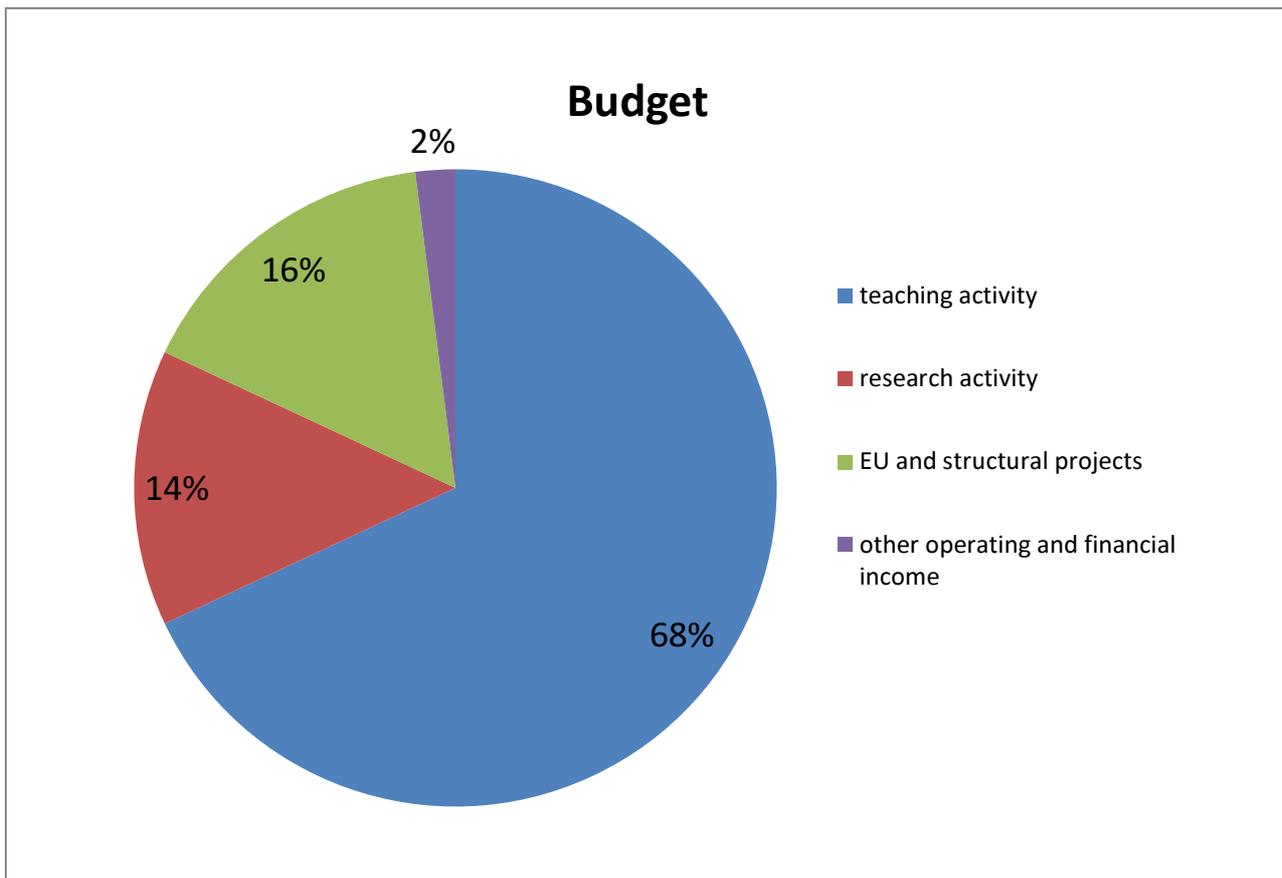
Civil Engineering  
Advanced Computational Mechanics

BSc degree

Architecture  
Civil Engineering  
Chemical and Process Engineering  
Computer Science  
Advanced Computational Mechanics

The budget of Cracow University of Technology consists of:

- **revenues from teaching activities:** budgetary subsidies granted by the competent minister, the funds provided by the minister of science and higher education for the implementation of specific tasks, tuition fees for the services rendered to students and doctoral students, running post-graduate studies and training courses, revenue from sales of services (e.g. publishing, printing, etc.);
- **revenues from research activities:** budgetary subsidies for scientific purposes granted under separate provisions and according to separate rules, funds from the budgets of local governments or their associations in the field of research, fees for research and specialized services, license fees, fees for conferences and conventions, and other revenues.



**Strategic research areas of Cracow University of Technology include:**

- I. Spatial Design and Cultural Heritage Conservation,
- II. Materials and Nanotechnologies,
- III. Systems, Machines and Industrial Processes.
- IV. Energy and Environment,
- V. Applied Information Science and Bioengineering,
- VI. Construction Engineering and Infrastructure.

**The following fields of research at Cracow University of Technology are considered to be of strategic priority:**

**I. Spatial Design and Cultural Heritage Conservation:**

- Architectural Space Design (Faculty of Architecture),
- History of Architecture and Monuments Conservation (Faculty of Architecture), Urban Design, Spatial Planning and Urban Renewal (Faculty of Architecture, Faculty of Environmental Engineering),
- Landscape Design and Protection (Faculty of Architecture).

**II. Materials and Nanotechnologies:**

- Composites, Nanomaterials and Recycling (Faculty of Physics, Mathematics and Computer Science, Faculty of Civil Engineering, Faculty of Chemical Engineering and Technology, Faculty of Mechanical Engineering),
- Micro and Nanotechnologies, Production of Nano Compounds and their Industrial Application (Faculty of Physics, Mathematics and Computer Science, Faculty of Chemical Engineering and Technology, Faculty of Mechanical Engineering, Faculty of Physics, Mathematics and Computer Science),
- Plastic Technologies, Biomaterials and Biopolymers (Faculty of Physics, Mathematics and Computer Science, Faculty of Chemical Engineering and Technology, Faculty of Mechanical Engineering),
- High Strength Construction Materials (Faculty of Civil Engineering).

**III. Systems, Machines and Industrial Processes:**

- Equipment, Technological Machinery and Manufacturing Processes (Faculty of Mechanical Engineering),
- Industrial Biotechnology (Faculty of Chemical Engineering and Technology),
- Networks, Equipment and Traction Drives (Faculty of Electrical and Computer Engineering),
- Monitoring Systems of Electrical Network and Electric Machines (Faculty of Electrical and Computer Engineering),
- Power Electronics and Electric Drives Automatic Control (Faculty of Electrical and Computer Engineering).

**IV. Energy and Environment:**

- Power Machinery (Faculty of Mechanical Engineering),
- Eco-friendly Power Conversion Systems (Faculty of Electrical and Computer Engineering, Faculty of Civil Engineering, Faculty of Mechanical Engineering),
- Research into State, Foresight and Reduction of Natural and Technological Hazards under Conditions of Climate Development and Change (Faculty of Environmental Engineering),
- Water Resources Development, Utilisation and Conservation (Faculty of Environmental Engineering),
- Development of Eco-friendly and Energy Saving Technologies (Faculty of Environmental Engineering, Faculty of Chemical Engineering and Technology),
- Renewable Energy and Biofuels (Faculty of Physics, Mathematics and Computer

Science, Faculty of Electrical and Computer Engineering, Faculty of Environmental Engineering, Faculty of Chemical Engineering and Technology, Faculty of Mechanical Engineering),

- Low - energy Buildings (Faculty of Architecture, Faculty of Civil Engineering, Faculty of Environmental Engineering).

**V. Applied Information Science and Bioengineering:**

- Computational Methods for Engineering and Technology (Faculty of Architecture, Faculty of Physics, Mathematics and Computer Science, Faculty of Electrical and Computer Engineering, Faculty of Civil Engineering, Faculty of Environmental Engineering, Faculty of Chemical Engineering and Technology, Faculty of Mechanical Engineering),
- Bioreactors and Bioprocess Engineering and Biomedical Diagnostics (Faculty of Chemical Engineering and Technology, Faculty of Mechanical Engineering),
- Computational Intelligence Issues (Faculty of Physics, Mathematics and Computer Science, Faculty of Electrical and Computer Engineering, Faculty of Civil Engineering, Faculty of Mechanical Engineering),
- Computer Systems Security (Faculty of Physics, Mathematics and Computer Science),
- Signals and Images Processing and Analysis, Graphics and Multimedia Technologies (Faculty of Physics, Mathematics and Computer Science, Faculty of Civil Engineering, Faculty of Mechanical Engineering).

**VI. Construction Engineering and Infrastructure:**

- Transport and Logistics (Faculty of Civil Engineering, Faculty of Mechanical Engineering),
- Automotive Design, Operation and Drive Systems (Faculty of Mechanical Engineering),
- Modern Techniques for Design, Development and Optimisation of Construction, Equipment, Mechanical Systems and Materials (Faculty of Civil Engineering, Faculty of Mechanical Engineering),
- Hydro and Geotechnical Infrastructure and Municipal Infrastructure – Constructions, Safety and Functional Reliability (Faculty of Environmental Engineering),
- Foresight, Evaluation and Protection of Building Structures under Dynamic Influences with Consideration for Environmental Impacts (Faculty of Civil Engineering),
- Functional, Safe and Eco-friendly Road and Rail Infrastructure (Faculty of Civil Engineering).

## 2. METHODOLOGY

In a letter of 30 July 2015, Cracow University of Technology expressed their support for the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* (hereinafter referred to as the Charter and Code), by sending the Declaration of Support to the Charter and Code to the European Commission.

Then, Cracow University of Technology appointed the internal Team for the HR Excellence in Research Logo, whose aim was to carry out the internal analysis to assess the extent to which the functioning of Cracow University of Technology is consistent with the Charter and Code. The team consisted of the following persons: Vice-Rectors for Research – prof. Jan Kazior, PhD, Eng., prof. Tadeusz Tatar, PhD, Eng.; Katarzyna Dydek (Head of Human Resources and Social Affairs of CUT), Anna Armuła (employee of the Technology Transfer Centre of CUT), Monika Grabiec (employee of the Technology Transfer Centre of CUT), Dorota Markiewicz-Roszak (employee of the Technology Transfer Centre of CUT), Maciej Zajęc (Head of the Organization Department of CUT).

The Team worked in the following stages:

1. *October 2015 - January 2016*: carrying out the internal analysis,
2. *February - June 2016*: preparing and conducting the survey among the employees of Cracow University of Technology,
3. *July 3 - August 2016*: preparing the action plan.

### 2.1. INTERNAL ANALYSIS

Using the table prepared by the European Commission, i.e. the so-called “Template for internal analysis”, the Team for the HR Excellence in Research Logo carried out the internal analysis at Cracow University of Technology, in order to assess the extent to which its functioning is consistent with the Charter and Code.

The results of the internal analysis have been presented below:

<b>I. General principles and requirements applicable to the researchers</b>
<p><b>1. Research freedom</b></p> <p>Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, which researchers have to adhere to.</p>

Relevant legislation, external sources	Existing Institutional regulations and/or practices
<p><b>1)</b> Art. 73 of the Constitution of the Republic of Poland of 2 April 1997 (Official Journal of 1997, No. 78, item 483, as amended).</p> <p><b>2)</b> The Code of Ethics for Researchers of the Polish Academy of Sciences (Appendix to the Resolution No. 10/2012 of the General Assembly of the Polish Academy of Sciences of 13 December 2012).</p> <p><b>3)</b> The Code of “Good Practice in Higher Education” (adopted by the Plenary Assembly of the Conference of Rectors of Polish Academic Schools on 26 April 2007).</p>	<p><b>1)</b> The Code of Ethics of Cracow University of Technology.</p>
<p><b>2. Ethical principles</b></p> <p>Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics.</p>	
Relevant legislation, external sources	Existing Institutional regulations and/or practices
<p><b>1)</b> The Code of Ethics for Researchers of the Polish Academy of Sciences (Appendix to the Resolution No. 10/2012 of the General Assembly of the Polish Academy of Sciences of 13 December 2012).</p> <p><b>2)</b> The Code of “Good Practice in Higher Education” (adopted by the Plenary Assembly of the Conference of Rectors of Polish Academic Schools on 26 April 2007).</p>	<p><b>1)</b> The Code of Ethics of Cracow University of Technology.</p>

### 3. Professional responsibility

Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.

<b>Relevant legislation, external sources</b>	<b>Existing Institutional regulations and/or practices</b>
<p><b>1)</b> The Act of 4 February 1994 on Copyright and Related Rights (Official Journal of 1994, No. 24, item 83, as amended).</p> <p><b>2)</b> The Act of 25 July 2005 - the Law on Higher Education (Official Journal of 2012, item 572, as amended) - Section III Chapter IV and its implementing legislation.</p>	<p><b>1)</b> Regulations of the management of copyright, related rights, industrial property rights and the principles of commercialization of research and development results at Cracow University of Technology (Appendix 3 to the Senate Resolution No. 1/0/02/2016 of 26 February 2016).</p> <p><b>2)</b> Decree No. 48 of the Rector of Cracow University of Technology of 23 September 2016 on the appointment of Disciplinary Proceedings Representatives of Cracow University of Technology (ref. R.0201-59/16) – Disciplinary Proceedings Representatives' activity.</p> <p><b>3)</b> The activity of the Disciplinary Committee for Teachers - in the event of infringements.</p> <p><b>4)</b> § 3 section 3 of the Code of Ethics of Cracow University of Technology;</p>

#### 4. Professional attitude

Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.

<b>Relevant legislation, external sources</b>	<b>Existing Institutional regulations and/or practices</b>
<p><b>1)</b> The Act of 30 April 2010 on the principles of financing science (Official Journal of 2010, No. 96, item 615, as amended) and its implementing legislation.</p> <p><b>2)</b> The Act of 30 April 2010 on the National Science Centre (Official Journal of 2010, No. 96, item 617, as amended).</p> <p><b>3)</b> Policy of the programs and competitions conducted by the National Centre for Research and Development, National Science Centre, the European Commission and other funders.</p>	<p><b>1)</b> Decree No. 5 of the Rector of Cracow University of Technology of 7 February 2012 on the rules for the disbursement of funds to the statutory activities (5/2012).</p> <p><b>2)</b> Resolution of the Senate of Cracow University of Technology of 22 January 2010 on the establishment of strategic research directions (2/n/01/2010).</p> <p><b>3)</b> Resolution of the Senate of Cracow University of Technology of 27 November 2009 on the establishment of strategic research areas (65/N/11/2009).</p> <p><b>4)</b> Resolution of the Senate of Cracow University of Technology of 27 May 2011 on the adoption of the development strategy of Cracow University of Technology (43/0/05/2011).</p> <p><b>5)</b> Strategies of the Faculties.</p> <p><b>6)</b> Procedure: Checking the correctness of the disbursement of funds to the statutory activities</p> <p><b>7)</b> Procedure: Principles for the implementation of research projects.</p> <p><b>8)</b> Procedure: Principles for raising funds for research funding as part of the strategic research directions.</p>

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

Relevant legislation, external sources	Existing Institutional regulations and/or practices
<p><b>1)</b> The Act of 26 June 1974 - the Labour Code (Official Journal of 1974 No. 24, item 141, as amended).</p> <p><b>2)</b> The Act of 25 July 2005 - the Law on Higher Education (Official Journal of 2005, No. 164, item 1365, as amended).</p> <p><b>3)</b> The Act of 14 March 2003 on academic degrees and academic title and degrees and title in arts (Official Journal 2003, No. 65, item 595, as amended).</p>	<p><b>1)</b> Resolution of the Senate of Cracow University of Technology of 28 June 2013 on the principles for determining the scope of duties of academic staff (51/o/06/2013).</p> <p><b>2)</b> Regulations of the management of copyright, related rights, industrial property rights and the principles of commercialization of research and development results at Cracow University of Technology (Appendix 3 to the Senate Resolution No. 1/0/02/2016 of 26 February 2016).</p>

**6. Accountability**  
 Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees. Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.

Relevant legislation, external sources	Existing Institutional regulations and/or practices
<p><b>1)</b> The Act of 30 April 2010 on the principles of financing science (Official Journal of 2010, No. 96, item 615, as amended).</p> <p><b>2)</b> The Act of 27 August 2009 on Public Finance (Official Journal of 2009, No. 157, item 1240, as amended).</p> <p><b>3)</b> The Act of 17 December 2004 on the Liability for the breach of public finance discipline (Official Journal of 2004, No. 14, item 114, as amended).</p> <p><b>4)</b> Announcement No. 23 of the Minister of Finance of 16 December 2009 on the standards of management control for the public finance sector (Official Gazette of the Ministry of Finance No. 15, item 84).</p> <p><b>5)</b> The guidelines set out in the rules of the programmes and competitions conducted by the National Centre for Research and Development, National Science Centre, the European Commission, and other funders.</p>	<p><b>1)</b> Decree No. 36 of 16 December 2010 on the introduction of rules for granting powers of attorney by the Rector of Cracow University of Technology and keeping their register (R.0201-75/10).</p> <p><b>2)</b> Decree No. 37 of the Rector of Cracow University of Technology of 18 September 2014 on the implementation of instructions on the preparation, circulation and control of financial and accounting documents at Cracow University of Technology (R.0201-49/14).</p> <p><b>3)</b> Decree No. 19 of the Rector of Cracow University of Technology of 14 May 2014 on the implementation of the Regulations on Public Procurement (R.0201-25/14).</p> <p><b>4)</b> Decree No. 20 of the Rector of Cracow University of Technology of 14 May 2014 on the implementation of the Principles for concluding contracts of mandate and contracts of specific work at Cracow University of Technology (R.0201-26/14).</p> <p><b>5)</b> Decree No. 32 of the Rector of Cracow University of Technology of 14 July 2016 on the Principles for conducting internal audit at Cracow University of Technology (R.0201-43/16).</p> <p><b>6)</b> Decree No. 2 of the Rector of Cracow University of Technology of 12 January 2011 on the implementation of the Regulations of management control at Cracow University of Technology (R.0201-3/11).</p>
<p><b>7. Good practice in research</b></p> <p>Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfil them at all times.</p>	

Relevant legislation, external sources	Existing Institutional regulations and/or practices
<p><b>1)</b> The Act of 26 June 1974 - the Labour Code (Official Journal of 1974, No. 24, item 141, as amended) and implementing regulations relating to health and safety.</p> <p><b>2)</b> The Act of 29 August 1997 on the Protection of Personal Data (Official Journal of 1997, No. 133, item 883, as amended).</p> <p><b>3)</b> The Act of 5 August 2010 on the Protection of Classified Information (Official Journal of 2010, No. 182, item 1228, as amended).</p> <p><b>4)</b> External Regulations regarding the procedures for the conduct of research, etc.</p>	<p><b>1)</b> Decree of 11 July 1991 on safety rules for the performance of laboratory experiments posing a threat to human health and life (No. 22/1991).</p> <p><b>2)</b> Decree No. 47 of the Rector of Cracow University of Technology of 17 November 2011 on the implementation of the workplace Regulations at Cracow University of Technology (R.0201-63/11).</p> <p><b>3)</b> Decree No. 12 of the Rector of Cracow University of Technology of 3 April 2013 on the Rules of the use of hazardous substances and mixtures (R.0201-17/13).</p> <p><b>4)</b> Decree No. 13 of the Rector of Cracow University of Technology of 27 April 2009 on the protection of personal data (R.0201-35/09).</p> <p><b>5)</b> Decree No. 14 of the Rector of Cracow University of Technology of 26 April 2012 on the Rules of the protection of classified information at Cracow University of Technology (R.0201-20/12).</p> <p><b>6)</b> Regulations of the management of copyright, related rights, industrial property rights and the principles of commercialization of research and development results at Cracow University of Technology (Appendix 3 to the Senate Resolution No. 1/0/02/2016 of 26 February 2016).</p>

## 8. Dissemination, exploitation of results

All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.

<b>Relevant legislation, external sources</b>	<b>Existing Institutional regulations and/or practices</b>
<b>1)</b> The Act of 25 July 2005 the Law on Higher Education (Official Journal of 2005, No. 164, item 1365, as amended).	<b>1)</b> Regulations of the management of copyright, related rights, industrial property rights and the principles of commercialization of research and development results at Cracow University of Technology (Appendix 3 to the Senate Resolution No. 1/0/02/2016 of 26 February 2016) – principles of commercialization <b>2)</b> The activities of INTECH PK Sp. z o.o., the SPV of Cracow University of Technology, which was founded, inter alia, for indirect commercialization of scientific research results, development works, or the know-how associated with these results. <b>3)</b> Decree No. 16 of the Rector of Cracow University of Technology of 24 April 2014 on the records of publications prepared by the academic staff of CUT (R.0201-21/14).

**9. Public engagement**

Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.

Relevant legislation, external sources	Existing Institutional regulations and/or practices
	Cracow University of Technology's activity popularizing science, i.e.: <b>1)</b> Bibliography of the Publications of the academic staff of CUT, available for general use; <b>2)</b> Publishing activity: "Technical Transactions" and others; <b>3)</b> Popular science activities - Festival of Science, Malopolska Researchers' Night.

**10. Relation with supervisors**

Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.

Relevant legislation, external sources	Existing Institutional regulations and/or practices
<b>1)</b> The Act of 14 March 2003 on academic degrees and academic title and degrees and title in arts (Official Journal 2003, No. 65, item 595, as amended).	<b>1)</b> Resolution of the Senate of Cracow University of Technology of 22 April 2016 on the Regulations on doctoral studies at Cracow University of Technology (41/o/04/2016).

<p><b>11. Supervision and managerial duties</b></p> <p>Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage.</p>	
<p><b>Relevant legislation, external sources</b></p>	<p><b>Existing Institutional regulations and/or practices</b></p>
<p><b>1)</b> The Act of 25 July 2005 - the Law on Higher Education (Official Journal of 2005, No. 164, item 1365, as amended).</p>	<p><b>1)</b> The responsibilities of individual employees.</p>
<p><b>12. Continuing Professional Development</b></p> <p>Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.</p>	
<p><b>Relevant legislation, external sources</b></p>	<p><b>Existing Institutional regulations and/or practices</b></p>
	<p><b>1)</b> Procedure: Raising professional qualifications of the employees of Cracow University of Technology.</p> <p><b>2)</b> Resolution of the Senate of Cracow University of Technology of 23 November 2012 on the rules of application, management and implementation of international travel of the employees, doctoral students and students of Cracow University of Technology (82/o/11/2012).</p> <p><b>3)</b> Decree No. 7 of the Rector of Cracow University of Technology of 28 February 2013 on domestic travel of the employees of Cracow University of Technology and of non-employees of Cracow University of Technology (R.0201-11/13).</p>

<b>II. Employers' obligations</b>	
<b>13. Recognition of the profession</b>	
All researchers engaged in a research career should be recognized as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).	
<b>Relevant legislation, external sources</b>	<b>Existing Institutional regulations and/or practices</b>
<p><b>1)</b> The Act of 25 July 2005 - the Law on Higher Education (Official Journal of 2005, No. 164, item 1365, as amended).</p> <p><b>2)</b> The Act of 14 March 2003 on academic degrees and academic title and degrees and title in arts (Official Journal 2003, No. 65, item 595, as amended).</p>	<p><b>1)</b> The Statutes of Cracow University of Technology (consolidated text adopted by the Resolution No. 20/o/02/2016 of the CUT Senate of 26 February 2016).</p> <p><b>2)</b> Resolution of the Senate of Cracow University of Technology of 28 June 2013 on the principles for determining the scope of duties of academic staff (51/o/06/2013).</p> <p><b>3)</b> Resolution of the Senate of Cracow University of technology of 22 April 2016 on the Regulations on doctoral studies at Cracow University of Technology (41/d/04/2016).</p> <p><b>4)</b> Procedures for the admission to doctoral studies (adopted annually).</p>
<b>14. Non-discrimination</b>	
Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.	
<b>Relevant legislation, external sources</b>	<b>Existing Institutional regulations and/or practices</b>
<p><b>1)</b> Art. 32 of the Constitution of the Republic of Poland of 2 April 1997 (Official Journal of 1997, No. 78, item 483, as amended).</p> <p><b>2)</b> The Act of 26 June 1974 - the Labour Code (Official Journal of 1974 No. 24, item 141, as amended) – Chapter II (a) Equal treatment in employment.</p>	<p><b>1)</b> The Code of Ethics of Cracow University of Technology - § 1 section 6, § 2 section 5 clause 5.</p>

### 15. Research environment

Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.

Relevant legislation, external sources	Existing Institutional regulations and/or practices
<p><b>1)</b> The Act of 26 June 1974 - the Labour Code (Official Journal of 1974 No. 24, item 141, as amended)and implementing regulations relating to health and safety.</p> <p><b>2)</b> The Act of 30 April 2010 on the principles of financing science (Official Journal of 2010, No. 96, item 615, as amended).</p> <p><b>3)</b> The Act of 25 July 2005 - the Law on Higher Education (Official Journal of 2005, No. 164, item 1365, as amended).</p>	<p><b>1)</b> Decree of 11 July 1991 on safety rules for the performance of laboratory experiments posing a threat to human health and life (No. 22/1991).</p> <p><b>2)</b> Decree No. 47 of the Rector of Cracow University of Technology of 17 November 2011 on the implementation of the workplace Regulations at Cracow University of Technology (R.0201-63/11).</p> <p><b>3)</b> Decree No. 12 of the Rector of Cracow University of Technology of 3 April 2013 on the Rules of the use of hazardous substances and mixtures (R.0201-17/13).</p> <p><b>4)</b> Procedure: Purchase of specialist scientific equipment.</p> <p><b>5)</b> Resolution of the Senate of Cracow University of Technology of 27 March 2015 on the adoption of the Regulations of use of the research infrastructure of Cracow University of Technology (40/o/03/2015).</p> <p><b>6)</b> Procedure: Principles for establishing interdisciplinary research teams - scientific centres.</p> <p><b>7)</b> Procedure: creating strong HR departments and chairs.</p>

	<p><u>Actions taken at Cracow University of Technology in the field of:</u></p> <p>a) investments and renovations of building structures intended for research activity (including the opening of the Malopolska Centre for Energy Efficient Construction)</p> <p>b) purchase of specialist equipment,</p> <p>c) construction and accreditation of research laboratories.</p> <p><b>8)</b> Decree No. 19 of the Rector of Cracow University of Technology of 16 April 2015 on the principles of organizing medical examinations of the employees of Cracow University of Technology and the people to be employed at CUT, as part of the preventive health care programme (R.0201-23/15).</p>
<p><b>16. Working conditions</b></p> <p>Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, <i>inter alia</i>, to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.</p>	
<p><b>Relevant legislation, external sources</b></p>	<p><b>Existing Institutional regulations and/or practices</b></p>
<p><b>1)</b> The Act of 26 June 1974 - the Labour Code (Official Journal of 1974, No. 24, item 141, as amended).</p> <p><b>2)</b> The Act of 25 July 2005 - the Law on Higher Education (Official Journal of 2005, No. 164, item 1365, as amended).</p>	<p><b>1)</b> Decree No. 47 of the Rector of Cracow University of Technology of 17 November 2011 on the implementation of the workplace Regulations at Cracow University of Technology (R.0201-63/11) – including the provisions on working time.</p> <p><b>2)</b> Resolution of the Senate of Cracow University of Technology of 28 June 2013 on the principles for determining the scope of duties of academic staff (51/o/06/2013) – working time of the academic staff is determined by the scope of their duties.</p>

	<p><b>3)</b> The Statutes of Cracow University of Technology (consolidated text adopted by the Resolution No. 20/o/02/2016 of the CUT Senate of 26 February 2016).</p> <p><b>4)</b> Decree No. 6 of 26 January 2015 on the Regulations on the management of Social Benefit Fundat Cracow University of Technology.</p> <p><b>5)</b> Actions to adapt the buildings to the needs of people with disabilities (e.g. lifts, ramps).</p> <p><b>6)</b> Functioning of the Office for the Disabled at Cracow University of Technology.</p>
<p><b>17. Stability and permanence of employment</b> Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in the <i>EU Directive on Fixed-Term Work</i>.</p>	
<p><b>Relevant legislation, external sources</b></p>	<p><b>Existing Institutional regulations and/or practices</b></p>
<p><b>1)</b> The Act of 26 June 1974 - the Labour Code (Official Journal of 1974 No. 24, item 141, as amended) – on February 22, 2016, The Act of 25 June 2015 amending the Labour Code and some other acts, came into force (Official Journal of 2015, item 1220), whose main aim is to reduce unfounded use of employment contracts for a specified period.</p> <p><b>2)</b> The Act of 25 July 2005 - the Law on Higher Education (Official Journal of 2005, No. 164, item, 1365 as amended).</p>	<p><b>1)</b> The Statutes of Cracow University of Technology (consolidated text adopted by the Resolution No. 20/o/02/2016 of the CUT Senate of 26 February 2016).</p>
<p><b>18. Funding and salaries</b> Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.</p>	

Relevant legislation, external sources	Existing Institutional regulations and/or practices
<p><b>1)</b> The Act of 26 June 1974 - the Labour Code (Official Journal of 1974 No. 24, item 141, as amended).</p> <p><b>2)</b> The Act of 13 October 1998 on social security system (Official Journal of 1998, No. 137, item 887, as amended).</p> <p><b>3)</b> The Act of 25 July 2005 - the Law on Higher Education (Official Journal of 2005, No. 164, item 1365, as amended).</p> <p><b>4)</b> Regulation of the Minister of Science and Higher Education of 11 December 2013 on the conditions of remuneration for work and granting other work-related benefits for employees of a public university (Official Journal of 2013, item 1571).</p>	<p><b>1)</b> Decree No. 31 of the Rector of Cracow University of Technology of 18 June 2015 on the implementation of the Regulations on the remuneration of the employees of Cracow University of Technology (R.0201-38/15).</p> <p><b>2)</b> Decree No. 62 of the Rector of Cracow University of Technology of 14 November 2013 on the principles governing the payment of remuneration for the promoter, and for the reviews and opinions in the PhD programme, habilitation programme, habilitation proceedings and proceedings for granting the title of professor, as well as for executing agreements for the acquisition of the cost of these remunerations (R.0201-76/13).</p> <p><b>3)</b> Regulations of awards to the employees of Cracow University of Technology (the Resolutions of the Senate of Cracow University of Technology).</p> <p><b>4)</b> Decree No. 66 of the Rector of Cracow University of Technology of 21 December 2015 on the Regulations on employment and remuneration at Cracow University of Technology as part of the projects financed from external resources (R.0201-85/15).</p>
<p><b>19. Gender balance</b></p> <p>Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.</p>	

Relevant legislation, external sources	Existing Institutional regulations and/or practices
<p><b>1)</b> Art. 32 of the Constitution of the Republic of Poland of 2 April 1997 (Official Journal of 1997, No. 78, item 483, as amended).</p> <p><b>2)</b> The Act of 26 June 1974 - the Labour Code (Official Journal of 1974 No. 24, item 141, as amended) – Chapter II (a) Equal treatment in employment.</p>	<p><b>1)</b> The Code of Ethics of Cracow University of Technology - § 1 section 6, § 2 section 5 clause 5.</p>
<p><b>20. Career development</b></p> <p>Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.</p>	
Relevant legislation, external sources	Existing Institutional regulations and/or practices
<p><b>1)</b>The Act of 25 July 2005 - the Law on Higher Education (Official Journal of 2005, No. 164, item 1365, as amended).</p> <p><b>2)</b> The Act of 14 March 2003 on academic degrees and academic title and degrees and title in arts (Official Journal 2003, No. 65, item 595, as amended).</p>	<p><b>1)</b> Procedure: Raising professional qualifications of the employees of Cracow University of Technology.</p> <p><b>2)</b> Procedure: Policy of planning training courses and evaluation of their efficiency.</p>
<p><b>21. Value of mobility</b></p> <p>Employers and/or funders must recognize the value of geographical, intersectoral, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher’s career. Consequently, they should build such options into the specific career development strategy and fully value and acknowledge any mobility experience within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation.</p>	

Relevant legislation, external sources	Existing Institutional regulations and/or practices
	<p><b>1)</b> Resolution of the Senate of Cracow University of Technology of 23 November 2012 on the rules of application, management and implementation of international travel of the employees, doctoral students and students of Cracow University of Technology (82/o/11/2012).</p> <p><b>2)</b> Procedure: Principles for establishing interdisciplinary research teams – scientific centres.</p> <p><b>3)</b> Procedure: Attracting foreign researchers to carry out research projects at Cracow University of Technology.</p>
<p><b>22. Access to research training and continuous development</b> Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take up and effectiveness in improving competencies, skills and employability.</p>	
Relevant legislation, external sources	Existing Institutional regulations and/or practices
	<p><b>1)</b> Procedure: Raising professional qualifications of the employees of Cracow University of Technology.</p> <p><b>2)</b> Procedure: Policy of planning training courses and evaluation of their efficiency.</p>
<p><b>23. Access to career advice</b> Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.</p>	
Relevant legislation, external sources	Existing Institutional regulations and/or practices
	<p>Training and Consultancy carried out by: a) Pedagogy and Psychology Centre, b) Career Office at Cracow University of Technology.</p>

#### 24. Intellectual Property Rights

Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. Policies and practices should specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organisations, as possibly provided for under specific collaboration agreements or other types of agreement.

Relevant legislation, external sources	Existing Institutional regulations and/or practices
<p><b>1)</b> The Act of 25 July 2005 - the Law on Higher Education (Official Journal of 2005, No. 164, item 1365, as amended). – art. 86c- 86i;</p> <p><b>2)</b> The Act of 4 February 1994 on Copyright and Related Rights (Official Journal of 1994, No. 24, item 83, as amended);</p> <p><b>3)</b> The Act of 30 June 2000 - Industrial Property Law (Official Journal of 2001, No. 49, item 508, as amended);</p>	<p><b>1)</b> Regulations of the management of copyright, related rights, industrial property rights and the principles of commercialization of research and development results at Cracow University of Technology (Appendix 3 to the Senate Resolution No. 1/0/02/2016 of 26 February 2016).</p>

**25. Co-authorship** - In evaluation of academic staff, Institutions should positively relate to the concept of co-authorship, as it is the evidence of a constructive approach to the conduct of scientific research. For this reason, employers and/or funders should develop strategies, practices, and procedures to provide the researchers, including those at the beginning of their careers, with the necessary framework conditions so that they can enjoy the right of being recognised as well as listed and/or cited, in the context of the actual contribution they make as co-authors of papers, patents, etc., or the right to publish their own research results, independently from their supervisors.

Relevant legislation, external sources	Existing Institutional regulations and/or practices
<p><b>1)</b> The Act of 25 July 2005 - the Law on Higher Education (Official Journal of 2005, No. 164, item 1365, as amended) – art. 86c- 86i;</p> <p><b>2)</b> The Act of 4 February 1994 on Copyright and Related Rights (Official Journal of 1994, No. 24, item 83, as amended).</p>	<p><b>1)</b> Regulations of the management of copyright, related rights, industrial property rights and the principles of commercialization of research and development results at Cracow University of Technology (Appendix 3 to the Senate Resolution No. 1/0/02/2016 of 26 February 2016).</p>

<p><b>26. Supervision</b></p> <p>Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.</p>	
<p><b>Relevant legislation, external sources</b></p>	<p><b>Existing Institutional regulations and/or practices</b></p>
<p><b>1)</b> The Act of 14 March 2003 on academic degrees and academic title and degrees and title in arts (Official Journal 2003, No. 65, item 595, as amended).</p>	<p><b>1)</b> Resolution of the Senate of Cracow University of technology of 22 April 2016 on the Regulations on doctoral studies at Cracow University of Technology (No. 41/d/04/2016).</p>
<p><b>27. Teaching</b></p> <p>Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.</p>	
<p><b>Relevant legislation, external sources</b></p>	<p><b>Existing Institutional regulations and/or practices</b></p>
<p><b>1)</b> The Act of 25 July 2005 - the Law on Higher Education (Official Journal of 2005, No. 164, item 1365, as amended).</p>	<p><b>1)</b> Resolution of the Senate of Cracow University of Technology of 28 June 2013 on the principles for determining the scope of duties of academic staff (51/o/06/2013).</p> <p><b>2)</b> Resolution of the Senate of Cracow University of Technology of 28 June 2013 on the types of courses, annual number of classes, rules for calculating didactic hours and rules for entrusting overtime hours (42/d/06/2013).</p>

	<p><b>3)</b> The Statutes of Cracow University of Technology (consolidated text adopted by the Resolution No. 20/o/02/2016 of the CUT Senate of 26 February 2016) – rules for the evaluation of the employees.</p> <p><b>4)</b> Procedure: carrying out pedagogical training courses for the academic staff.</p>
<p><b>28. Evaluation/ appraisal systems</b></p> <p>Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee. Such evaluation and appraisal procedures should take due account of their overall research creativity and research results, e.g. publications, patents, management of research, teaching/lecturing, supervision, mentoring, national or international collaboration, administrative duties, public awareness activities and mobility, and should be taken into consideration in the context of career progression.</p>	
<p><b>Relevant legislation, external sources</b></p>	<p><b>Existing Institutional regulations and/or practices</b></p>
<p><b>1)</b> The Act of 25 July 2005 - the Law on Higher Education (Official Journal of 2005, No. 164, item 1365, as amended) – art 132.</p>	<p><b>1)</b> The Statutes of Cracow University of Technology (consolidated text adopted by the Resolution No. 20/o/02/2016 of the CUT Senate of 26 February 2016) – Appendix No. 9.</p> <p><b>2)</b> Resolution of the Senate of Cracow University of Technology of 24 April 2015 on the model surveys of periodical evaluation of the academic staff (51/o/04/2015).</p>
<p><b>29. Complaints/appeals</b></p> <p>Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.</p>	

Relevant legislation, external sources	Existing Institutional regulations and/or practices
<p><b>1)</b> The Act of 26 June 1974 - the Labour Code (Official Journal of 1974 No. 24, item 141, as amended).</p>	<p><b>1)</b> The functioning of the University Conciliation Commission.</p> <p><b>2)</b> Internal Anti-harassment Policy (Decree 12/2009).</p>
<p><b>30. Influence on decision-making bodies</b> - Funders and/or employers of the researchers should recognize the right of the researchers to be represented in the relevant information, consultation and decision-making institutions where they work, as fully justifiable, or even desirable, in order to protect and promote the individual and collective interests of the researchers as professionals, and to actively participate in the work of the Institution.</p>	
Relevant legislation, external sources	Existing Institutional regulations and/or practices
<p><b>1)</b> The Act of 25 July 2005 - the Law on Higher Education (Official Journal of 2005, No. 164, item 1365 as amended).</p>	<p><b>1)</b> The Statutes of Cracow University of Technology (consolidated text adopted by the Resolution No. 20/o/02/2016 of the CUT Senate of 26 February 2016) – a possibility of the appointment for the Senate, faculty councils, boards of institutes, the Library Council and the university, rector, senate and faculty committees.</p>
<p><b>31. Recruitment</b> Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning at their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career. Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.</p>	
Relevant legislation, external sources	Existing Institutional regulations and/or practices
<p><b>1)</b> The Act of 25 July 2005 - the Law on Higher Education (Official Journal of 2005, No. 164, item 1365, as amended).</p> <p><b>2)</b> The Act of 26 June 1974 - the Labour Code (Official Journal of 1974 No. 24, item 141, as amended).</p>	<p><b>1)</b> The Statutes of Cracow University of Technology (consolidated text adopted by the Resolution No. 20/o/02/2016 of the CUT Senate of 26 February 2016).</p>

## 2.2. THE SURVEY CARRIED OUT AMONG THE EMPLOYEES OF CRACOW UNIVERSITY OF TECHNOLOGY AND ITS RESULTS

The Team for the HR Excellence in Research Logo decided that the most appropriate form of consultation with stakeholders, i.e. the researchers, is to carry out a survey. As a consequence, each member of the academic staff had a chance to speak. The questionnaire was prepared basing on the documents: *European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers*. The questions concerned: ethical principles and freedom of scientific research, dissemination, exploitation of the results, relationship with the research supervisor, the rules of the employers, career development, the Code of Conduct for the Recruitment of Researchers. The main objective of the survey was to evaluate the applicability of the provisions contained in the documents mentioned above at Cracow University of Technology.

The survey was addressed to the persons employed at Cracow University of Technology as researchers, as well as scientific and research staff. The employees occupying teaching positions were not included as the respondents because, by definition, such workers do not conduct research studies.

The Team for the HR Excellence in Research Logo prepared two types of anonymous surveys: the first one contained 34 closed questions and it was addressed to those who had been employed at Cracow University of Technology for more than three years. The second one was intended for the employees working less than three years, and in addition to the 34 questions, these employees were asked to reply to the additional six questions related to the recruitment procedure at Cracow University of Technology. The Department of Human Resources and Social Affairs prepared a list of the employees who met the requirements listed above, and the department of computerization generated a list of e-mails to these groups of employees. On 13 June 2016, the employees received a letter via e-mail with the information about the action taken by Cracow University of Technology, related to the implementation of the HR logo, presentation of the principles and links to the content of the *Charter* and *Code*.

In this e-mail, the employees were asked to complete a survey (the link was attached). The final date to complete the survey was 30 June 2016. The information about the commencement of the survey was also sent to the Deans of Faculties, to encourage their employees to actively participate in this project. The University information service (with the employees' access only) also encouraged to complete the survey. For the period of 13 to 30 June 2016, the employees received three more e-mails reminding them about the survey. A special email account: [logohrdlapk@transfer.edu.pl](mailto:logohrdlapk@transfer.edu.pl) was created especially for that purpose, where the employees could express their doubts about the good understanding of the questions, or share the information they did not have a chance to present while completing the survey.

The first type of survey, containing a set of 34 questions, was sent to 811 employees. In this group, 224 of them filled out the questionnaire, which represents almost 28%. The second group, consisting of the workers employed at CUT over the last three years, included 113 people. The

survey was filled in completely by 34 people, representing almost 31%. The survey consisted of the statements written in the first person, the respondents could choose five responses: I strongly agree, I agree, it's hard to say/I have no opinion, I disagree, I strongly disagree.

The survey was anonymous, but it contained a footer, providing the following data: 66.5% of the respondents were male, 46% were between the ages of 31 and 45, the second most numerous group were the researchers older than 45 and younger than 60 years old. The respondents were mostly people working at CUT for less than 20 years.

The analysis of the surveys presented below mainly focuses on the presentation of the most common responses. If they are divergent in the two groups (the division depending on the length of employment at Cracow University of Technology), this fact has been emphasized.

60% of the respondents know the **research strategy** of the unit they work in. A similar percentage of them take it into account when planning their research. 17% of the employees disagree with this statement. More than half of the respondents have knowledge of the **mechanisms of research funding**. Nearly all the respondents follow the **ethical principles** when carrying out research. A large majority also know the ethical principles applicable at CUT. Almost 70% of the employees know and apply the "Regulations of the **management of copyright**, related rights, industrial property rights and the principles of commercialization of research and development results at Cracow University of Technology". Over 60% of the respondents **publish their publications** in the Open Access databases. Approximately 70% of them agree with the statement that **research results** should be used in economy. Almost 90% of the researchers believe that **regular contact with their tutor/supervisor** is important in research work. 65% of the employees who were employed at CUT over the past three years, and who are not independent researchers, have **are search plan** agreed with the supervisor, and their relationship with the tutor motivates them. In the case of the respondents who are not independent researchers, and who have worked at CUT for more than three years, only 46% have **are search plan** agreed with the supervisor, and their relationship with the tutor motivates them. 65% of independent workers evaluate well their **relationship with the employees they supervise**, and the research supervision is based on the research plan. Almost all researchers agree with the statement that a tutor should be willing to share their scientific knowledge with younger colleagues. 74% of the employees working at CUT for less than three years believe that they **are offered an opportunity to continuously improve their skills and qualifications** in their everyday work. In the group of the employees working longer, this statement is supported by 61%. 77% strongly agree or agree with the statement that "the work which I perform is consistent with my responsibilities/position/qualifications". 15% of the respondents claim that, in the course of their employment at CUT, they faced discrimination based on sex, ethnicity, national origin, religion, faith, sexual orientation, disability, political beliefs, social or material position. Half of the employees who work shorter believe that the University ensures a good **working environment and training**, which stimulates the development of the researchers. In the group who work longer, only 35% positively evaluate this statement. 66% of the respondents believe that it is possible to **reconcile family life with professional life** while working at CUT. The stability of employment has been positively evaluated by 67% of the

employees. Only 20% of the researchers employed at CUT for the past three years believe that the accomplishments, the effects of the research works, **influence the salary** (no one fully agreed with this statement). The representatives of the employees working longer responded more positively: 28% agree (including 6% who strongly agree). 65% of the researchers know their **career path**.  $\frac{3}{4}$  of the respondents believe that **geographical, intersectoral, interdisciplinary mobility** is an important factor in knowledge acquisition and career development. 40% think that their tutors encourage mobility. Half of the respondents claim that, at CUT the researcher is provided with a possibility to prepare own publications. Only 28% of the employees working for more than three years at CUT agree with the statement that **teaching activity** does not interfere with the conduct of scientific research. In the group of the employees with shorter employment history, 47% agree. Also, 53% of this group have no opinion on the issue that older workers are obliged to train younger researchers. In contrast, 33% of the employees working longer do not have any opinion on this subject. 53% of all the respondents say that the **assessment of academic staff** takes into account scientific creativity, publications, patents, management of research, scientific supervision, mentoring, national or international cooperation, popularization, scientific mobility and organizational activities. Employees do not have any opinion on the need for the employment of **persons settling disputes arising during the research** (69% in the first group, 48% in the second), although only a few percent are against this idea. 64% of the researchers feel that they have the **representatives of their departments, university, in advisory boards**, expert committees, etc. Half of the new employees believe that every researcher has an **equal chance in applying for a job** at the University. In the second group, 36% claim so. Half of the younger workers believe that the **experience of a job seeker in mobility** should be important when recruiting employees. However, in the case of the employees working longer, 40% say so, and almost another 40% have no opinion on this issue. Also, half of the respondents from the first group agree with the statement that it is reasonable to hire **external experts to the Selection Committee** in the case of applications for key scientific positions. In the second group, the highest percentage of responses (40%) to this question is "It is difficult to say/I have no opinion". Almost 60% of the researchers believe that **when appointing committees, councils or advisory bodies, gender balance, diversity of experience and qualifications should be taken into account**. 67% of the respondents employed at the University over the past three years state that the **job offer** which they applied for, contained a detailed description of the required knowledge and qualifications, as well as the description of the working conditions. 84% also believe that the time between the launch of the job offer and the end of the application period was realistic and provided a possibility to apply. 77% of the employees claim that **in the process of applying for a job** at Cracow University of Technology, they were informed about the recruitment process, criteria for the selection of candidates and the number of vacancies. 80% of the respondents who came through the recruitment process believe that after its completion, the candidates should be informed about the strengths and weaknesses of their applications (the rest had no opinion). Almost everyone agrees with the statement that the assessment of the candidate's merits should be based on the quantitative and qualitative analysis.

## 2.3. ACTION PLAN

The Team for the HR Excellence in Research Logo, basing on the internal analysis and the results of the conducted surveys, prepared the following action plan, which was accepted by the authorities of Cracow University of Technology:

	<b>THE PRINCIPLE DEFINED IN THE CHARTER OR CODE</b>	<b>ACTIONS REQUIRED</b>	<b>IMPLEMENTATION DATE</b>
1.	Research Freedom	Popularisation of the “Code of Ethics for the researchers of the Polish Academy of Sciences” among the employees of Cracow University of Technology.	31.12.2018
2.	Ethical Principles	Popularisation of the Ethical Principles deriving from the “Code of Ethics for Researchers” and other documents at Cracow University of Technology.	31.12.2018
3.	Professional responsibility	<p><b>1)</b> Promotion of the rights of intellectual property among the employees of Cracow University of Technology.</p> <p><b>2)</b> Implementation of the central anti-plagiarism system at Cracow University of Technology.</p>	<p><b>Ad 1)</b> 31.12.2017</p> <p><b>Ad 2)</b> 31.12.2019</p>
4.	Professional attitude	<p><b>1)</b> Implementation of the Decree (or Procedure) on the execution of the projects in the programme Horizon 2020.</p> <p><b>2)</b> Updating or preparation of strategies of the University Faculties and Institutes.</p> <p><b>3)</b> Dissemination of the above-mentioned University strategies among the employees.</p> <p><b>4)</b> Organization of training courses on raising external funds for research in relation to the prepared strategies.</p>	<p><b>Ad 1)</b> 30.06.2016</p> <p><b>Ad 2)</b> Before 28.02 2017</p> <p><b>Ad 3)</b> Dateless action</p> <p><b>Ad 4)</b> 31.12.2017</p>
5.	Accountability	<b>1)</b> 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.	<b>Ad 1)</b> 31.01.2017

6.	Good practice in research	1) Commitment of the employees of CUT to make backup copies.	Ad 1) 31.06.2017
7.	Dissemination and exploitation of results	<p>1) Dissemination of the knowledge on Open Access:</p> <p>a) courses on Open Access on the e-learning platform;</p> <p>b) Open Access week;</p> <p>c) Information on Open Access in the library service of Cracow University of Technology  <a href="http://www.biblos.pk.edu.pl/platforma-suw/open-access">http://www.biblos.pk.edu.pl/platforma-suw/open-access</a>;</p> <p>d) Promotion of Open Access during the Nationwide Library Week;</p> <p>e) Issuing promotional materials on Open Access;</p> <p>2) 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").</p> <p>3) Expanding the bibliography base of the University employees.</p>	<p>Ad 1) 31.12.2018</p> <p>Ad 2) Dateless action</p> <p>Ad 3) Dateless action</p>
8.	Public engagement	<p>1) Organisation of the Festival of Science, the Malopolska Researchers' Night.</p> <p>2) Promotion of the activity of the Technology Transfer Centre of Cracow University of Technology and of INTECH PK Sp. z o.o., the SPV of Cracow University of Technology.</p>	<p>Ad 1) Once a year</p> <p>Ad 2) Dateless action</p>
9.	Relation with supervisors	<p>1) 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.</p> <p>2) Introduction of an obligation to carry out periodic evaluation in the form of a report prepared by the supervisor.</p>	<p>Ad 1) 31.10.2017</p> <p>Ad 2) 31.12.2018</p>

<b>10.</b>	Supervision and managerial duties	<b>1)</b> 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.	<b>Ad 1)</b> Dateless action
<b>11.</b>	Continuing professional development	<b>1)</b> Popularisation of the support for the staff mobility by the University, promoting the procedure for employing external researchers. <b>2)</b> Support for the travel of the researchers of CUT, combined with the research strategy of individual Institutes/Faculties. <b>3)</b> Taking action to create a fund for professional development within the financial capacity of the Faculties. <b>4)</b> Promotion of the possibility to increase the number of hours devoted to research at the expense of the teaching time (reduction in the number of teaching hours).	<b>Ad 1)</b> Dateless action  <b>Ad 2)</b> Dateless action  <b>Ad 3)</b> 31.12.2017  <b>Ad 4)</b> Dateless action
<b>12.</b>	Non-discrimination	<b>1)</b> Taking action to create a formal procedure for reporting cases of discrimination at work by the employees.	<b>Ad 1)</b> 31.12.2018
<b>13.</b>	Research environment	<b>1)</b> Active search for the funds to purchase specialist scientific equipment. <b>2)</b> Taking measures to strengthen the existing mechanisms of searching for funds to purchase specialist scientific equipment.	<b>Ad 1)</b> Dateless action  <b>Ad 2)</b> Dateless action
<b>14.</b>	Working conditions	<b>1)</b> 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.	<b>Ad 1)</b> Dateless action
<b>15.</b>	Stability and permanence of employment	<b>1)</b> Current implementation of the changes resulting from the amended Labour Code and the Law on Higher Education.	<b>Ad 1)</b> Dateless action
<b>16.</b>	Funding and salaries	<b>1)</b> Popularisation of a possibility to be awarded an incentive bonus for additional activities among the academic staff, as well	<b>Ad 1)</b> Dateless action

		as other financial benefits that the employee can obtain.	
17.	Career development	1) Taking action to improve human resources policy, in accordance with the applicable national regulations.	Ad 1) Dateless action
18.	Value of mobility	1) Promotion of the international mobility among the academic staff, as a necessary stage in scientific careers. 2) Promotion of the procedure of mobility.	Ad 1) Dateless action Ad 2) Dateless action
19.	Access to research training and continuous development	1) Participation of Cracow University of Technology in career fairs. 2) Promotion of the University among businesses and potential employers.	Ad 1) Dateless action Ad 2) Dateless action
20.	Access to career advice	1) Promotion of good practice in job search – e.g. writing about success. 2) Promotion of the functioning of the Pedagogy and Psychology Centre of Cracow University of Technology and the Career Office in this regard.	Ad 1) Dateless action Ad 2) Dateless action
21.	Co-authorship	1) Promotion of the publications prepared with the participation of representatives of external entities. 2) Stimulation of the awareness of the value of independent scientific publications of young researchers, as a prerequisite to apply for grants. 3) 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.	Ad 1) Dateless action Ad 2) Dateless action Ad 3) Dateless action
22.	Supervision	1) 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.	Ad 1) 31.10.2017
23.	Teaching	1) Taking actions to introduce a procedure for the assessment of the adequacy of time devoted to teaching and to research.	Ad 1) 31.12.2018
24.	Evaluation/ appraisal systems	1) Adjustment of the evaluation system to the criteria such as: overall research creativity and research results, e.g.	Ad 1) 31.12.2018

		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. <b>2)</b> Taking action to monitor the evaluation system.	<b>Ad 2)</b> 31.12.2019
<b>25.</b>	Complaints/ appeals	<b>1)</b> Taking actions to appoint a spokesperson representing the interests of the researchers, from among the currently employed University academics, who have research experience.	<b>Ad 1)</b> 31.12.2018
<b>26.</b>	Recruitment	<b>1)</b> Introduction of the obligation to notify the applicant of the reasons why they were not employed.	<b>Ad 1)</b> 31.12.2017

The supervision over the individual actions specified in this plan is exercised by Vice-Rector for Research – prof. Tadeusz Tatara, PhD, Eng. Who, on regular basis, appoints the persons responsible for implementing each action.

### 3. CONCLUSIONS

The internal analysis conducted by the Team for the HR Excellence in Research Logo allowed to assess the extent to which the functioning of Cracow University of Technology is consistent with the Charter and Code. Both the internal analysis and the results of the surveys which were completed by the University employees, lead to the conclusion that despite numerous internal regulations in force at Cracow University of Technology (including resolutions, decrees), which are in line with the principles of the Charter and Code, certain elements need to be improved.

The action plan prepared by the Team for the HR Excellence in Research Logo aims to improve those issues which are not fully consistent with the Charter and Code, and which were rated low by the survey respondents. Cracow University of Technology plans to undertake a series of measures so that the principles applicable at the university are in line with the principles of the Charter and Code. All the principles of the Charter and Code which require the above actions to be taken, were identified in this plan together with the scope of the planned actions.