**The European Charter for Researchers
The Code of Conduct
for the Recruitment of Researchers**

**„A Human Resources Strategy for Researchers
incorporating the Charter and Code"**

Internal (GAP) analysis

I. Ethical and professional aspects

1. Research freedom

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

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Polish Constitution Art. 54. 1.; Art. 73. **Act of 27th July 2005 – The Law on Higher Education** Art. 4. 1. – Art. 4.3.; Art. 6. 1. 1); Art. 86c. 1.; Art. 139. 1. – Art. 150. **Act of 30th June 2000 on Industrial Property** Art. 10. 1. – Art. 23. **Act of 4th February 1994 on Copyright and Related Rights** Art. 8. 1. – Art. 35. ***Code of Conduct for Researchers*, Committee of Ethics in Science, Warsaw 2012**	Rules **UITM Statute*** §44item 1 "Academic teachers are subject to periodical appraisal at least once every two years." §44, item 3 g); "The appraisal is done by a Committee mentioned in item 4, based on the following criteria: g) complying with copyrights, related rights and industrial property rights" §49 "The Centre for Innovation and Entrepreneurship conducts service, consulting, information, training and promotional activity within entrepreneurship for the academic community and economic environment." **UITM Organisational Regulations** §38 item 6 "The Centre's tasks include in particular: 1) help in diffusion of new technologies through University units and entities related to the University by equity or by personnel, 2) management of the knowledge collection system, intellectual property protection, including patent protection, 3) conducting of a contact point for entrepreneurs as concerns cooperation opportunities with scientists and joint projects, 4) research of intellectual assets with a view to the possibilities of obtaining and maintaining their legal protection, 5) consulting support and capital investment in innovative business solutions appearing among the academic community and the economic environment of the University."	Cyclic seminars for researchers on the protection of copyrights and industrial property rights, extending their knowledge on the legal protection of the freedom to conduct research and use it practically, as well as shaping the skills of researchers within identification of copyright infringement and protection therefrom. Despite a large number of practically applied Institutional rules concerning a researcher's ethics, in order to increase their transparency and reinforce the practice resulting from it, the University decided to develop and adopt a Code of Conduct for Researchers. The Code shall hold the principles resulting from the existing Institutional rules and practices as well as the European Charter for Researchers and the Code of Conduct for the Recruitment of Research. It will also consider the provisions of the Polish law and the Code of Conduct for Researchers issued by the Committee of Ethics in Science in 2012. Moreover, in order to ensure compliance of	October 2015, April 2016, October 2016 and biannually in the later years / UITM Legal Department, Andrzej Kiebała, Ph.D October 2015- October 2016/University Legal Department, Disciplinary Spokesperson for Academic Teachers, Vice-President for Science, Proxies of the Vice-President for Science, representatives of the Law Firm working with the University, Chair of Administrative Law and Chair of Law Theory

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* **In order to illustrate the findings of the Gap Analysis, the table quotes selected provisions of UITM internal acts (regulations, etc.) as examples for particular categories. UITM internal acts are placed in the University's online database. All employees have constant access to that database, and candidates for work have access to the acts by request.**

Regulations for Intellectual Property and Legal Protection of Intellectual Assets at UITM §5-16 **Directive No. 26/2015 of the President of the University of Information Technology and Management in Rzeszów of 22nd May 2015 on appointing a Disciplinary Spokesperson of the University of Information Technology and Management in Rzeszów** **Resolution No. 3/LXXXV/2016 of the Senate of the University of Information Technology and Management in Rzeszów on appointing the University Disciplinary Committee for Academic Teachers** Practices The academic teachers are free to choose the research fields and topics conducted individually or in a team. The university's strategy indicates priority areas for the university's scientific development. The basis of good cooperation is adaptation of a new employee, meaning comprehensive actions aimed at adjusting the employee to a new environment, working conditions, as well as the norms and customs at the University. Those activities start with an adaptation meeting organised by the HR Consulting Department (before the given semester commences) for Assistant Professors and Lecturers to allow them to become familiar with regulations, work system, or scholarship opportunities. On commencing employment – Adaptational meeting with the head, concerning organisational issues of the given chair or department, its internal principles, also such as concern issues of research scope and responsibility according to the highest ethical and scientific principles and principles related to intellectual and industrial property protection, as well as other principles of ethical nature, resulting from Polish law and UITM's internal regulations. The head must systematically provide feedback to the new employee concerning the employee's work. After a month of work – the HR Consulting Dept. sends an adaptational questionnaire to the new employees, which is meant to learn their feelings as to the new workplace, potential problems, ideas for improvements, etc. Before the end of the semester in which the employee started work, the HR Consulting Dept. contacts the superior of the given employee via e-mail in order to obtain the superior's opinion on the new employee, his/her commitment to the job, diligence, reliability, and teamwork abilities. The analysis of following ethical standards and broadly understood intellectual (and industrial) property issues is part of the (biennial) appraisal of each academic teacher (researcher) done by the university authorities. Within this point's scope, important is also the activity of the University Disciplinary Committee which guards the dignity of an academic teacher (researcher) and his/her performance of their responsibilities as related to following high ethical standards.	research conducted at UITM with high ethical standards and to ensure support for employees when solving moral dilemmas related to the conducted research, a committee for ethics in research will be established at UITM (as of 1st October 2016). The committee's responsibility will mainly be to provide opinions (by resolution upon a motion) – from an ethical perspective – on research projects conducted at UITM. The committee's functioning will be based on Regulations of the functioning of the committee for ethics in research at UITM, which will enter into force based on the President's decision.

2. Ethical principles

Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Act of 27th July 2005 – The Law on Higher Education Art. 139. 1. – Art.. 150. ***Code of Conduct for Researchers, Committee of Ethics in Science, Warsaw 2012***	Rules **UITM Statute** §49item1 "For conduct contrary to the duties of an academic teacher or detracting from the dignity of the teaching profession, academic teachers are liable to disciplinary measures on principles specified in the act (…)" **Directive No. 26/2015 of the President of the University of Information Technology and Management in Rzeszów of 22nd May 2015 on appointing a Disciplinary Spokesperson of the University of Information Technology and Management in Rzeszów** **Resolution No. 3/LXXXV/2016 of the Senate of the University of Information Technology and Management in Rzeszów on appointing the University Disciplinary Committee for Academic Teachers** Practices Young researchers are not independent within research and the manner of conducting it until they reach at least the level of an Assistant Professor. Within that time, experienced researchers are largely responsible for teaching them about ethical standards – those related to particular research, those contained in UITM norms and those resulting from Polish law. The analysis of following ethical standards is part of the (biennial) appraisal of each academic teacher (researcher) done by the university authorities. Within this point's scope, important is also the activity of the University Disciplinary Committee which guards the dignity of an academic teacher (researcher) and his/her performance of their responsibilities as related to following high ethical standards. The Disciplinary Spokesperson for Academic Teachers monitors whether academic teachers follow ethical standards and reacts to any suspicion of their breach.	Despite a large number of practically applied Institutional rules concerning a researcher's ethics, in order to increase their transparency and reinforce the practice resulting from it, the University decided to develop and adopt a Code of Conduct for Researchers. The Code shall hold the principles resulting from the existing Institutional rules and practices as well as the European Charter for Researchers and the Code of Conduct for the Recruitment of Research. It will also consider the provisions of the Polish law and the Code of Conduct for Researchers issued by the Committee of Ethics in Science in 2012. Moreover, in order to ensure compliance of research conducted at UITM with high ethical standards and to ensure support for employees when solving moral dilemmas related to the conducted research, a committee for ethics in research will be established at UITM (as of 1st October 2016). The committee's responsibility will mainly be to provide opinions (by resolution upon a motion) – from an ethical perspective – on research projects conducted at UITM. The committee's functioning will be based on Regulations of the functioning of the committee for ethics in research at UITM, which will enter into force based on the President's decision.	2015– October 2016/ University Legal Department, Disciplinary Spokesperson for Academic Teachers, Vice-President for Science, Proxies of the Vice-President for Science, representatives of the Law Firm working with the University, Chair of Administrative Law and Chair of Law Theory

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Act of 30th June 2000 on Industrial Property Art. 10. 1. – Art. 23. Act of 4th February 1994 on Copyright and Related Rights Art. 8. 1. – Art. 35. Act of 27th July 2005 – The Law on Higher Education Art. 13. 1. 5), 8) Stand of the Committee of Ethics in Science on Unfair Practices Concerning Citing and Self-Citing in Scientific Publications, Committee of Ethics in Science, Warsaw 2014 Code of Conduct for Researchers, Committee of Ethics in Science, Warsaw 2012	Rules **UITM Statute** §44item 1 "Academic teachers are subject to periodical appraisal at least once every two years." §44, item 3 g); "The appraisal is done by a Committee mentioned in item 4, based on the following criteria: g) complying with copyrights, related rights and industrial property rights" §49 item 1 "For conduct contrary to the duties of an academic teacher or detracting from the dignity of the teaching profession, academic teachers are liable to disciplinary measures on principles specified in the act (…)" **UITM Organisational Regulations** §38 item 6 **Regulations for Intellectual Property and Legal Protection of Intellectual Assets at UITM** §5-16 **Directive No. 26/2015 of the President of the University of Information Technology and Management in Rzeszów of 22nd May 2015 on appointing a Disciplinary Spokesperson of the University of Information Technology and Management in Rzeszów** **Resolution No. 3/LXXXV/2016 of the Senate of the University of Information Technology and Management in Rzeszów on appointing the University Disciplinary Committee for Academic Teachers** Practices Young researchers are not independent within research and the manner of conducting it until they reach at least the level of an Assistant Professor. When conducting research, the scientific leader of the project/research is responsible – within his/her duties – for ensuring that the research is conducted in accordance with	Despite a large number of practically applied Institutional rules concerning a researcher's ethics, in order to increase their transparency and reinforce the practice resulting from it, the University decided to develop and adopt a Code of Conduct for Researchers. The Code shall hold the principles resulting from the existing Institutional rules and practices as well as the European Charter for Researchers and the Code of Conduct for the Recruitment of Research. It will also consider the provisions of the Polish law and the Code of Conduct for Researchers issued by the Committee of Ethics in Science in 2012. Moreover, in order to ensure compliance of research conducted at UITM with high ethical standards and to ensure support for employees when solving moral dilemmas related to the conducted research, a committee for ethics in research will be established at UITM (as of 1st October 2016). The committee's responsibility will mainly be to provide opinions (by resolution upon a motion) – from an ethical perspective – on research projects conducted at UITM. The committee's functioning will be based on Regulations of the functioning of the committee for ethics in research at UITM, which will enter into force based on the President's decision.	2015– October 2016/University Legal Department, Disciplinary Spokesperson for Academic Teachers, Vice-President for Science, Proxies of the Vice-President for Science, representatives of the Law Firm working with the University, Chair of Administrative Law and Chair of Law Theory

<table>
<tr><td></td><td>the principles of scientific reliability, including both the credibility of the conducted research process and the manner of processing the results.

The analysis of following scientific reliability norms and ethical standards is part of the (biennial) appraisal of each academic teacher (researcher) done by the university authorities.

Broadly understood scientific and research reliability, including also distinctly plagiarism issues, is controlled by the University Disciplinary Committee and monitored on a regular basis by the Disciplinary Spokesperson for Academic Teachers.</td><td></td><td></td></tr>
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4. Professional attitude

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

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Higher Education and Science Development Programme for 2015-2030, Ministry of Science and Higher Education 2015	Rules **UITM Organisational Regulations** §58; par 90 item 2 (reagrding an internal unit dedicated to assiting researchers in applying for funds) "The main task of the Project Office is to inform about application opportunities and help in preparing applications for project financing from external funds, as well as monitor projects conducted by the University." Practices The Vice-President for Science is responsible for coordinating the researchers' activities within attaining the aims of science, research, and acquiring funds for it. Proxies of the Vice-President for Science assigned to each faculty follow the prerogatives handed to them in direct cooperation with the researchers. The formal base to coordinate that activity is the Department of Science. Information on the possibilities to finance research is transferred on a current basis to researchers at all faculties by that Department. The Department of Science and the Project Team are concerned with consulting and verification of the required documents at any stage of obtaining, conducting and reporting scientific grants.	–	–

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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Regulation of the Minister of Science and Higher Education of 5th July 2007 on safety and occupational health at universities **Act of 30th June 2000 on Industrial Property** Art. 10. 1. – Art. 23. **Act of 4th February 1994 on Copyright and Related Rights** Art. 8. 1. – Art. 35.	Rules **UITM Organisational Regulations** §44item 1 "Academic teachers are subject to periodical appraisal at least once every two years." §44, item 3 g); "The appraisal is done by a Committee mentioned in item 4, based on the following criteria: g) complying with copyrights, related rights and industrial property rights" **UITM Organisational Regulations** §38 item 1 "The Centre for Innovation and Entrepreneurship conducts service, consulting, information, training and promotional activity within entrepreneurship for the academic community and economic environment." §38 item 6 §58 item 2 "The main task of the Project Office is to inform about application opportunities and help in preparing applications for project financing from external funds, as well as monitor projects conducted by the University." **Regulations for Intellectual Property and Legal Protection of Intellectual Assets at UITM** §4 "The agreement with the Sponsor defines the Sponsor's rights to use the intellectual assets or other results of research s/he supports." Practices "Academic teachers are subject to periodical appraisal, where one of the criteria is compliance with copyrights, related rights and industrial property rights." If contracts with grant givers and sponsors are executed, at the initial stage of preparing for the research the team conducting the research acquaint themselves – in cooperation with the Department of Science and the Project Office – with the conditions contained in the contract. Those conditions, as well as Polish law define how the contract will be executed, and also how and in what scope the research results will be made available. As the research/project is conducted, the head of the research/project is responsible for ensuring that that the principles resulting from the contract	–	–

	are followed.		
	Doubts concerning contract interpretation are settled with the help of the Law Office of the University.		

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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
The Act of 27th August 2009 on Public Finance Art. 42. 1. –Art. 67. *Code of Conduct for Researchers,* **Committee of Ethics in Science, Warsaw 2012**	Rules **UITM Statute** §10 "The University works with other universities/colleges and academic institutions, central government bodies, local government units, business entities, social organisations and other organisational units, both Polish and foreign, in order to fulfil its responsibilities in the right manner." **UITM Organisational Regulations** §58; item 2 "The main task of the Project Office is to inform about application opportunities and help in preparing applications for project financing from external funds, as well as monitor projects conducted by the University." Practices Beside norms concerning conducting research/projects financed from external sources, which assume close cooperation of the research team (in particular its head) with the Department of Science and the Project Office at the stages of project design, execution and settlement, in the case of subsidies from the state budget – due to particular responsibility towards the society – especially important is the issue of rational management of public resources. It involves the principle of purposeful expenditure established in the doctrine. Hence expenditure of means from public sources allotted for research is effective and rational.	Despite a large number of practically applied Institutional rules concerning a researcher's ethics, in order to increase their transparency and reinforce the practice resulting from it, the University decided to develop and adopt a Code of Conduct for Researchers. The Code shall hold the principles resulting from the existing Institutional rules and practices as well as the European Charter for Researchers and the Code of Conduct for the Recruitment of Research. It will also consider the provisions of the Polish law and the Code of Conduct for Researchers issued by the Committee of Ethics in Science in 2012. Moreover, in order to ensure compliance of research conducted at UITM with high ethical standards and to ensure support for employees when solving moral dilemmas related to the conducted research, a committee for ethics in research will be established at UITM (as of 1st October 2016). The committee's responsibility will mainly be to provide opinions (by resolution upon a motion) – from an ethical perspective – on research projects conducted at UITM. The committee's functioning will be based on	2015– October 2016/University Legal Department, Disciplinary Spokesperson for Academic Teachers, Vice-President for Science, Proxies of the Vice-President for Science, representatives of the Law Firm working with the University, Chair of Administrative Law and Chair of Law Theory

| | | | Regulations of the functioning of the committee for ethics in research at UITM, which will enter into force based on the President's decision. | |

7. Good practice in research

Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfil them at all times.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Polish Constitution Art. 24; Art. 47; Art. 51; Art. 66 **Act of 14th July 1983 on National Archival Resource and Archives** **Regulation of the Minister of Science and Higher Education of 5th July 2007 on safety and occupational health at universities** **Labour Code (Act)** Art. 207 **Act of 29th August 1997 on Personal Data Protection** **Regulation of the Minister of the Interior and Administration of 29th April 2004 on personal data processing, and technological and organizational conditions which shall be met by devices and IT systems used for personal data processing**	Rules **UITM Work Regulations** § 6 item 1 point 5: "The employer's duty is to: ensure safe and healthy work conditions and hold systematic trainings for employees within occupational health and safety and within fire protection." §6 point 3); §7 item 2 point: The employee's responsibilities include in particular: 1) compliance with the time of work as established at the University, 2) compliance with work regulations and order established at the University, 3) compliance with the rules and principles of occupational health and safety and with fire protection rules, 4) care for the University's interests, protect its property and keep confidential such information the revelation of which could cause harm to the employer, 5) compliance with secrecy rules as defined in separate provisions, 6) compliance with the rules of social conduct at the University. §50-55 **UITM Statute** §16 item5. "An Occupational Health and Safety Inspectorate is established at the University. The Inspectorate performs the tasks of occupational health and safety services as defined in separate provisions."	Despite a large number of practically applied Institutional rules concerning a researcher's ethics, in order to increase their transparency and reinforce the practice resulting from it, the University decided to develop and adopt a Code of Conduct for Researchers. The Code shall hold the principles resulting from the existing Institutional rules and practices as well as the European Charter for Researchers and the Code of Conduct for the Recruitment of Research. It will also consider the provisions of the Polish law and the Code of Conduct for Researchers issued by the Committee of Ethics in Science in 2012. Moreover, in order to ensure compliance of research conducted at UITM with high ethical standards and to ensure support for employees when solving moral dilemmas related to the conducted research, a committee for ethics in research will be established at UITM (as of 1st October 2016). The committee's responsibility will mainly be to provide opinions (by resolution upon a motion) – from an ethical perspective – on research projects conducted at UITM. The committee's functioning will be based on Regulations of the functioning of the committee for ethics in research at UITM, which will enter into force based on the President's decision.	2015– October 2016/University Legal Department, Disciplinary Spokesperson for Academic Teachers, Vice-President for Science, Proxies of the Vice-President for Science, representatives of the Law Firm working with the University, Chair of Administrative Law and Chair of Law Theory

	UITM Organisational Regulations §39; §41; §60 item 6; §61 item 6, item 7 point 5 **Regulation No. 128/2001 of the Chancellor of the University of Information Technology and Management in Rzeszów of 28th September 2001 on the introduction of Office Instructions, Archiving Instructions and Subject File Index defining the scope of activity of the archives and the principles and procedures of documentation processing at the University of Information Technology and Management in Rzeszów** **Office Instructions** **Archiving Instructions** **Subject File Index** Practices The University pays particular attention to safety issues, hence – beside practical application of principles resulting from Polish law and the University's internal documents – a Safety Director was appointed at the University, cooperating closely with the Information Security Administrator and the Occupational Safety and Health Inspectorate. All university employees take mandatory trainings resulting from the *Labour Code.* Department guarding the particularly significant security of computer systems and databases are: the IT System Security Section, the Computer Network Management Section and the Operating Systems Management Sections, which are responsible e.g. for realising the strategy of (organising) a system of back-up copies for the servers.		

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Higher Education and Science Development Programme for 2015-2030 , Ministry of Science and Higher Education, Warsaw 2015	**Rules** **UITM Statute** §7 item 2. points 3), 8) "2. The University's tasks are in particular: (…) 3) to conduct research and development, provide research services and transfer technology to economy (…) 8) to act for the benefit of the local and regional community" §18 "1. Academic business incubators and centres for technology transfer may be established at the University on principles specified in the act (…)" **UITM Organisational Regulations** §12 §37 "A Centre for Technology Transfer is established in principles specified in the act for the purpose of direct commercialisation (…)" **Regulations for Intellectual Property and Legal Protection of Intellectual Assets at UITM** §10-16 **Practices** Due to the non-state character of the University, the issues of commercialising research and its results are particularly important. Therefore, the university has a commercialisation unit – the Centre for Technology Transfer, responsible for the dynamics of the process. As concerns popularising research results, the university research employees have the possibility to be delegated and financed by the University to take part in national and international conferences. In 2015, the University financed	Despite a large number of practically applied Institutional rules concerning a researcher's ethics, in order to increase their transparency and reinforce the practice resulting from it, the University decided to develop and adopt a Code of Conduct for Researchers. The Code shall hold the principles resulting from the existing Institutional rules and practices as well as the European Charter for Researchers and the Code of Conduct for the Recruitment of Research. It will also consider the provisions of the Polish law and the Code of Conduct for Researchers issued by the Committee of Ethics in Science in 2012. Moreover, in order to ensure compliance of research conducted at UITM with high ethical standards and to ensure support for employees when solving moral dilemmas related to the conducted research, a committee for ethics in research will be established at UITM (as of 1st October 2016). The committee's responsibility will mainly be to provide opinions (by resolution upon a motion) – from an ethical perspective – on research projects conducted at UITM. The committee's functioning will be based on Regulations of the functioning of the committee for ethics in research at UITM, which will enter into force based on the President's decision.	2015– October 2016/University Legal Department, Disciplinary Spokesperson for Academic Teachers, Vice-President for Science, Proxies of the Vice-President for Science, representatives of the Law Firm working with the University, Chair of Administrative Law and Chair of Law Theory

	over 100 trips for scientific purposes. It also supports its employees in publishing research results (in 2012-2014, 1738 scientific publications were issued in total). The University has 5 periodicals with points (impact factor) granted by the Ministry of Science and Higher Education (The "e-Finance" Quarterly, Studia Humana, Przegląd Prawa Publicznego – Public Law Review, CyberEmpathy, Social Communication), Working Papers, and a student scientific periodical TH!NK. Moreover, researchers are encouraged to prepare monographs which on approval are published, with publication and distribution costs borne by the University.		

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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Higher Education and Science Development Programme for 2015-2030 , Ministry of Science and Higher Education, Warsaw 2015	Rules **UITM Statute** §7 item 2 point 8) "2. The University's tasks are in particular: (…) 8) to act for the benefit of the local and regional community." Practices The University encourages promotion of research results and supports its research employees in such endeavours. The University has administrative department and positions whose responsibility is to facilitate contact between researchers and the media and public opinion. Researchers employed at UITM are frequent guests of radio and TV broadcasts, especially in the local media, where they appear as commentators of contemporary social life, issues in economy and science. Within the promotion of science among the general public, the University provides Rzeszów Inspiration Academy classes (RAI; free classes for primary and high school students), a patron class system, RODM (Regional Center of International Debate), ED Info Point, and one of the Professors is an active member of Team Europe ED. Many employees are members of social associations and organisations promoting knowledge and applying research results in practice (e.g. the Competition Law Association, the Zimbardo Center of Conflict Resolution Centrum, Institute of Research on Civilisations, membership in or cooperation with 15 clusters). The University also conducts seminars for elderly people within the 50+ Academy. The lecturers are the	Despite a large number of practically applied Institutional rules concerning a researcher's ethics, in order to increase their transparency and reinforce the practice resulting from it, the University decided to develop and adopt a Code of Conduct for Researchers. The Code shall hold the principles resulting from the existing Institutional rules and practices as well as the European Charter for Researchers and the Code of Conduct for the Recruitment of Research. It will also consider the provisions of the Polish law and the Code of Conduct for Researchers issued by the Committee of Ethics in Science in 2012. Moreover, in order to ensure compliance of research	2015– October 2016/University Legal Department, Disciplinary Spokesperson for Academic Teachers, Vice-President for Science, Proxies of the Vice-President for Science, representatives of the Law Firm working with the University, Chair of Administrative Law and Chair of Law Theory

| | University researchers, who present their knowledge to the senior students in an accessible way. | conducted at UITM with high ethical standards and to ensure support for employees when solving moral dilemmas related to the conducted research, a committee for ethics in research will be established at UITM (as of 1st October 2016). The committee's responsibility will mainly be to provide opinions (by resolution upon a motion) – from an ethical perspective – on research projects conducted at UITM. The committee's functioning will be based on Regulations of the functioning of the committee for ethics in research at UITM, which will enter into force based on the President's decision. | |

10. Non discrimination

Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Labour Code (Act) Art. 18³ᵃ-18³ᵉ **Act of 3.12.2010 on implementing certain EU regulations concerning equal treatment law**	Rules **Work Regulations of the University of Information Technology and Management in Rzeszów** § 6 item 1 point 4 "The employer's duty is to: prevent discrimination in employment, in particular with regard to gender, age, disability, race, religion, nationality, political views, trade union membership, ethnic origin, religious convictions, sexual orientation, as well as employment for a finite or a non-finite period, or full time or part time employment." **UITM Statute** §7 item 2 point 9) "2. The University's tasks are in particular: (...) 9) to create conditions for people with disabilities to fully	–	–

	participate in the process of education and research." **UITM Organisational Regulations** §11 §92 "The tasks of the Institute for Research on Civilisations include: 10) conducting intercultural trainings (in particular as concerns cultural differences)" Practices The University does not tolerate discriminatory behaviour among either its employees or students. Employees are recruited through the specialised HR Consulting Department, which in its recruitment procedures is not guided by any prejudice, but by merit-based criteria. At no stage of recruitment or later work at the University are the employees judged based on private issues, such as religion, sexual orientation, political views or other. In effect, the University can boast of an international community of employees and students (international students constitute nearly 20% of the total number of students) which is unique in Poland. The University employees (and students) are of various ages, nationalities, genders, religions, origins, etc. Currently UITM has students and employees from 26 countries, including e.g. Belarus, Ukraine, Kazakhstan, Kyrgyzstan, Malaysia. Issues of respect for multiculturalism are an important area of research and practical activity of the Institute of Research on Civilisations. Multicultural community is promoted e.g. in national culture days organised by the Institute in cooperation with students who are citizens of the given country and representatives of the particular culture. So far, the events included e.g. Ukrainian, Iranian, Indian, Chinese culture days. A President's Proxy for People with Disabilities is also employed at the University. His/her task is to support both students and researchers with disabilities.		

11. Evaluation/ appraisal systems

Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Act of 27th July 2005 – The Law on Higher Education Art. 132	<u>Rules</u> **Employee appraisal regulations adopted by the Senate's Resolution No. 3/LXXII/2014 of 20th November 2014 on adopting employee appraisal regulations as amended.** §1 item 1 "Academic teachers employed at the University of Information Technology and Management in Rzeszów, hereinafter called "the University", are subject to periodical appraisal as concerns performance of their duties." § 2 item 1 "Academic teachers are appraised by a Commission for the appraisal of academic teachers, hereinafter called "the Commission". The Commission consists of five people: the President and four commission members appointed by the Senate for the academic year." 2. § 3 item 1 "The appraisal applies to all academic teachers employed at the University of Information Technology and Management in Rzeszów for at least 6 months." § 5 item 1 "The Commission appraises an academic teacher as concerns: 1) student education, 2) conducting of research and development work and publication of their results, 3) commitment in the University's organisational work, 4) compliance with copyright and related rights and with industrial property rights." **UITM Organisational Regulations** §20 point 25); §31 points 12)-13); §90 item 2 point 3) <u>Practices</u> A system of employee appraisal functions at the University, adjusted to the different levels of scientific	–	–

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| | development of employees and the nature of their responsibilities. The quantitative criteria of researcher appraisal are non-confidential and known to all employees. The responsibilities of researchers at various levels are specified by relevant non-confidential internal regulations.

The current incentive system allows for recognition of researchers obtaining significant output both in the scientific work and in work related to teaching, organisational matters or science commercialisation.

The current employee appraisal system is largely based on measurable quantitative appraisal. Constantly improving the internal appraisal system, the University is modifying it towards increasing the role of qualitative appraisal. Changes are introduced on a current basis and systematically monitored. Improvement of the appraisal system is steadily continued by the HR Consulting Department, the Department of Science, and the President's Office. | | |

II. Recruitment

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12. Recruitment

Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning at their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career. Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.

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<th>Relevant legislation (permitting or impeding the implementation of this principle)</th>
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Labour Code

Art. 18³ᵃ-18³ᵉ; Art. 67¹-67⁴

Act of 27th July 2005 – The Law on Higher Education

Art. 107-117

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Rules

UITM Statute

§38-49

§ 39 item 3
"The qualification procedure consists of two stages. In the first one, a candidate's qualification and preparation within the subject matter are appraised based on the submitted documents. The second stage concerns appraisal of the candidate's preparation within the subject matter and within teaching based on a presentation on a topic chosen by the candidate."

Practices

In the process of recruiting new research employees, the University is guided mainly by a candidate's experience gained throughout his/her professional career, his/her scientific potential measured with the scientific achievements throughout his/her professional career, as well as motivation and plans of further scientific development, considering the candidate's autonomy, innovation and creativity. Hence in accordance with the internal HR policy, when a research and teaching position is advertised, the University chooses people who meet the specified requirements regardless of other circumstances of the candidate's situation, such as e.g. a break in scientific career or another unfavourable situation.

As indicated above in *10. Non-discrimination,* the University does not discriminate candidates especially with regard to gender, age, disability, race, religion, nationality, political views, trade union membership, ethnic origin, religious convictions, or sexual orientation. Neither is it guided with such criteria as: marital status, having/not having children, material situation, etc. Moreover, the employees engaged in the recruitment procedure are obliged to ensure equal service quality to applicants and to follow exclusively objective recruitment criteria.

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Due to the need to improve the procedures of recruitment (to make them more effective and transparent), it is necessary to improve the quality of the researcher recruitment model.
The planned activities are:
1. Preparing and approving a President's regulation considering the proceeding principles with employee recruitment
2. Creating a clear, practical pattern of proceeding a researcher's application

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December 2015 - November 2016/HR Consulting Department Department of Science

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13. Recruitment (Code)

Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Act of 27th July 2005 – The Law on Higher Education Art. 118a	Rules **UITM Statute** §39 Practices The University of Information Technology and Management employs candidates as a result of publicly available position advertisements. The advertisements specify exact requirements as to the candidates' knowledge and qualifications, work conditions, responsibilities, development opportunities, and deadlines for applying. According to the HR policy adopted at the University, candidates for research and teaching positions (Assistant Professors and Lecturers) are verified in three stages: 1. Choosing a candidate whose qualifications and education meet the requirements for academic teachers from the database of applications, or advertising a position online. Beside advertisements published at the University's website, advertisements of vacant research positions are placed in the base of job offers for scientists which is kept by the Ministry of Science and Higher Education and available at the Ministry's website (although UITM as a non-state university is not obliged to publish advertisements in that base, as opposed to state universities). 2. Interviewing a candidate by an employee of the HR Consulting Department in order to specify the candidate's predispositions for research and teaching, character traits and personality profile (the candidate should e.g. show predispositions for scientific development, impeccable manner, be communicative, open to new experiences, conscientious, committed, and able to solve problems amicably). 3. A candidate presenting his/her teaching skills. A candidate for a research and teaching position prepares a short presentation (about 10 minutes) concerning a topic s/he chooses. The Committee (comprising of the President, the Vice-President for Science/Teaching and Deans/Vice-Deans) evaluates the candidate's teaching skills, considering the following indicators: substantive correctness of the presentation, linguistic correctness and culture, commitment in the content presented (tone of voice, gestures, additional comments, topic-related digressions), the impression of free movement within the discussed issues.	Due to the need to improve the procedures of recruitment (to make them more effective and transparent), it is necessary to improve the quality of the researcher recruitment model. The planned activities are: 1. Preparing and approving a President's regulation considering the proceeding principles with employee recruitment 2. Creating a clear, practical pattern of proceeding a researcher's application	December 2015 - November 2016/HR Consulting Department Department of Science

14. Selection (Code)

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

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Act of 27th July 2005 – The Law on Higher Education Art. 118a	Rules **UITM Statute** §39-43 Practices According to the HR policy adopted at the University, candidates for research and teaching positions (Assistant Professors and Lecturers) are verified in three stages: 1. Choosing a candidate whose qualifications and education meet the requirements for academic teachers from the database of applications, or advertising a position online (e.g. at the University's website, at the website of the Ministry of Science and Higher Education). 2. Interviewing a candidate by an employee of the HR Consulting Department in order to specify the candidate's predispositions for research and teaching, character traits and personality profile (the candidate should e.g. show predispositions for scientific development, impeccable manner, be communicative, open to new experiences, conscientious, committed, and able to solve problems amicably). 3. A candidate presenting his/her teaching skills. A candidate for a research and teaching position prepares a short presentation (about 10 minutes) concerning a topic s/he chooses. The Committee (comprising of the President, the Vice-President for Science/Teaching and Deans/Vice-Deans) evaluates the candidate's teaching skills, considering the following indicators: substantive correctness of the presentation, linguistic correctness and culture, commitment in the content presented (tone of voice, gestures, additional comments, topic-related digressions), the impression of free movement within the discussed issues. The Committee makes a choice based on the qualifications of and area(s) represented by the candidate, so that the substantive evaluation of the presented candidate's profile is full and reliable. As needed, the Evaluation Committee also includes representatives of the business world, who are in regular cooperation with our University and whose judgement can be viewed as an independent third-party opinion.	Due to the need to improve the procedures of recruitment (to make them more effective and transparent), it is necessary to improve the quality of the researcher recruitment model. The planned activities are: 1. Preparing and approving a President's regulation considering the proceeding principles with employee recruitment 2. Creating a clear, practical pattern of proceeding a researcher's application	December 2015 - November 2016/HR Consulting Department Department of Science

15. Transparency (Code)

Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
There are no national legal provisions permitting or restricting the application of the principles	<u>Rules</u> **UITM Statute** §45 "1. In cases concerning employment of University staff, including academic teachers, provisions of the act apply, and in the scope not regulated by the act, provisions of this Statute and the Labour Code apply. 2. The President may by way of regulations define the rights and responsibilities of particular University employee groups, including the principles of granting holiday leave." <u>Practices</u> Caring for transparency, the University of Information Technology and Management precisely specifies the requirements and expectations as to the candidates' knowledge and qualifications, work conditions, responsibilities, development opportunities, and deadlines for applying already at the stage of advertising a position. On closing the recruitment procedure and choosing the best candidate, other applicants receive information about not being selected. The University's approach to information concerning poor and strong applications is presented exclusively against individual request of the particular candidates.	Due to the need to improve the procedures of recruitment (to make them more effective and transparent), it is necessary to improve the quality of the researcher recruitment model. The planned activities are: 1. Preparing and approving a President's regulation considering the proceeding principles with employee recruitment 2. Creating a clear, practical pattern of proceeding a researcher's application	December 2015 - November 2016/HR Consulting Department Department of Science

16. Judging merit (Code)

The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively,focusing on outstanding results within a diversified career path andnot only on the number of publications. Consequently, the importance ofbibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
There are no national legal provisions permitting or restricting the application of the principles	Rules **UITM Statute** §39 Practices In the process of recruiting new research and teaching employees, the University considers mainly the candidates' careers and scientific achievements. In practical terms, when making a choice, the University considers the qualitative evaluation of publications, but also the quantitative one (bibliometric indicators) – although the latter is not a deciding factor. Further, analysed is the candidates' research potential, their scientific capabilities, plans and interests, which do not directly concern the requirements for the position as specified in the advertisement, but which may fit the University's HR policy and thus make it possible to develop other fields of study. Important for the University is also analysis of the applications with a view to experiences in the business and economy sector. As a candidate is evaluated based on previous experiences, considered are his/her sense of initiative, autonomy, innovativeness and creativity, which may be applied in implementation, patent or licence processes.	Due to the need to improve the procedures of recruitment (to make them more effective and transparent), it is necessary to improve the quality of the researcher recruitment model. The planned activities are: 1. Preparing and approving a President's regulation considering the proceeding principles with employee recruitment 2. Creating a clear, practical pattern of proceeding a researcher's application	December 2015 - November 2016/HR Consulting Department Department of Science

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

Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Labour Code (Act) 18^{3a} – 18^{3e}; Art. 67^1 - 67^4 **Act of 27th July 2005 – The Law on Higher Education** Art. 107-117	Rules **UITM Statute** §39-43 §45 item 1 "In cases concerning employment of University staff, including academic teachers, provisions of the act apply, and in the scope not regulated by the act, provisions of this Statute and the Labour Code apply." Practices The University carefully analyses the candidates' application documents. Any breaks in career related to maternity, paternity or sick leaves do not discriminate a candidate from applying for a job at the University. Career breaks related to work e.g. in industry or business are particularly valuable, as the experience gained therein may contribute to broadening cooperation areas, bring new initiatives and ideas, and help maintain a practical nature of education at the University. The above may be confirmed by the University's equality policy applied at each step of the recruitment process, where no candidates are discriminated due to their gender, age, disability, race, religion, nationality, political views, trade union membership, ethnic origin, religious convictions, or sexual orientation. The University is not guided by such criteria as: marital status, having/not having children, material situation, etc., either.	Due to the need to improve the procedures of recruitment (to make them more effective and transparent), it is necessary to improve the quality of the researcher recruitment model. The planned activities are: 1. Preparing and approving a President's regulation considering the proceeding principles with employee recruitment 2. Creating a clear, practical pattern of proceeding a researcher's application	December 2015 - November 2016/HR Consulting Department Department of Science

18. Recognition of mobility experience (Code)

Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
There are no national legal provisions permitting or restricting the application of the principles	Rules **Internal document approved by the University President** Practices The University of Information Technology and Management is a university of an international character. Therefore, particularly valuable is mobility related to scientific internships, scientific scholarships or work in various sectors both in Poland and abroad. Due to the desirability of that factor, people already employed also have the possibility to continue such trips. Researchers present the results of their research at conferences organised by Polish and foreign universities, with the possibility of UITM financing their participation. A skill valued with candidates for research employees is moving freely within various areas of knowledge and research and conducting interdisciplinary research. The versatility and diversity of the applicant's experience and skills is a factor which positively impacts the whole recruitment and evaluation process of the candidate.	Due to the need to improve the procedures of recruitment (to make them more effective and transparent), it is necessary to improve the quality of the researcher recruitment model. The planned activities are: 1. Preparing and approving a President's regulation considering the proceeding principles with employee recruitment 2. Creating a clear, practical pattern of proceeding a researcher's application	December 2015 - November 2016/HR Consulting Department Department of Science

19. Recognition of qualifications (Code)

Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Act of 14th March 2003 on Academic Degrees and Title and Degrees and Title in the Arts Art. 24 **Ordinance of the Minister of Science and Higher Education of 8th August 2011 on the validation of academic degrees and degrees in Arts obtained abroad**	Practices Employees who have obtained their diplomas or other qualification certificates abroad, receive from the HR Consulting Department, together with the Legal Department, the Department of Science and the Teaching Department, legal consulting services concerning the recognition of the diplomas and certificates, as well as legal help in realising procedures potentially necessary to have the diplomas and certificates recognised. The HR Consulting Department also helps candidates and employees to describe their qualifications and skills obtained outside of the formal system in their CVs in the right way.	Due to the need to improve the procedures of recruitment (to make them more effective and transparent), it is necessary to improve the quality of the researcher recruitment model. The planned activities are: 1. Preparing and approving a President's regulation considering the proceeding principles with employee recruitment 2. Creating a clear, practical pattern of proceeding a researcher's application	December 2015 - November 2016/HR Consulting Department Department of Science

20. Seniority (Code)

The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Labour Code Art. 18³ᵃ – 18³ᵉ; Art. 67¹ - 67⁴ **Act of 27th July 2005 – The Law on Higher Education** Art. 107-117	Practices The University strives to have candidates evaluated mainly according to their individual achievements, experience and career. The position or place where the candidate obtained the experience and qualification serves only to help fitting him/her in the best place within UITM structure. The University does not discriminate candidates for work due to their previous workplace, positions taken or place of obtaining particular qualifications.	Due to the need to improve the procedures of recruitment (to make them more effective and transparent), it is necessary to improve the quality of the researcher recruitment model. The planned activities are: 1. Preparing and approving a President's regulation considering the proceeding principles with employee recruitment 2. Creating a clear, practical pattern of proceeding a researcher's application	December 2015 - November 2016/HR Consulting Department Department of Science

21. Postdoctoral appointments (Code)

Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Act of 27th July 2005 – The Law on Higher Education Art. 120	Rules **UITM Statute** §41, items 1-5 "The position of an *adiunkt* may be held by a person with at least the academic degree of *doktor* (…)" **Regulation No. 37/2012 of the President of the University of Information Technology and Management in Rzeszów of 4th September 2012 on the principles of financing participation in scientific conferences, seminars etc. for UITM employees** **Regulation No. 32/2014 of the President of the University of Information Technology and Management in Rzeszów of 15th September 2014 on introducing work regulations for UITM Assistant Professors** Practices Researchers present the results of their research at conferences organised by Polish and foreign universities, with the possibility of UITM financing their participation, and at conferences and seminars organised and co-organised by UITM. To improve the transparency of the principles and guidelines concerning particular stages in the habilitation process, the University has introduced a special regulation. The regulation is provided to newly employed research and teaching employees on starting their work at the University, which allows them to become familiar with the practices applied at the University in that respect. When preparing their habilitation (post-doctoral) theses,	Due to the need to improve the procedures of recruitment (to make them more effective and transparent), it is necessary to improve the quality of the researcher recruitment model. The planned activities are: 1. Preparing and approving a President's regulation considering the proceeding principles with employee recruitment 2. Creating a clear, practical pattern of proceeding a researcher's application	December 2015 - November 2016/HR Consulting Department Department of Science

	Assistant Professors can take advantage of a research leave, a lower number of organisational hours, they also receive habilitation scholarships. The University covers the full costs of doctoral and habilitation programmes based on relevant contracts. According to the Work Regulations binding at the University of Information Technology and Management in Rzeszów, the principles of work organisation divide the activity of academic teachers into research, teaching and organisational work. Proportions of those activities have been adjusted to the profile of each employee depending on his/her functions and responsibilities (mainly competences and capabilities). The allotment to employee groups results from an in-depth analysis considering each employee's scientific achievements and achievements within other areas of activity. Such a work model allows people interested in developing their scientific potential to increase their research activity, and also allows those who prefer to create and execute ventures important for the University to commit themselves to teaching and organisational work. Employee groups: - Group N1 – research and teaching employees with most of their work time allotted to research (ca. 80%); - Group N2 - research and teaching employees with about half of their work time allotted to research (ca. 50%); - Group N3 - research and teaching employees with less focus on research (ca. 25%); - Group D - teaching employees, whose responsibilities include teaching and organisational work (although scientific development is also welcome).	

22. Recognition of the profession
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).

Relevant legislation (permitting or impeding the implementation of this principle)	**Existing Institutional rules and/or practices**	**Actions required**	**When/Who**
There are no national legal provisions permitting or restricting the application of the principles	Rules **UITM Statute** §39-§43 §43 item 4 "The position of a *lektor* or an *instruktor* may be held by a person with the professional degree of *magister* or an equivalent title." Practices At the recruitment stage, the University chooses employees based on a substantive evaluation of their qualifications, achievements and experiences. The adopted employment strategy allows to choose candidates with the best competence. Employees are treated as professionals. They are provided with suitable work conditions, support for their professional development, and a benefits package.	Due to the need to improve the procedures of recruitment (to make them more effective and transparent), it is necessary to improve the quality of the researcher recruitment model. The planned activities are: 1. Preparing and approving a President's regulation considering the proceeding principles with employee recruitment 2. Creating a clear, practical pattern of proceeding a researcher's application	December 2015 - November 2016/HR Consulting Department Department of Science

23. Research environment

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

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Act of 27th July 2005 – The Law on Higher Education Art. 86c; Art. 6.1. points 1)-3); Art. 13.1 pk .4), 6); Art. 104.1.; Art. 134.1. **Act of 30th April 2010 on the Principles of Financing Science** Art. 18 item 1 point 13	Rules **UITM Statute** §6 item 2 point 3), "support research conducted by young researchers, in particular by conducting competitions financed from means mentioned in art. 18 item 1 point 13 of the act of 30th April 2010 on the principles of financing research" §7 item 3 "The University's tasks include also creating the conditions and infrastructure which directly and indirectly helps to perform the tasks specified in item 2" **Regulation No. 34/2015 of the President of the University of Information Technology and Management in Rzeszów – Regulations of using the research infrastructure at the University of Information Technology and Management in Rzeszów** §4-§5 Practices The University provides researchers with suitable equipment, laboratories and materials needed for their research. It ensures financial means to sustain the research potential of the employees. The University encourages and supports researchers in preparing research grants to external institutions and in commercialising the products of their scientific work. University employees are free to form interdisciplinary interfaculty and interuniversity research teams, and are encouraged to establish international cooperation with and seek membership in research networks and branch organisations.	–	–

24. Working conditions

Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid ,*inter alia*, to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Polish Constitution Art. 33.2, art. 66 **Labour Code** Art. 11-18[1]; art. 18[3a-3e] **Act of 3.12.2010 on implementing certain EU regulations concerning equal treatment law** Art. 6; Art. 8 **Act of 27th July 2005 – The Law on Higher Education** Art. 130	Rules **UITM Statute** §45 item 1 "In cases concerning employment of University staff, including academic teachers, provisions of the act apply, and in the scope not regulated by the act, provisions of this Statute and the Labour Code apply" Practices The University provides researchers with work conditions in accordance with the Polish law. The University's infrastructure is adjusted to the needs of people with disabilities. Researchers can perform part of their work at home, remotely, and are free to adjust their work time at the University to other duties. In individual cases it is possible to obtain consent from university authorities to work in an exceptional (individual) mode. General description of key elements constituting an environment of work at UITM can be found here: https://www.wsiz.rzeszow.pl/PL/NAUKA-I-BADANIA/BADANIA-NAUKOWE/Strony/rozwoj-kadry-naukowej.aspx (in Polish) http://kandydaci.wsiz.rzeszow.pl/en/research/support-for-researchers (in English)	–	–

25. Stability and permanence of employment

Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in the *EU Directive onFixed-Term Work.*

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Labour Code Art. 25 §1 -3; Art. 251 **Act of 27th July 2005 – The Law on Higher Education** Art. 119 1.	Rules **UITM Statute** §39 items 1-2 "1. An academic teacher is employed at the University by appointment or under a contract of employment. 2. An academic teacher is employed under a contract of employment after a qualification procedure which appraises the candidate's preparation within the subject matter and within teaching." §45 item 1 "In cases concerning employment of University staff, including academic teachers, provisions of the act apply, and in the scope not regulated by the act, provisions of this Statute and the Labour Code apply" Practices The employment conditions of researchers at the University comply with the Polish law and the EU Directive on Fixed-Term Work.	–	–

26. Funding and salaries

Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Labour Code Art. 77-93 **Act of 27th July 2005 – The Law on Higher Education** Art. 119.1. point 4); Art. 134.1 point 5); Art. 137-138	<u>Rules</u> **UITM Statute** §46 item 1 "Remuneration regulations are specified by the President." **Regulation No. 38/2015 of the President of the University of Information Technology and Management in Rzeszów of 9th September 2015 on introducing Regulations for remunerating the employees of the University of Information Technology and Management in Rzeszów** **Regulation No. 55/2015 of the President of the University of Information Technology and Management in Rzeszów of 12th November 2015 on amending the Regulations for remunerating the employees of the University of Information Technology and Management in Rzeszów** <u>Practices</u> The University provides researchers competitive remuneration in accordance with national standards and regulations, considering the amount and quality of the work performed. The amount of the remuneration is adequate to the type of work and the qualifications needed to perform it. The employees have shall be provided with any benefits to which they are entitled during periods of temporary incapacity for work according to the Polish law.	–	–

27. Gender balance

Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Polish Constitution Art. 33 **Labour Code** Art. 18³ᵃ **Act of 3.12.2010 on implementing certain EU regulations concerning equal treatment law** Art. 6; Art. 8	Rules **UITM Statute** §39 – §43 Practices The University chooses employees based on a substantive evaluation of their qualifications, achievements and experiences gained throughout their careers. Gender balance is thus not a priority criterion deciding on the choice of a candidate. Currently UITM employs 449 people, including: 238 women and 211 men (53%-47%). 55% of University employees (163 women and 85 men (65%-35%)) are support, administration, library, technical staff, whereas 45% (74 women and 127 men (37%-63%)) are research and teaching employees.	Due to the need to improve the procedures of recruitment (to make them more effective and transparent), it is necessary to improve the quality of the researcher recruitment model. The planned activities are: 1. Preparing and approving a President's regulation considering the proceeding principles with employee recruitment 2. Creating a clear, practical pattern of proceeding a researcher's application	December 2015 - November 2016/HR Consulting Department Department of Science

28. Career development

Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Act of 30th April 2010 on the Principles of Financing Science Art. 18.1. **Ordinance of the Minister of Science and Higher Education of 11th September 2015 on the criteria and procedures for the granting and settlement of financial means for science for financing statutory activity**	Rules **UITM Statute** §44 **Mission and strategy of the University of Information Technology and Management in Rzeszów** Attachment No. 1 to the Senate's Resolution No. 3/LXI/2011 of 21.12.2011 **Regulation No. 50/2004 of the President of the University of Information Technology and Management in Rzeszów – supporting the University's research activity Uczelni and innovative activity within teaching** §1-§5 **Regulation No. 24/2012 of the President of the University of Information Technology and Management in Rzeszów – principles of organising or co-organising and financial settlement of conferences, congresses, seminars, courses** §1-§3 **Regulation No. 52/2014 of the President of the University of Information Technology and Management in Rzeszów – Procedures for organising open lectures** §1-§2 **Regulation No. 1/2004 of the President of the University of Information Technology and Management in Rzeszów – internal examination in a foreign language for Assistant Professors, Assistant Lecturers and administrative employees of UITM and the principles of refunding the costs of foreign language learning by the University** §1-§7 **Regulation No. 33/2014 of the President of the University of Information Technology and Management in Rzeszów – Work**	Due to the need to increase the knowledge of young researchers and research and teaching employees (mainly Assistant Lecturers), annual information meetings have been planned.	Trainings organised once a year from October 2015/Department of Science in cooperation with the University Coordinator for ECTS and Erasmus+.

Regulations for Assistant Lecturers

§1 4.

Regulation No. 32/2014 of the President of the University of Information Technology and Management in Rzeszów – Work Regulations for Assistant Professors

§1 item 4.

Practices

The system of internal grants covers research grants and teaching grants. Research grants finance ventures concerning research within topics according to the University's research policy. Teaching grants finance ventures concerning e.g. preparing classes for computer laboratories, preparing case studies, decision-making games and other teaching innovations.

The statutory subsidy from the Ministry of Science and Higher Education is used to support the employees' research activity: conducting projects, internship trips, purchase of research materials, publishing expenditure and organisation of seminars/conferences.

The system for organising and financing participation in conferences allows researchers to present their scientific achievements at conferences organised at Polish and foreign universities and at conferences and seminars organised or co-organised by UITM.

The incentive system functioning at the University motivates researchers to publish their articles in periodicals indexed in the JCR, effectively search for sources and apply for external funds for research, as well as cooperate with businesses. Moreover, researchers in Ph.D. or habilitation (post-doctoral) programmes are eligible for doctoral or habilitation scholarships and sabbaticals. The University covers all the costs of Ph.D. or habilitation (post-doctoral) programmes.

Open lectures/summer schools organised by UITM allow researchers to extend their knowledge also by partaking in open lectures of visiting professors or in summer schools conducted by outstanding Polish and foreign researchers.

Each year, the UITM Centre for Modern Languages organises language courses for employees, at upper intermediate and advanced levels, in various foreign languages. Classes are organised at times adjusted to the group's schedules. At the end of a course, the Centre offers international examinations: TELC, LCCI IQ, PTE and ETS at B2-C1 levels according to the CEFR.

University employees can take advantage of training trips within the Erasmus programme. They can in that way extend their knowledge and enrich their experience within the professional area in which they are engaged in their everyday work.

29. Value of mobility

Employers and/or funders must recognize the value of geographical, intersectorial, 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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Act of 27th July 2005 – The Law on Higher Education Art. 6.1. 2)	Rules **UITM Statute** §10 "The University works with other universities/colleges and academic institutions, central government bodies, local government units, business entities, social organisations and other organisational units, both Polish and foreign, in order to fulfil its responsibilities in the right manner." **Mission and strategy of the University of Information Technology and Management in Rzeszów** Attachment No. 1 to the Senate's Resolution No. 3/LXI/2011 of 21.12.2011 **Regulation No. 37/2012 of the President of the University of Information Technology and Management in Rzeszów on the principles of financing participation in scientific conferences, seminars etc.** Practices One of the main aims of UITM research policy is to take measures to increase the internationalisation of research conducted at its faculties by establishing international contacts and staring joint research with foreign partners. Work in international research teams allows to gain new skills and experiences, to look from a distance at the previously conducted research and place it against European and world research. One of the ways for young researchers to establish cooperation are foreign scholarships and internships held in prestigious research centres. Currently, UITM employees can take advantage of foreign trip financing: - from the faculties' statutory means (all employees) - from the UITM Europa 2020 project (doctoral students) - from external programmes Currently, 3 researchers are on foreign research internship. In the last year, 10 employees took part in foreign research internships within the Europa 2020 programme. The University helps researchers raise their competences within transferring knowledge from the scientific sector to enterprises. The University's employees took part in trainings and internships within two projects - Nauka idzie w praktykę (Science goes into practice) and Transferencia - coordinated by the Rzeszow Regional Development Agency.	–	–

30. Access to career advice

Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
There are no national legal provisions permitting or restricting the application of the principles	Rules **UITM Statute** §38 item 5 "Academic teachers with an academic title or the post-doctoral academic degree of *doktor habilitowany* are also responsible for educating research staff." **Regulation No. 39/2012 of the President of the University of Information Technology and Management in Rzeszów – Regulations of the Mentor System** §2 "The aim of the Mentor system is to prepare young UITM employees for research and teaching." Practices Since its beginning, the University has been running an HR policy aimed at the stabilization and scientific development of human resources. On the one hand, he University has a selective system of employee recruitment and a performance appraisal system. On the other, the University ensures a career development support system and professional consultancy services, which is part of the HR development strategy of the University. Within that strategy, a mentor system was initiated. The idea of the system is preparing young University researchers for research and teaching. The system is addressed to Assistant Lecturers in their first semester/year of work. A mentor can be an experienced UITM employee with a doctoral or post-doctoral degree, or a Professor. The mentor gives the lecturer work which helps him/her to develop their teaching and research techniques. The University has an HR Consulting Department , which offers consultancy services and trainings. The Department is responsible for the adaptation of new employees and for identifying and analysing training needs. The Proxy of the Vice-President for Science for research quality monitors the scientific development of the University's Assistant Professors and Lecturers and supports the shaping of their scientific careers. In the last year, about 50 employees of our University took part in coaching session conducted by a professional, experienced coach. The coaching was meant to increase the pace of development and improve the results. Thanks to the coaching, the employees should be able to set more specific aims, optimise their activities, make better decisions and use their natural skills more fully.	–	–

31. Intellectual Property Rights

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

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Act of 30th June 2000 on Industrial Property Art. 1-30 **Act of 4th February 1994 on Copyright and Related Rights** Art. 1-35 **Act of 27th July 2005 – The Law on Higher Education** Art. 86.1	Rules **UITM Statute** §18 "1. Academic business incubators and centres for technology transfer may be established at the University. (...) 4. A centre for technology transfer is established for the purpose of direct commercialisation (...). 6. In order to indirectly commercialise results of research and development or know-how related to those results, on principles specified in the act, with the Senate's consent the President establishes a special purpose entity in the form of a joint stock company." **Regulation No. 27/2015 of the President of the University of Information Technology and Management in Rzeszów – Regulations of Intellectual Property and Intellectual Assets Protection and the Annex to therof** §1 of the Annex "1. Provisions of the Regulations of Intellectual Property and Intellectual Assets Protection at the University of Information Technology and Management in Rzeszów, hereinafter called "the Regulations", apply to University employees whose scope of duties, in part or in full, consists in providing intellectual work which results in creation of Intellectual Assets (...) 3. Intellectual Assets are considered created also as a result of performing employee duties during a scientific scholarship, university grant or scientific leave, if under the relevant contract with the Creator the University obtains rights to such Intellectual Assets. 4. In the case of disputes on whether Intellectual Assets have been created as a result of performing employee duties, the dispute is solved by the Commission mentioned in § 19 item 1. [the Commission of Intellectual Property] This provision does not stand in the way of pursuing rights in proceedings before common law court." **Regulation No. 78/2014 of the President of the University of Information Technology and Management in Rzeszów – instituting the Centre for Technology Transfer and Annex thereto** §1 of the Regulation: "As of 10th December 2014, I establish at the University of Information Technology and Management in Rzeszów an institutional-level unit named the Centre for Knowledge and Technology Transfer (CKTT) of the University of Information Technology and Management in Rzeszów."	In order to increase the knowledge of researchers within the area indicated herein, annual trainings have been planned, connected with discussion panels in two blocks (thematic areas): entrepreneurship, and intellectual property management.	Trainings organised once a year (at the beginning of the year, January –March) UITM Centre for Technology Transfer

§2 of the Annex:
"The aim of CKTT's activity is to sell results of research and development or know-how related to those results, or to give a right to use those results or know-how, in particular under a contract of licence, hire or rent."

§3 of the Annex:
"CKTT fulfils its objectives through the following tasks:

1) Cooperation with the economic environment by commercialising the results of research, in particular obtained within UITM, through:
a. research of intellectual assets with a view to the possibilities of obtaining and maintaining their legal protection
b. research of the commercial potential of intellectual assets,
c. preparation of reports on results of intellectual assets research,
d. search for investors interested in the application of the intellectual assets,
e. establishment of commercialisation of forms and conditions, in particular through negotiations and conclusion of suitable contracts,
f. execution of contracts concluded as a result of commercialising intellectual assets,
g. records of the commercialised intellectual assets. (...)

Regulation No. 80/2014 of the President of the University of Information Technology and Management in Rzeszów – establishing the Academic Business Incubator

§ 2
"The University runs the Academic Business Incubator in order to better use its intellectual and technical potential and to transfer results of research work to the economy. The Incubator's objective is to support economic activity of the academic community or university employees/students who are entrepreneurs."

<u>Practices</u>

For many years, the University has been actively engaging in cooperation with the business world, aspects of creativity, innovativeness and entrepreneurship support, acting internally for students and employees, and externally.

As a result of the amendment of the Law on Higher Education act, principles concerning requirements within support for academic entrepreneurship and commercialisation of knowledge generated at the University were changed to a more pro-active nature. Following those changes, the University established the Centre for Technology Transfer and the Academic Business Incubator, and updated the Regulations of Intellectual Property and Intellectual Assets Protection. In order to extend knowledge and raise practical skills, the Centre for Technology Transfer conducts training within: entrepreneurship support, development of innovativeness, intellectual property protection, and technology transfer to industry. The Academic Business Incubator actively supports students and researchers through appraisal, development of business ideas and their incubation, including establishment of start-ups.

32. Co-authorship

Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc, or to publish their own research results independently from their supervisor(s).

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Civil Code (Act) Art. 195-221 **Act of 30th June 2000 on Industrial Property** Art. 8; Art. 11; Art. 72; Art. 159 **Act of 4th February 1994 on Copyright and Related Rights** Art. 9-11 *Code of Conduct for Researchers*, **Committee of Ethics in Science, Warsaw 2012**	Rules **Regulation No. 27/2015 of the President of the University of Information Technology and Management in Rzeszów – Regulations of Intellectual Property and Intellectual Assets Protection and the Annex thereto** §1 of the Annex "1. Provisions of the Regulations of Intellectual Property and Intellectual Assets Protection at the University of Information Technology and Management in Rzeszów, hereinafter called "the Regulations", apply to University employees whose scope of duties, in part or in full, consists in providing intellectual work which results in creation of Intellectual Assets (...)" **UITM Statute** §49 "1. For conduct contrary to the duties of an academic teacher or detracting from the dignity of the teaching profession, academic teachers are liable to disciplinary measures on principles specified in the act" **Resolution No. 3/LXXXV/2016 of the Senate of the University of Information Technology and Management in Rzeszów on appointing the University Disciplinary Committee for Academic Teachers** **Directive No. 26/2015 of the President of the University of Information Technology and Management in Rzeszów of 22nd May 2015 on appointing a Disciplinary Spokesperson of the University of Information Technology and Management in Rzeszów** Practices According to the regulations, researchers are obliged to follow the principles of good research practices. Any form of plagiarism is forbidden. Researchers are obliged to follow the principles of intellectual property rights, and to divide the property among all people engaged in the research. "Honorary" co-authorship is impermissible. Participation of people who are not co-authors can be indicated in acknowledgements. If principles of scholarly integrity are infringed on, the matter is directed to the UITM Disciplinary Spokesperson, and further as needed to the University Disciplinary Committee for Academic Teachers, which takes suitable measures to carefully hear and settle the case. The University cooperates with other universities and scientific institutions as well as business entities, both Polish and foreign ones. It promotes among its employees the idea of interdisciplinary research. One of the main aims of its research policy is cooperation and conducting research in international/interdisciplinary research teams.	–	–

33. Teaching

Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Act of 27th July 2005 – The Law on Higher Education Art. 4; Art. 13. 1. points 1), 2)	Rules **UITM Statute** §7 "2. The University's tasks are in particular: 1) to educate students in order for them to obtain and supplement knowledge and skills necessary in their careers (...), 3) to conduct research and development, provide research services and transfer technology to economy, 4) to educate and promote research staff (...)" **Mission and strategy of the University of Information Technology and Management in Rzeszów** Attachment No. 1 to the Senate's Resolution No. 3/LXI/2011 of 21.12.2011 **Regulation No. 33/2014 of the President of the University of Information Technology and Management in Rzeszów – Work Regulations for Assistant Lecturers** §1 "2. The duties of an Assistant Lecturer (*asystent*) include: a) didactic work related to educating students and other activities related to teaching, including preparation of course cards (outlines), syllabi and teaching materials required by internal regulations binding at the University, b) research work related to conducting research and development work and working towards academic achievements, including work related to preparing a doctoral thesis, c) organisational work" §2 "2. The time of work of a research and teaching employee at the position of an Assistant Lecturer is allotted to the duties mentioned in § l item 2 and is defined in the contract of employment according to the following principles: a) educating students and other activities related to teaching, including preparation of course cards (outlines), syllabi and teaching materials required by internal regulations binding at the University – defined yearly as three times the obligatory teaching load specified in the contract of employment (...)" **Regulation No. 32/2014 of the President of the University of Information Technology and**	–	–

Management in Rzeszów – Work Regulations for Assistant Professors

§1
"2. The duties of an Assistant Professor (*adiunkt*) include :
a) didactic work related to educating students and other activities related to teaching, including preparation of course cards (outlines), syllabi and teaching materials required by internal regulations binding at the University,
b) research work within research and development work and working towards academic achievements, including work related to preparation for obtaining a post-doctoral degree of *doktor habilitowany*,
c) organisational work."
§2
"2. The time of work of a research and teaching employee at the position of an Assistant Professor is allotted to the duties mentioned in § l item 2 and is defined in the contract of employment according to the following principles:
a) educating students and other activities related to teaching, including preparation of course cards (outlines), syllabi and teaching materials required by internal regulations binding at the University – defined yearly as three times the obligatory teaching load specified in the contract of employment (...)"

Regulation No. 16/2011 of the President of the University of Information Technology and Management in Rzeszów – Work Regulations for Professors

§1
"2. The duties of a Professor include :
1) research work related to conducting and managing research and development work,
2) education of academic staff,
3) teaching,
4) organisational work."
§3
"Within their teaching duties, Professors are obliged in particular to:
1) conduct classes,
2) hold office hours within the courses they teach – 2 hours weekly in total,
3) prepare teaching materials required by internal regulations binding at the University."

Practices

According to the Work Regulations for Assistant Professors, Assistant Lecturers and Professors binding at the University, the principles of work organisation divide the activity of academic teachers into research, teaching and organisational work. For Assistant Professors and Lecturers, the proportions of those activities have been adjusted to the profile of each employee depending on his/her functions and responsibilities (mainly competences and capabilities).

The allotment to employee groups results from an in-depth analysis considering each employee's scientific achievements and achievements within other areas of activity. Such a work model allows people interested in developing their scientific potential to increase their research activity, and also allows those who prefer to create and execute ventures important for the University to commit themselves to teaching and organisational work.

Employee groups:

- Group N1 – research and teaching employees with most of their work time allotted to research (ca. 80%);

- Group N2 - research and teaching employees with about half of their work time allotted to research (ca. 50%);

	- Group N3 - research and teaching employees with less focus on research (ca. 25%); - Group D - teaching employees, whose responsibilities include teaching and organisational work (although scientific development is also welcome).		

34. Complains/ appeals

Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Act of 27th July 2005 – The Law on Higher Education Art. 139. 1. – Art.. 150.	Rules **UITM Statute** §49, items 1-8 "1. For conduct contrary to the duties of an academic teacher or detracting from the dignity of the teaching profession, academic teachers are liable to disciplinary measures on principles specified in the act. 2. The University Disciplinary Committee adjudicates in cases of disciplinary liability of academic teachers (...)" **Resolution No. 3/LXXXV/2016 of the Senate of the University of Information Technology and Management in Rzeszów on appointing members of the University Disciplinary Committee for Academic Teachers** **Directive No. 26/2015 of the President of the University of Information Technology and Management in Rzeszów of 22nd May 2015 on appointing a Disciplinary Spokesperson of the University of Information Technology and Management in Rzeszów** Practices If any conflicts or disputes arise, researchers can receive informal help from their superiors. Disputes/appeals, depending on the nature of the problem, are solved individually by Chair Heads, Faculty Deans or Vice-Presidents, through dialogue and mediation. In cases related to disciplinary responsibility of researchers, the cases are directed to the Disciplinary Spokesman and if needed, to the Disciplinary Committee, which solves problems and examines the appeals of employees facing disciplinary measures.	–	–

35. Participation in decision-making bodies

Employers and/or funders of researchers should recognize it as wholly legitimate, and indeed desirable, that researchers be represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Act of 27th July 2005 – The Law on Higher Education Art. 60.5.; Art. 60.9.; Art. 62.1.	Rules **UITM Statute** §31 "1. The University Senate comprises: (...) g) two representatives of academic teachers employed at the University (...)" 3. Senate members mentioned in items 1g) (...) are elected by academic teachers (....)." §34 "1. Senate members are elected from among academic teachers (....) by equal, direct, secret voting. (....)" §36 "1. The Faculty Council comprises: (...) d) two representatives of academic teachers employed at the faculty (...)" 4 The elected members of Faculty Councils are subject to the respective provisions of §34." **UITM Organisational Regulations** §17, items 1-3; §18, items 1-2 **Regulations of electing representatives of University employees to the Senate** Practices Employees are represented by appointed representatives in the University's collegial bodies, i.e. the Senate and Faculty Council, which ensures indirect impact on the decisions made by the University Authorities and active participation in the University's work. Elections of Senate/Faculty Council members are ordained by the President and conducted by the University Electoral Commission according to the provisions contained the University Statute. The University's academic community is represented	–	–

	by the Deans and Heads of the particular chairs, who are open to any suggestions from researchers. Each researcher can contact the Chair/Department Head and submit proposals concerning organisational or research issues. According to the current organisational structure of the University, the Chair/Department Head can further consult any comments of his/her employees with the Dean of the Faculty or with the Vice-President for Science (in research issues) or the Vice-President for Teaching (in organisational issues). Moreover, each faculty has its Proxies of the Vice-President for Science, who represent individual and collective interests of researchers.		

36. Relation with supervisors

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

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Act of 27th July 2005 – The Law on Higher Education Art. 111. 3; Art. 132.1. *Code of Conduct for Researchers,* **Committee of Ethics in Science, Warsaw 2012**	Rules **UITM Statute** §38 item 5 "Academic researchers with an academic title or the post-doctoral academic degree of *doktor habilitowany* are also responsible for educating research staff." §44 "1. Academic teachers are appraised periodically no less frequently than once every two years. The appraisal may be more frequent, on the motion of the Dean (....)." **Regulation No. 16/2011 of the President of the University of Information Technology and Management in Rzeszów – Work Regulations for Professors** § 2 "Within their research and staff education, Professors are obliged in particular to: (...) 3) supervise the research of young researchers, including acting within a calendar year as a supervisor of doctoral theses of two assistant lecturers employed at the University." **Regulation No. 39/2012 of the President of the University of Information Technology and Management in Rzeszów – Regulations of the Mentor System** § 6 "1. The Mentor's main responsibility is to support and motivate the Mentee to develop the Mentee's research career" § 8 "**1.** The Mentor instructs the Mentee to perform works significant with regard to developing the Mentee's research and teaching skills."	–	–

	The scope of duties and rights of a chair / department head Practices The University's organisational system provides the possibility of regular contact of researchers with their academic supervisor and the Chair/Department Head. Both Assistant Professors and Lecturers can directly contact the Chair/Department Head, whose role is e.g. organising research work in the chair/department – including help in preparing research projects – regular consulting, appraisal of doctoral/habilitation (post-doctoral) programme progress, and organising and encouraging employees to participate in other activities, such as the compulsory research meetings of the Chair/Department, seminars and conferences. For new employees under the Mentor system, their relations with their academic supervisor are specified by the Regulations of the Mentor System.		

37. Supervision and managerial duties

Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Act of 27th July 2005 – The Law on Higher Education Art. 111. 3; Art. 132.1. *Code of Conduct for Researchers, Committee of Ethics in Science, Warsaw 2012*	Rules **UITM Statute** § 38 item 5 "Academic researchers with an academic title or the post-doctoral academic degree of *doktor habilitowany* are also responsible for educating research staff" § 44 "1. Academic teachers are appraised periodically no less frequently than once every two years. The appraisal may be more frequent, on the motion of the Dean (....)." **Regulation No. 16/2011 of the President of the University of Information Technology and Management in Rzeszów – Work Regulations for Professors** § 2 "Within their research and staff education, Professors are obliged in particular to: (...) 3) supervise the research of young researchers, including acting within a calendar year as a supervisor of doctoral theses of two assistant lecturers employed at the University" **The scope of duties and rights of a chair / department head** **Regulation No. 39/2012 of the President of the University of Information Technology and Management in Rzeszów – Regulations of the Mentor System** § 2 "The aim of the Mentor system is to prepare young UITM employees for research and teaching." § 3 "The Mentor system applies to selected young research and teaching staff employed as Assistant Lecturers (*asystent*), hereinafter called "Mentees", during their first semester of work at UITM, with a possibility of prolongation for the subsequent semester according to § 5 item 4." Practices The University is aware of the importance of the right supervision of the development of young researchers. Building constructive and correct relationships with the young researchers is the responsibility of senior research employees, resulting from the Work Regulations for Professors. The role of Professors is to shape the research faculty, including directing the research work of young researchers. Chair heads who are direct superiors of research employees are obliged to supervisor the scientific development of the Chair's employees and initiate and/or direct research projects which are at the heart of the doctoral programmes of Assistant Lecturers and habilitation (post-doctoral) programmes of Assistant Professors. According to the	Despite a large number of practically applied Institutional rules concerning a researcher's ethics, in order to increase their transparency and reinforce the practice resulting from it, the University decided to develop and adopt a Code of Conduct for Researchers. The Code shall hold the principles resulting from the existing Institutional rules and practices as well as the European Charter for Researchers and the Code of Conduct for the Recruitment of Research. It will also consider the provisions of the Polish law and the Code of Conduct for Researchers issued by the Committee of Ethics in Science in 2012. Moreover, in order to ensure compliance of research conducted at UITM with high ethical standards and to ensure support for employees when solving moral dilemmas related to the conducted research, a committee for ethics in research will be established at UITM (as of 1st October 2016). The committee's responsibility will mainly be to provide opinions (by resolution upon a motion) – from an ethical perspective – on research projects conducted at UITM. The committee's functioning will be based on Regulations of the functioning of the committee for ethics in	2015– October 2016/Chair of Administrative Law and Chair of Law Theory, Proxies, Vice-President for Science, University Legal Department, Disciplinary Spokesperson for Academic Teachers

	Regulations of the Mentor System, academic supervisors who act as Mentors are obliged to e.g.	research at UITM, which will enter into force based on the President's decision.	
	1)diagnose the needs of the researcher under his/her supervision,		
	2)observe the researcher during work,		
	3)aid the researcher in his/her work,		
	4)give feedback on the work performed to the researcher,		
	5)indicate various sources of information on professional issues, e.g. literature, people who could help, information materials, website addresses,		
	6) support the researcher in self-development,		
	7)control the results of the researcher's activities,		
	8)improve his/her own professional methods,		
	9) improve his/her performance as a Mentor.		

38. Continuing Professional Development

Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Act of 27th July 2005 – The Law on Higher Education Art. 111.1. 2; Art. 132.1. *Higher Education and Science Development Programme for 2015-2030 , Ministry of Science and Higher Education 2015*	Rules **Regulation No. 33/2014 of the President of the University of Information Technology and Management in Rzeszów – Work Regulations for Assistant Lecturers** § 1 "2. The duties of an Assistant Lecturer (*asystent*) include: (...), b) research work related to conducting research and development work and working towards academic achievements, including work related to preparing a doctoral thesis, (..). 4. Assistant Lecturers are obliged to raise their qualifications (increase their knowledge) within science and teaching, e.g. by taking advantage of trainings offered by the University." **Regulation No. 32/2014 of the President of the University of Information Technology and Management in Rzeszów – Work Regulations for Assistant Professors** § 1 "2. The duties of an Assistant Professor (*adiunkt*) include: b) research work within research and development work and working towards academic achievements, including work related to preparation for obtaining a post-doctoral degree of *doktor habilitowany* (...)	Despite a large number of practically applied Institutional rules concerning a researcher's ethics, in order to increase their transparency and reinforce the practice resulting from it, the University decided to develop and adopt a Code of Conduct for Researchers. The Code shall hold the principles resulting from the existing Institutional rules and practices as well as the European Charter for Researchers and the Code of Conduct for the Recruitment of Research. It will also consider the provisions of the Polish law and the Code of Conduct for Researchers issued by the Committee of Ethics in Science in 2012. Moreover, in order to ensure compliance of research conducted at UITM with high ethical standards and to ensure support for employees when solving moral dilemmas related to the conducted research, a committee for ethics in research will be established at UITM (as of 1st October 2016). The committee's	2015 – October 2016/Chair of Administrative Law and Chair of Law Theory, Proxies, Vice-President for Science, University Legal Department, Disciplinary Spokesperson for Academic Teachers

	4. Assistant Professors are obliged to raise their qualifications (increase their knowledge) within science and teaching, e.g. by taking advantage of trainings offered by the University."	responsibility will mainly be to provide opinions (by resolution upon a motion) – from an ethical perspective – on research projects conducted at UITM. The committee's functioning will be based on Regulations of the functioning of the committee for ethics in research at UITM, which will enter into force based on the President's decision.
	Regulation No. 16/2011 of the President of the University of Information Technology and Management in Rzeszów – Work Regulations for Professors	
	§ 1 "2. The duties of a Professor include: 1) research work related to conducting and managing research and development work"	
	<u>Practices</u>	
	Researchers are aware of the need to constantly develop professionally. Raising qualifications and improving skills is one of their responsibilities resulting from the work regulations for research and teaching employees. Assistant Professors and Lecturers are obliged to raise their qualifications in research and in teaching, e.g. by taking advantage of the trainings offered by the University. Within their research work, Assistant Lecturers should conduct research, development work and develop their academic achievements, including starting work on a doctoral thesis. Assistant Professors are obliged to conduct research or development work, individually or in team, and start work on the habilitation (post-doctoral) thesis. Professors are obliged e.g. to research work related to conducting and leading research and development work, including supervision of the research work of young researchers.	
	The University supports researchers at all stages of their professional career and provides them with development opportunities by ensuring the right work conditions.	

39. Access to research training and continuous development

Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take up and effectiveness in improving competencies, skills and employability.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Act of 27th July 2005 – The Law on Higher Education Art. 6.1.1), 2), 3); Art. 13.1.4), 6); Art. 104.1; Art. 134.1. **_Higher Education and Science Development Programme for 2015-2030 , Ministry of Science and Higher Education 2015_**	<u>Rules</u> **UITM Statut** § 7 item 2 point 4) "2. The University's tasks are in particular: 4) to educate and promote research staff (...)." **Regulation No. 50/2004 of the President of the**	–	–

University of Information Technology and Management in Rzeszów – supporting the University's research activity Uczelni and innovative activity within teaching

Regulation No. 19/2012 of the President of the University of Information Technology and Management in Rzeszów of 18th April 2012 - on announcing Regulations of the principles and procedures of granting doctoral and scientific scholarships for doctoral students and sabbaticals at the University of Information Technology and Management in Rzeszów

Regulation No. 31/2012 of the President of the University of Information Technology and Management in Rzeszów of 16th July 2012 on introducing a unified text of the Regulations of the principles and procedures of granting scientific scholarships other than doctoral or habilitation ones for employees and scientific scholarships for junior assistants at the University of Information Technology and Management in Rzeszów

Regulation No. 24/2012 of the President of the University of Information Technology and Management in Rzeszów – principles of organising or co-organising and financial settlement of conferences, congresses, seminars, courses

Regulation No. 52/2014 of the President of the University of Information Technology and Management in Rzeszów – Procedures for organising open lectures

Practices

At any stage of their career, regardless of their position, researchers are provided with the opportunity to develop professionally through access to means aimed at regular development of skills and competences. Employees can apply to research projects financed from UITM's own means, from subsidies for sustaining research potential granted by the Ministry of Science and Higher Education, and from the means of Horizon 2020, National Science Centre (NCN), National Centre for Research and Development (NCBiR) and other programmes. Employees are supported in project preparation and execution by the University's administrative department, like: the Department of Science, Project Office, and Bursary Office.

The University provides a system of organising and financing conference participation and a scholarship system. When preparing their doctoral or habilitation (post-doctoral) dissertations, Assistant Professors and

	Lecturers can take advantage of research leaves and doctoral and habilitation scholarships. Employees are encouraged to participate in the initiatives organised by the University, i.e. trainings, conferences, seminars and open lectures. They are informed on a current basis about the possibilities of applying for various forms of raising professional qualifications.		

40. Supervision

Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

Act of 27th July 2005 – The Law on Higher Education
 	
Art. 13.1.4)
	<u>Rules</u>
	
	The scope of duties and rights of a chair / department head:
	
	"The duties of the head of a Chair within research activity include:
	  a. (...)
	  b. initiating and/or managing research projects which are part of doctoral work of Assistant Lecturers or habilitation work of Assistant Professors,
	  c. preparing grant applications in cooperation with the Department of Science and the Project Team,
	  d. supervising the scientific development of Chair employees (including interns (*asystent stażysta*) who have their internship in the Chair)."
	
	Regulation No. 39/2012 of the President of the University of Information Technology and Management in Rzeszów – Regulations of the Mentor System
	
	§ 4
	1. "A Mentor can be an experienced UITM employee with a doctoral or habilitation (post-doctoral) degree, or a Professor.
	2. The Mentor for a Mentee is appointed by the Vice-President for Science.
	3. A Mentor cannot have more than two Mentees at the same time."
		–	–

	Practices The University appoints a person who can be consulted by young researchers in issues related to the performance of their professional responsibilities. The University has the Mentor system, the aim of which is to prepare young UITM employees for research and teaching. Within the Mentor system, new employees are provided with the help of an academic supervisor, appointed by the Vice-President for Science. The supervisor's main responsibility is to support and motivate the researcher under his/her supervision to developing their research career. A Mentor can be an experienced UITM employee with a doctoral or habilitation (post-doctoral) degree or a Professor.		