



University of
LODZ

HUMAN RESOURCES STRATEGY FOR RESEARCHERS AT THE UNIVERSITY OF LODZ

ACTION PLAN FOR 2016-2018

Based on the internal gap analysis of the state of
implementation of the principles of the Charter and Code

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I INTRODUCTION

The University of Lodz (UL), a state accredited university, has been one of the leading educational institutions in Poland for over 70 years. Nearly 40,000 young people study here and approximately 4,000 staff (including over 2,221 academic teachers) are employed by the University.

University of Lodz comprises 12 faculties:

Biology and Environmental Protection
Chemistry
Economics and Sociology
Educational Sciences
Geographical Sciences
International and Political Studies
Law and Administration
Management
Mathematics and Computer Science
Philology
Philosophy And History
Physics and Applied Informatics
and a branch in Tomaszow Mazowiecki

Educating at the European level

The University's high standard has been noted by QS World University Ranking 2015 where UL is listed together with only 5 other Polish universities. Our institution is definitely a leader in Poland as far as the UI GreenMetric Ranking 2015 is concerned. Upon the accession to the European Union, the role and significance of higher education have increased even further. Therefore, UL has created curricula which respond to the needs of the European labor market. Each year the ongoing transformations are monitored and the University puts its best efforts in tailoring education programmes to the current trends, and maintaining the high European standards. The UL offers Bachelor's and Master's Degree studies as well as doctoral and postgraduate programmes, entirely conducted in foreign languages (English, French, Russian). UL conducts prestigious MBA studies in English (Executive MBA at Polish-American Management Center) and French (Formation Franco-Polonaise de Gestion). Moreover, as a result of the cooperation with a number of foreign universities, among them Université Jean Moulin Lyon III, Universités de Tours, the R.H.Smith School of Business, University of Maryland, Central University of Applied Sciences, University of Texas, and Universität Regensburg, the students of our University can graduate with double diplomas.

Promoting research, mobility and opening the doors to international career opportunities

As one of the bodies within the University, the University Development Centre provides support of any activities which allow the university to participate in projects funded by external sources and promoting the development and internationalisation of the University.

The University of Lodz is an institution which actively takes part in miscellaneous international programmes as well as research and scientific enterprises. In collaboration with other academic institutions, research centres, NGOs, local and state authorities and the business sector, the University has successfully completed numerous research grants in Poland and abroad. In 2016

University of Lodz was engaged in over 300 projects funded from external resources. This includes research, educational and other development projects funded both from national and European grants.

Through the participation in various grants, e.g. the 5th, 6th and 7th Framework Programmes, Horizon 2020, COST (the European Cooperation in Science and Technology) etc., the University has gained experience and the reputation of a reliable and credible partner and project co-ordinator.

Between 2015 and 2016, 12 projects were implemented by the University of Lodz within the framework of FP7 (the Seventh Framework Programme) and Horizon 2020.

FOLPSEC	Functioning of the local production systems in the conditions of economic crisis (comparative analysis and benchmarking for the EU and beyond)	FP7
GREEN SURGE	Green Infrastructure and Urban Biodiversity for Sustainable Urban Development and the Green Economy	FP7
NANOGENE	EU-Belarus-Russia Network in Nanomaterials-Driven Anti-Cancer Gene Therapy	FP7
DIVERSE	Diversity Improvement as a viable enrichment resource for society and economy	FP7
E-BALANCE	Balancing energy production and consumption in energy efficient smart neighbourhoods	FP7
INNPROBIO	Forum for Bio-Based Innovation in Public Procurement	FP Horizon 2020
ICRI-BIOM	Centrum Innowacyjnych Biomateriałów - International Centre for Research on Innovative Biobased Materials (ICRI-BioM)	FP Horizon 2020
IRRELAS	The Greek Connection: Irish Poets and Modern Greece	FP7
VACTRAIN	Twinning on DNA-based cancer vaccines	FP Horizon 2020
QUANTUM DYNAMICS	New Geometry of Quantum Dynamics	FP Horizon 2020
GRACE	Gender and Cultures of Equality in Europe	FP Horizon 2020
RELOCAL	Resituating the local in cohesion and territorial development	FP Horizon 2020

The University is also an active partner and leader of other international programmes, such as Erasmus+; various strategic alliances, knowledge partnerships, programmes supporting reforms and mobility projects, Erasmus Mundus, the International Visegrad Fund, and the Scholarship and Training Fund. Within the framework of the LLP Programme and Erasmus+, since 2008, the University of Lodz has tripled its involvement in such enterprises, and in 2015 implemented as many as 56

different projects. Currently, the University is a leader of international consortiums in 5 projects and, at the same time, a partner in 45 more projects. It is worth emphasising that the projects coordinated by the University of Lodz were highly evaluated upon their completion. The national agency of the LLP Programme and Erasmus+ presented our model of educational project implementation as an example of good practice to be followed by other institutions of higher education. The DysTEFL – Dyslexia for Teachers of English as a Foreign Language – project was selected as a “success story” by the European Commission. “Success stories” are finalised projects that have distinguished themselves by their impact, contribution to policy-making, innovative results and creative approach, and can be a source of inspiration for others. The University of Lodz is also implementing as many as five projects within the framework of Erasmus Mundus – Action 2, the main purpose of which is to enhance academic co-operation and exchanges of students and academics. As part of these five projects, the University of Lodz started collaboration with approximately 100 higher education institutions in the EU, Eastern Europe and Latin America.

The University of Lodz is also an active participant of various scientific projects implemented and funded in Poland. In 2015 our academics submitted 209 applications and simultaneously 221 project were implemented, mainly within the framework of programmes governed by the National Science Centre and the Ministry of Science and Higher Education.

International collaboration in the university is not limited exclusively to numerous scientific and education projects with foreign partners. Currently, within direct co-operation agreements, the school co-operates with about 230 partner institutions from all over the world. The mobility of students is high priority for the University of Lodz, both within the university mobility programme (including countries outside the European Union) and within the Erasmus+ Programme. Within the Erasmus+ Programme, the University has so far signed 700 agreements with almost 400 partner institutions. These institutions give our students, whether local or foreign, the possibility of spending a semester, or a year, abroad. In return, we welcome many guests from abroad spending a period of their studies in Lodz. The University of Lodz also takes part in other exchange and research programmes, such as Campus Europae, Scholarship and Training Fund (EEA and Norway Grants), Compostela Group of Universities, Erasmus Mundus, CEEPUS, Mizuta Scholarship.

In 2015, the university signed 215 agreements with foreign institutions, which are a legal basis for semester student exchange programmes. Since 2009, the number of such agreements has increased steadily.

AGREEMENTS (non-project – non-Erasmus+) FRAMEWORK AGREEMENTS/BASIC AGREEMENTS (DETAILS: EXECUTIVE AGREEMENT)

Legal basis for semester student exchange

2008 - 108 agreements; 2015 – 215 agreements

2009 – 109 agreements; 2010 – 116 agreements; 2011 – 133 agreements; 2012 – 144 agreements; 2013 – 169 agreements; 2014 – 204 agreements

Signed agreements translate into a constantly growing number of foreign students, from 256 students in 2008/2009 to 1422 students in 2014/2015.

STATISTICAL DATA – FOREIGN STUDENTS IN LODZ UNIVERISTY BETWEEN 2008/09 AND 2015/16

The total number of foreign (full-time studies and student exchange) – academic years (people calculated individually)

Ac.y.	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16 (estimated figures generated on previous experience* winter and summer term)
TOTAL	256	336	441	544	691	1055	1422	1 741

* 01/02/2012 – estimated data, not all exchange students are at the University of Lodz for the 2015/2016 summer term. The figures include students who declared their participation in the forthcoming semester.

In 2015, apart from the foreign students who chose the University of Lodz, the University also hosted 1649 visitors from outside Poland (2014: 1261 guests), including 1165 guests who took part in scientific conferences, 27 academics who participated in the scientific internship program, 16 scientists who conducted research, and 87 tutors who held lectures within the framework of the Erasmus+ Programme (2014: 65 employees). 95 guests were hosted at the University of Lodz during official visits, visits pursuant to signed collaboration agreements, consultations and individual meetings, and within the framework of research and educational programmes (excluding educational visits related to Erasmus+), the university received 163 guests. 196 foreign undergraduates and doctoral students visited the University of Lodz with the purpose of participating in research and educational programmes, conducting research, and taking part in scientific internship programmes. Undergraduates and doctoral students also visited the university to attend conferences, seminars, student workshop sessions, internship and scholarship programmes and Summer Schools.

In 2015, during a special gala, held in Warsaw on November 11th 2011, the University was awarded the title of the Mobility Leader, granted by the Scholarship and Training Fund (SATF). The University was credited for the largest number of agreements signed with higher education institutions from the three donor countries, i.e. Norway, Lichtenstein and Iceland, in the course of implementing various mobility projects within the SATF's programme called "Actions 1 – Mobility of University Students and Employees" between 2008 and 2011. In 2011, the University of Lodz was also recognised as a higher education institution which promotes a substantial number of initiatives related to mobility, as assessed on the basis of the final report on its mobility-propagating actions in 2009/2010. As a result, the University was invited to participate in the contest "EDUinspiracje", the purpose of which was to select the best projects within the Lifelong Learning Programme and to demonstrate their results and achievements to a wider audience. In 2015 the University of Lodz was granted another "EDUinspiracje" award for "Mobility of Students and Employees, the 2013-2014 LLP Erasmus Programme". In the academic year of 2008 and 2009, the university was awarded first place for the academics' mobility within the LPP Erasmus Programme, which means that we are the best higher education institution in Lodz, as we offer approximately 700 scholarship trips annually. Again, in the academic year of 2013 and 2014, the University of Lodz was the first higher education

institution in Poland as far as the academics' mobility was concerned, with 255 educational trips (Erasmus: 249, SATF: 6).

Supporting innovation

Innovation Centre - High-Tech Accelerator Foundation focuses on support for innovative Polish projects from sectors of advanced technology by introducing modern advisory system, knowledge-base system and help in raising capital funds. Accelerator supports high-tech projects from all around the country with the particular emphasis on projects bringing benefits for the Lodz region. The University of Lodz builds a network of partner contacts with other accelerators and academic communities in Poland and conducts research in the scope of new technologies along with a panel enabling their assessment.

Centre for Technology Transfer

promotes postgraduate studies and workshops in the scope of methodology of market and technology assessment and commercialization of scientific ideas for inventors, entrepreneurs and representatives of research institutes.

Supporting modernity

The Main University Library is currently one of the largest and most modern libraries in Poland.

Training and Conference Centre of the University of Lodz offers 8 conference rooms and accommodation for 190 guests in two complexes: one situated in the city centre and the other in the beautiful Lagiewniki Woods complex.

Centre of Physical Education and Sports is a complex of modern gyms, a swimming pool and a fitness and renewal center.

Student Campus LUMUMBOWO offers several thousands of rooms in 10 renovated dorms and an assistants' hotel.

Supporting culture Supporting studies without barriers

The University of Lodz is also a hub of cultural life, open to art and activities outside academic concerns. It provides patronage for numerous contests, and takes part in festivals, UL participates in the cultural life of the city and region. 'PREXER' Cultural Centre of UL has become an important site on the cultural map of the city as a meeting ground for different artistic circles of the University.

The University actively cooperates with local authorities as well as a variety of institutions and organizations. It also takes part in countless charitable actions. We are the originators and organizers of the "No flowers, thank you" action, which is about encouraging students

to buy special cards designed by children, rather than bouquets, as gratitude gifts to their theses supervisors and reviewers. The cards are made by children under the care of the Gajusz Foundation and the HAPPY KIDS Foundation, and the whole income from the cards goes for statutory aims of the foundations. Supporting studies without barriers is one of UL's aims to widen the accessibility of higher education for disabled students. UL continues to provide them with an equal access to education devoid of any barriers, be they architectural or cognitive. UL offers international students the opportunity to learn Polish in one

of the oldest and most recognized schools of Polish for foreigners in our country.

II METHODOLOGY - methodology of the performance of the Gap Analysis

By means of Senate Resolution No. 355 of 12 May 2014, the University of Łódź (UŁ) adopted an Academic Development Plan at UŁ in the years 2014-2016, in which a number of activities were included whose aim is to improve research quality and thus to strengthen the position of the University in Poland and Europe. One of the conditions for the success of the implementation of the plan is the adoption and application by UŁ of the rules stipulated in the European Charter for Researchers & the Code of Conduct for their Recruitment. The decision to follow the procedure of application for the logo of "Human Resources Excellence in Research" was taken in December of 2015, which was manifested by the President (Rector) of UŁ signing the declaration of support. [Link](#).

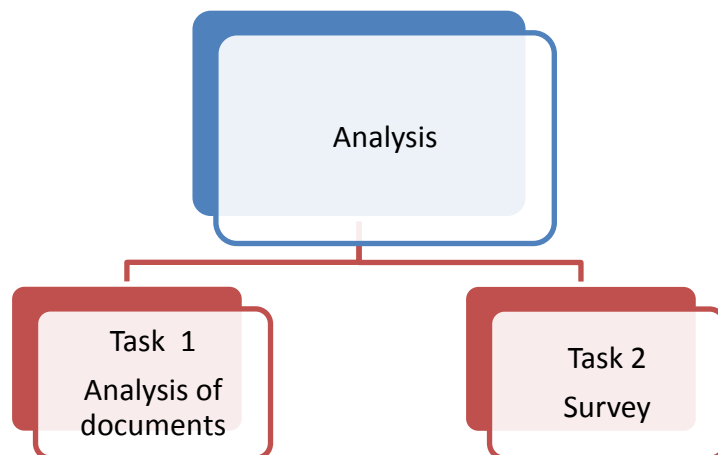
As a result of the adoption of the declaration, and thus the obligation, the university took further formal and informal steps connected with the procedure of being awarded the HR Logo (for example, informational meetings presenting the rules of CC). As part of the formal activities, on 23 May 2016, by means of President's (Rector's) Ordinance No.83, the Committee for the Implementation of the European Charter for Researchers & the Code of Conduct for their Recruitment at the University of Łódź was established ([Link](#)).

Membership of the Committee:

No.	Name and surname	Function
1.	Prof. Antoni Różalski	Vice – President (Pro-Rector) for Science - President of the Committee
2.	Prof. Elżbieta Żądzińska	Dean of the Faculty of Biology and Environmental Protection
3.	Assoc. Prof. Elżbieta Jung Ph.D.	Pro-Dean of the Faculty of Philosophy and History
4.	Rafał Majda Ph.D	UŁ Chancellor
5.	Dorota Dębicka MA	Department of Studies and Analyses of UŁ
6.	Michał Kaczmarek MA	Regional Contact Point for EU Research Programmes
7.	Piotr Kosmowski MA	PhD Students' self-government
8.	Michał Kulik MA	Director of the Centre for the Development of the University
9.	Jolanta Pacura MA	Manager of Office for Research and Structural Programmes
10.	Katarzyna Rubciak MA	Manager of UŁ Rector's Office
11.	Agnieszka Talar MA	Coordinator of UŁ's team of lawyers
12.	Małgorzata Wróblewska MA	Manager of Department of Personnel Affairs

People who represent the environment of academic employees within the area of science, socio-humanistic studies, the environment of doctoral students, university authorities and representatives of administration (offices responsible for legal regulations, personnel matters and the representatives of substantive organisational units involved in the developmental process of the university as part of their research activity) were appointed to the Committee. The representative of the Regional Contact Point for EU Research Programmes (Regional EURAXESS Service Centre), operating at UŁ, was invited to the group.

During the first meeting of the Committee, the calendar, the scope of work, as well as the division of work among the Committee team were established, and the assumptions of the survey as well as the method of conducting it were discussed. In accordance with the adopted methodology based on the tips available at the EURAXESS website, the Committee decided to conduct an internal analysis which would allow for the assessment of how much the functioning of UŁ is consistent with the European Charter for Researchers & the Code of Conduct for their Recruitment. The process of the analysis was planned as two separate but parallel procedures/tasks: task no. 1 - comparing the guidelines stipulated in both the Charter and the Code with binding national legal acts and the internal regulation of UŁ using the "Standard template for the internal analysis" made available at the EURAXESS website in order to specify and identify the existing loopholes/differences; and task no. 2 - conducting a survey among research employees of UŁ in order to get their opinion on the adherence to the guidelines of the Charter and the Code at the University.



Task 1: Analysis of documents

In order to conduct the work of task 1, four working teams were established within the Committee for the assessment of documentation within the scope of:

1. ETHICAL AND VOCATIONAL ASPECTS – team leader: Assoc. Prof. Elżbieta Jung Ph.D.
2. RECRUITMENT – team leader: Michał Kulik

3. WORKING CONDITIONS AND SOCIAL SECURITY – team leader: Małgorzata Wróblewska

4. TRAINING AND DEVELOPMENT – team leader: Katarzyna Rubciak

The coordinator responsible for implementation and realisation working schedule and tasks – Jolanta Pacura

The teams carried out work consisting in the analysis of national legal acts, internal regulations (ordinances and rules), existing practices, and internal procedures on the basis of questions contained in the internal analysis table made available on the EURAXESS website. The work lasted from May to the end of July. During this period, particular teams held working meetings, and two general meetings of all teams took place in order to discuss the progress in their work, exchange opinions, and resolve issues which required the involvement of all the members of the Committee. The final result of the teams' work is a collection, a tabular summary presented in chapter 3 showing the internal analysis of the existing state of affairs at UŁ conducted on the basis of the comparison between the guidelines stipulated in the Charter and Code as well as binding national legal acts and internal University regulations.

Task 2: Survey

Activities connected with conducting the survey among UŁ research staff were undertaken parallel to the work done in task 1. The survey proposal was prepared by a team of specialists, sociologists from the Department of Social Research Methods and Techniques of UŁ at the request of the President of the Committee for the Implementation of the HR Logo at UŁ. The proposal of the survey template and the method of conducting it at the University were discussed and verified during the committee meeting, as well as in the course of on-line consultations between the Committee members. As a result of joint agreements, the survey template, as well as the method of distribution and promotion encouraging active participation in it were accepted, and then the realisation of the task commenced.

Because of the specificity of the environment, the conducting of the Survey among university staff was planned in two stages and in two different forms i.e. a paper version and an on-line version.

In the first stage of the paper form of the survey, in order to obtain effective and direct information on the activities of the European Commission within the framework of the Human Resources Strategy for Researchers, and those procedures followed in relation to it at UŁ, a direct letter was addressed to the deans of all University Faculties inviting University research staff to actively get involved in the survey research. 209 copies of the survey in paper form were sent together with the letter. In that way, an informational and promotional action concerning the idea of the Charter, the Code and HR Logo was organised at the level of Faculties, and university employees were encouraged to express their opinions by completing paper or electronic version of the survey. The paper surveys were distributed together with instructions specifying the number of Professors,

Assistant Professors, Research Assistants and PhD students to whom they should be addressed at each Faculty. The authorities of each Faculty ensured the anonymity of the people completing the paper version of the survey and also each of them was informed that they should not complete the survey online.

The aim of this twin-track action was to conduct an effective informational-promotional action directly at the Faculties, to collect the greatest number of answers and to provide the possibility to take part in the survey for people who could not (e.g. through lack of computer access) or did not want to complete the survey online (concern about anonymity of the online survey).

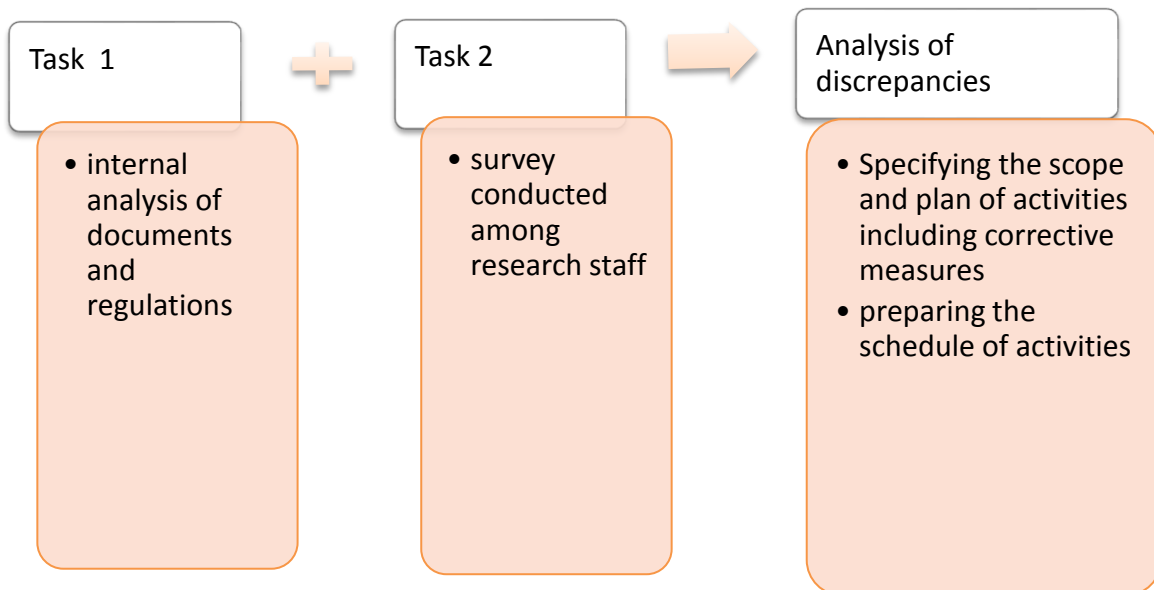
The electronic version of the survey was prepared by means of the LimeSurvey system, a tool already used to conduct this type of research at the University of Łódź. The system sent the survey to the emails from the university research employees' email database. Each person was sent a message with an individual link to the website with the survey. The system ensured anonymity of people taking part in the research. In the administrator's panel, the results of completely or partly completed surveys were visible, as well as the e-mail addresses of those who had completed the surveys and the e-mail addresses of those who had not attempted to complete the survey. A few days before the closure of the online survey the employees received a reminder of the possibility to express their opinions.

The survey research commenced in the middle of June 2016 and continued until the end of July 2016.

Link to the survey: [Polish version](#) and [English version](#)

The results of the survey were analysed by specialists-sociologists and are shown in chapter 4, which presents both the methodological assumptions and the conclusions drawn from the received answers.

The last step in the work of the Committee for the Implementation of the HR Logo at the University of Łódź, in accordance with the adopted calendar of work, was to make an to establish on this basis the action strategy taking into account the areas for correction.



III INTERNAL GAP ANALYSIS

I ETHICAL AND PROFESSIONAL ASPECTS			
<p>1.1 Freedom of scientific research:</p> <p>Researchers should focus their research for the good of mankind and for expanding the boundaries of scientific knowledge, while enjoying the freedom of thought and expression, and 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.</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>

<ol style="list-style-type: none"> 1. The Act of 27 July 2005: Law on Higher Education / Dz.U of 2012, item 572 as amended/ 2. The Statute of the University of Lodz of 23 January 2012 adopted by the Resolution of the Senate of the University of Lodz 3. The Act of 4 February 1994 on copyright and related rights / Dz.U. of 2016 , item 666; consolidated text; 4. Researcher’s Code of Ethics, annexed to the Resolution No. 10/2012 of the General Assembly of the Polish Academy of Sciences of 13 December 2012 	<ol style="list-style-type: none"> 1. Resolution of the Senate of the University of Lodz of 23.11.2009 no. 141 on the mission and strategy of the University; 2. Resolution of the Senate of the University of Lodz No. 176 of 22.03 2010 on the adoption of the Rules of the legal protection of intellectual and industrial property in the University of Lodz 3. Resolution of the Senate of the University of Lodz no. 452 on the adoption of the Regulations of Doctoral Studies of 5.03 2012 as amended (agreeing the form of the oath and the mode, conditions of acquiring the rights and obligations of the doctoral candidate, § 161 of the Statute UL) 		
<p>1.2 Ethical principles:</p> <p>Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>

<p>1. The Act of 27 July 2005: Law on Higher Education / Dz.U of 2012, item 572 as amended/ 2. The Statute of the University of Lodz adopted by the Resolution of the Senate of the University of Lodz no. 422 of 23 January 2012</p> <p>3. Code of Ethics of a researcher, annexed to the Resolution No. 10/2012 of the General Assembly of the Polish Academy of Sciences of 13 December 2012</p> <p>4. Regulation of the Minister of Science and Higher Education of 8 August 2011 concerning areas of knowledge, science and arts as well as art and science domains /Dz.U. No. 179 , item 1065 / - a statement by the employee on his/her employment in scientific research or development to perform auxiliary work in research.</p>	<p>1. Code of ethics of doctor al students of the University of Lodz</p> <p>2. Instruction of the Rector of the University of Lodz no.149 of 15 July 2013 concerning establishment and operation of the Committee on bioethics of scientific research.</p> <p>3. Disciplinary committee</p> <p>4. University boards of appeal</p> <p>5. Department evaluation commission</p>		
<p>1.3 Professional responsibility</p> <p>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.</p>			

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Act of 27 July 2005: Law on Higher Education / Dz.U of 2012, item 572 as amended/ Article 66. 2. The Statute of the University of Lodz adopted by the Resolution of the Senate of the University of Lodz no. 422 of 23 January 2012 	<ol style="list-style-type: none"> 1. Resolution of the Senate of the University of Lodz No. 219 of 24 May 2010 on the adoption of the Rules on the legal protection of intellectual and industrial property in the University of Lodz; 2. Instruction of the Rector of the University of Lodz no.68 of 4 June 2016 on ensuring the quality of written work in the field of anti plagiarism and archiving procedures 3. Instruction of the Rector of the University of Łódź no. 85 of 5 September 2008 on the procedure regarding publication (in magazines or books) financed from funds for own research , statutory activities and technical activities. 4. Instruction of the Rector of the University of Łódź no. 37 of 13 January 2012 as amended concerning the principles of remuneration of employees working in projects financed from external sources. <p style="text-align: center;">Good practice</p> <ol style="list-style-type: none"> 1. Development and implementation of research projects with participation of external stakeholders and units. 2. Established councils of employers are involved in developing curricula. 3.Cooperation with a research supervisor on every stage of research. 		

	<p>4. Establishing consortia of universities in case of joint projects. Agreements adhere to the principles of respecting intellectual property and joint data ownership.</p> <p>5. Cooperation with Lodz academia.</p>		
<p>1.4 Professional attitude:</p> <p>Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before</p>			

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
<ol style="list-style-type: none"> 1. The Act of 27 July 2005: Law on Higher Education / Dz.U of 2012, item 572 as amended. 2. The Statute of the University of Lodz adopted by the Resolution of the Senate of the University of Lodz no. 422 of 23 January 2012 3. The Act of 4 February 1994 on copyright and related rights / Dz.U. of 2016 , item 666; consolidated text; 4. Researcher's Code of Ethics, annexed to the Resolution No. 10/2012 of the General Assembly of the Polish Academy of Sciences of 13 December 2012 	<ol style="list-style-type: none"> 1. Resolution of the Senate of the University of Lodz No. 219 of 24 May 2010 on the adoption of the Rules on the legal protection of intellectual and industrial property in the University of Lodz. 2. Resolution of the Senate of the University of Lodz no. 141 of 23 November 2009 on mission and strategy of the University of Lodz. 3. Instruction of the Rector of the University of Lodz No. 33 of 28 December 2011 as amended on the rules for allocation of funding for activities related with scientific research or development work and related tasks, contributing to the development of young researchers and doctoral students funded by internal competition procedure; 4. Instruction of the Rector of the University of Lodz no. 35 of 10 February 2015 concerning the principles of financing publications issued in the highest scoring journals and monographic publications from the Cohesion Funds; 5. Instruction of the Rector of the University of Lodz no. 34 of 10 February 2015 concerning the rules for granting awards of the Rector of the University of Lodz for outstanding scientific achievements financed from the Cohesion Fund. 6. Instruction of the Rector of the University of Lodz no. 148 of 15 July 2013 concerning the basic salary range for 	<ol style="list-style-type: none"> 1. Updating and streamlining the internal process of applying for research funding 	<p>Heads of Basic organisational units</p> <p>University Development Centre, Department of Management Accounting and Promotion Center</p>

	<p>overtime hours in the University of Lodz. 7. Instruction of the Rector of the University of Lodz concerning scholarships for young PhD students in research projects.</p>		
<p>1.5 Contractual and legal obligations:</p> <p>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.</p>			

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Act of 27 July 2005: Law on Higher Education / Dz.U of 2012, item 572 as amended/ 2. The Act of 4 February 1994 on copyright and related rights / Dz.U. of 2016 , item 666; consolidated text. 3. Researcher’s Code of Ethics, annexed to the Resolution No. 10/2012 of the General Assembly of the Polish Academy of Sciences of 13 December 2012. 4. The Statute of the University of Lodz adopted by the Resolution of the Senate of the University of Lodz no. 422 of 23 January 2012. 	<ol style="list-style-type: none"> 1. Resolution of the Senate of the University of Lodz No. 219 of 24 May 2010 on the adoption of the Rules on the legal protection of intellectual and industrial property in the University of Lodz. 2. Resolution of the Senate of the University of Lodz no. 141 of 23 November 2009 on mission and strategy of the University of Lodz 3. Instruction of the Rector of the University of Lodz No. 33 of 28 December 2011 as amended on the rules for allocation of funding for activities related with scientific research or development work and related tasks, contributing to the development of young researchers and doctoral students funded by internal competition procedure. <p>Good practice</p> <ol style="list-style-type: none"> 1. Example: Terms of awarding and payment of scholarships to young doctors and doctoral student of the University of Lodz under the project "Educating personnel to meet the needs of flexicurity market and knowledge-based economy, offer for humanities" 2. Example: Report on research work done by a doctoral student in the course of scholarship allocated under the project" Educating personnel to meet the needs of flexicurity market and knowledge-based economy, offer 		

	for humanities”		
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1.6 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
<ol style="list-style-type: none"> 1. The Act of 27 July 2005: Law on Higher Education / Dz.U of 2012, item 572 as amended/ 2. The Act of 4 February 1994 on copyright and related rights / Dz.U. of 2016 , item 666; consolidated text. 3. Researcher’s Code of Ethics, annexed to the Resolution No. 10/2012 of the General Assembly of the Polish Academy of Sciences of 13 December 2012. 4. The Statute of the University of Lodz adopted by the Resolution of the Senate of the University of Lodz no. 422 of 23 January 2012. 	<ol style="list-style-type: none"> 1. Resolution of the Senate of the University of Lodz no. 120 of 18 February 2013 on determining conditions and procedures regarding employees, postgraduates and students of the University of Lodz going abroad for scientific, educational or training purposes. 2. Resolution of the Senate of the University of Lodz No. 219 of 24 May 2010 on the adoption of the Rules on the legal protection of intellectual and industrial property in the University of Lodz. 3. Resolution of the Senate of the University of Lodz no. 141 of 23 November 2009 on mission and strategy of the University of Lodz 4. Instruction of the Rector of the University of Lodz No. 33 of 28 December 2011 as amended on the rules for allocation of funding for activities related with scientific research or development work and related tasks, contributing to the development of young researchers and doctoral students funded by internal competition procedure. 5. Instruction of the Rector of the University of Lodz no. 35 of 10 February 2015 concerning the principles of financing publications issued in the highest scoring journals and monographic publications from the Cohesion Funds. 		

	<p>6. Instruction of the Rector of the University of Lodz concerning scholarships for young PhD students in research projects.</p> <p>7. Instruction of the Rector of the University of Lodz no. 13 of 23 October 2012 as amended on the Rules of the University of Lodz Repository.</p> <p>8. Instruction of the Rector of the University of Lodz no .9 of 19 October 2012 regarding the rules of granting academics of the University of Lodz additional awards.</p> <p>9. Instruction of the University of Lodz no. 49 of 28 December 2015 regarding the circulation of documents.</p> <p>10. Instruction of the Rector of the University of Lodz no. 5 of 31 October 2013 on the principles governing accounting of costs of domestic and foreign trips as amended.</p> <p style="text-align: center;">Good practice</p> <p>1. Publications of employees, which are project results are public and available in the library of the University of Lodz and national libraries (copies required).</p> <p>2. E-resources of the University of Lodz library are publicly available.</p> <p>3. Publications of results of experimental projects are publically available in international scientific journals.</p> <p>4. Project websites which publish current information on given projects are publically available.</p> <p>5. Laboratory logs are kept.</p> <p>6. Laboratories and scientific labs have their regulations.</p>		
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	<p>7. Database of legal acts is available in the repository.</p> <p>8 University departments have their websites where they publish information about projects run by their employees and their publications.</p>		
<p>1.7 Good practice in research:</p> <p>Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfil them at all times</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>

<ol style="list-style-type: none"> 1. The Act of 27 July 2005: Law on Higher Education / Dz.U of 2012, item 572 as amended/ 2. The Act of 4 February 1994 on copyright and related rights / Dz.U. of 2016 , item 666; consolidated text. 3. Researcher’s Code of Ethics, annexed to the Resolution No. 10/2012 of the General Assembly of the Polish Academy of Sciences of 13 December 2012 4. Labour Code /Dz.U. No. 24 of 23 December 1997 as amended/ 5. Regulation of the Minister of Labour and Social Policy of 26 September 1997 on general provisions concerning occupational safety and hygiene /Dz.U. of 2003 no. 169 as amended/ 6. Personal Data Protection Act /Dz.U. no. 133 of 29 August 1997 as amended. 7. Intellectual Property Act /Dz.U. no. 24 of 4 February 1994/ 	<ol style="list-style-type: none"> 1. Principles of data recovery (Annex no. 2 to the Instruction of the Rector of the University of Lodz no. 83 of 18 June 2015). 2. Strategies for file recovery and backup on all University of Lodz servers. 3. Database of legal acts is available in the repository. 4. A group of legal advisers of the Univesity of Lodz participate in developing and providing opinion on any legislation including documents relating to good practice in education and academic work and particularly complex legal acts concerning discipline, they initiate preliminary documents of best practice in science and higher education. 		
<p>1.8 Dissemination, exploitation of results:</p> <p>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.</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>

<ol style="list-style-type: none"> 1. The Act of 27 July 2005: Law on Higher Education / Dz.U of 2012, item 572 as amended/ 2. The Act of 4 February 1994 on copyright and related rights / Dz.U. of 2016 , item 666; consolidated text. 3. Researcher’s Code of Ethics, annexed to the Resolution No. 10/2012 of the General Assembly of the Polish Academy of Sciences of 13 December 2012; 4. Personal Data Protection Act /Dz.U. no. 133 of 29 August 1997 wit further amendments. 5. Intellectual Property Act /Dz.U. no. 24 of 4 February 1994/ 6. Act on Access to Public Information of 6 September 2001, Dz.U. of 2015 item 2058, consolidated text. 	<ol style="list-style-type: none"> 1. Publications of employees are public and available in the library of the University of Lodz and national libraries (copies required) . 2. E-resources of the University of Lodz library are publically available. 3. Publications are publically available in international scientific journals. 4. University departments have their websites where they publish information about their employees’ research achievements. 5. Employees’ publications are entered on a regular basis to the scientific databases such as Web of Science, Scopus, Expertus etc. 		
<p>1.9 Public engagement:</p> <p>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</p>			

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Act of 27 July 2005: Law on Higher Education / Dz.U of 2012, item 572 as amended/ 2. The Act of 4 February 1994 on copyright and related rights / Dz.U. of 2016 , item 666; consolidated text. 3. Researcher’s Code of Ethics, annexed to the Resolution No. 10/2012 of the General Assembly of the Polish Academy of Sciences of 13 December 2012; 4. Personal Data Protection Act /Dz.U. no. 133 of 29 August 1997 wit further amendments. 5. Intellectual Property Act /Dz.U. no. 24 of 4 February 1994/ 6. Act on Access to Public Information of 6 September 2001, Dz.U. of 2015 item 2058, consolidated text 	<ol style="list-style-type: none"> 1. Consultations with external experts, aimed at meeting social needs (eg. controlled felling of trees in cities, taking care of the welfare of residents, social actions in cooperation with authorities, psychological counseling, promotion of learning through participation). 2. Employees of the University of Lodz take an active part in any events that promote learning; Night of Museums, science festivals, interviews and talks on topics of interest to society. 3. Joint scientific conferences organized together with authorities with participation of a number of external entities and citizens. 4. Promotion of science in schools at different levels 5. Cooperation with relevant departments in the Office of the City of Lodz, Voivodshi Office, Marshall Office and joint projects directed to the inhabitants of the region. 		
<p>1.10 Non discrimination:</p> <p>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.</p>			

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. Researcher's Code of Ethics, annexed to the Resolution No. 10/2012 of the General Assembly of the Polish Academy of Sciences of 13 December 2012; 2. Labour Code /Dz.U. No. 24 of 23 December 1997 as amended/ 3. Regulation of the Minister of Labour and Social Policy of 26 September 1997 on general provisions concerning occupational safety and hygiene /Dz.U. of 2003 no. 169 as amended/ 	<p>University of Lodz does not discriminate researchers by gender, age, ethnicity, national or social origin, religion, creed, sexual orientation, language, disability, political beliefs and social and material status.</p> <p>University of Lodz employs scientists of different creed, ethnic origin etc.</p> <p>All buildings of the University of Lodz are adapted for people with disabilities.</p>		
<p>1.11 Evaluation/ appraisal systems:</p> <p>Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Act of 27 July 2005: Law on Higher Education / Dz.U of 2012, item 572 as amended/ 2. The Statute of the University of Lodz adopted by the Resolution of the Senate of the University of Lodz no. 422 of 23 January 2012. 3. The Act of 4 February 1994 on copyright and related rights / Dz.U. of 2016 , item 666; consolidated text. 4. Researcher's Code of Ethics, annexed to the Resolution No. 10/2012 of the General Assembly of the Polish Academy of Sciences of 13 December 2012; 	<ol style="list-style-type: none"> 1. The Statute of the University of Lodz adopted by the Resolution of the Senate of the University of Lodz no. 422 of 23 January 2012. 2. Resolution of the Senate of the University of Lodz no. 107 of 14 January 2013 on detailed rules of procedure for the interim evaluation of research and academic staff. 		

	<p>3. Resolution of the Senate of the University of Lodz no.231 of 18 November 2013 on detailed rules of procedure for interim evaluation of research and academic staff.</p> <p>4. Resulation of the Senate no. 427 of 12 January 2015 on amendments to the Resolution of the Senate of the University of Lodz no. 231 on detailed rules of procedure for interim evaluation of research and academic staff.</p> <p>5. Resolution of the Senate of the University of Lodz no. 542 of 6 December 2015 on the approval of the scoring of the employee's achievements according to rules adopted in various faculties, the branch of the University of Lodz in Tomaszów Mazowiecki and university-wide units of 12.06.2015.</p> <p>7. Resolution of the Senate of the University of Lodz no. 542 of 11 January 2016 on the approval of scoring of the employee's achievements according to the rules adopted in various faculties, the branch of the University of Lodz in Tomaszów Mazowiecki and university-wide units.</p> <p>8. Annex no. 1 to the Resolution no. 562 of the Senate of the University of Lodz of 1 November 2015 on the minimum score required for positive evaluation.</p> <p>9. Annex no.1 to the Resolution of the Senate of the University of Lodz no. 231 of 18 November 2013 (Interim employee evaluation questionnaire).</p> <p>10. Resolution of the Senate of the University of Lodz no. 303 of 17 March 2014 on the adoption of the rules for granting awards under the award fund and the procedure for making and reviewing applications for Rector of the University of Lodz awards to be granted for achievements in the domain of research, teaching and</p>		
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	<p>organization.</p> <p>11. Annex to the Resolution of the Senate of the University of Lodz no. 303 of 17 March 2014 of Lodz awards to be granted in the domain of research, teaching and organisation.</p> <p>12. Instruction of the Rector of the University of Lodz no. 62 of 3 March 2016 on the title of honorary researcher of the University of Lodz and the rules for granting thereof.</p> <p>13. Instruction of the Rector of the University of Lodz no. 21 of 29 October 2012 on the appointment of the Commission of Honorary Ranks of the University of Lodz.</p>		
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II RECRUITMENT

2.1 Recruitment:

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

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Employment Code Higher Education Act	§ 123 of the UŁ Statute stipulates general requirements for employment for academic as well as teaching posts and §126 for senior lecturer, lecturer and language teacher; § 124 stipulates a possible period of employment of researchers at the beginning of their careers; § 127: exclusions from an employment competition; § 128: rules on establishing a competition commission; what the information about a competition should include; membership of competition commission; criteria considered during assessment; § 129: first time employment principles when a competition is not required		

2.2. Recruitment (Code of practice)

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
Employment Code Higher Education Act	§ 128 (3) of the UŁ Statute	The minimum time required between the advertisement and the date of candidates' application, the structure of recruitment advertisement including a description of working conditions and qualifications, also with a description of professional development opportunities must be specified. The regulations should be inserted in the updated binding internal documents of UŁ or in a separate document referring to the whole recruitment process.	1 st quarter of 2017/ <u>Department of Personnel Affairs</u>
<p>2.3 Selection (Code of practice) 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)</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Employment Code Higher Education Act	§ 128 of the UŁ Statute	In the UŁ legal regulations the expected membership of recruitment committees should be specified. 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, also from other countries and with relevant experience to assess a candidate. Whenever possible, a wide range of selection practices should be used, such as	1 st quarter of 2017/ <u>Department of Personnel Affairs</u>

		<p>external expert assessment and face-to-face interviews.</p> <p>Training for selection committees in the recruitment and its standards at UŁ. Updating internal regulations with respect to recruitment and recruitment committee membership. Preparation of a document referring to the whole recruitment process or updating the existing ordinances with the missing elements completed.</p>	
<p>2.4 Transparency (Code of practice) Candidates should be informed, prior to 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.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Employment Code Higher Education Act	§ 123, 124, 125, 126, 127, 128, 129 of the UŁ Statute	Stipulations in UŁ procedural regulations should be completed with standards of practice described in the Charter and Code: prior to selection candidates should be informed about the recruitment process, the selection criteria, the number of available positions and career development prospects. After the selection process they should also be informed about the strengths and weaknesses of their applications. Updating internal regulations. Preparing a document referring to the whole recruitment process or updating the existing ordinances completed with missing documents.	1 st quarter of 2017/ <u>Department of Personnel Affairs</u>
<p>2.5 Judging merit (Code of practice) 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 a valuable contribution to</p>			

the professional development of a researcher.

The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Employment Code Higher Education Act	<p>§ 128 of the UŁ Statute (1) and (6)</p> <p>UŁ depends on the regulations under the Higher Education Act and the UŁ Statute. Each Faculty has internal rules applied for recruitment.</p>	<p>Modification or preparation of UŁ President's (Rector's) Ordinance, which will constitute the basis for internal rules of each Faculty (setting a standard). Such an Ordinance will make the competition procedure uniform with respect to the assessment and selection of candidates at each Faculty through the introduction of imposed provisions on the recognition of the elements mentioned below in the process of candidate assessment: research mobility experiences, work in another country or research setting, diverse qualifications and expertise of researchers, including non-formal qualifications as well as recognition of intersectorial experience. The Ordinance will also introduce procedures concerning the assessment of candidates considering variations in the chronological order of CVs.</p> <p>Drafting a document referring to the whole recruitment process or updating the existing ordinances completed with the missing elements and specifying general criteria for the assessment of</p>	1 st quarter of 2017/ <u>Department of Personnel Affairs</u>

		candidates' academic career.	
2.6 Variations in the chronological order of CVs (Code of practice) 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
	§ 128 (1) of UŁ Statute as above	Action as in point 2.5	1 st quarter of 2017/ <u>Department of Personnel Affairs</u>
2.7 Recognition of mobility experience (Code of practice) 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 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
	§ 128 (1) and (6) of UŁ Statute as above	Action as in point 2.5 and 2.6	1 st quarter of 2017/ <u>Department of Personnel Affairs</u>
2.8 Recognition of qualifications (Code of practice) 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 each other through all available channels and gain a full understanding of the rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national laws, conventions and specific rules on the recognition of these qualifications.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Employment Code Higher Education Act	UŁ Statute, chapter VI, §128 (6) When assessing particular candidates, the competition committee especially takes into account previous academic, teaching and organizational achievements of the candidate, evidenced with appropriate documents.	Actions as indicated in previous points:2.5, 2.6 and 2.7	1 st quarter of 2017/ <u>Department of Personnel Affairs</u>
2.9 Seniority (Code of practice)			

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 he/she earned in 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
Employment Code Higher Education Act	UŁ Statute, chapter VI, §128 (6) When assessing particular candidates, the competition commission especially takes into account previous academic, teaching and organizational achievements of the candidate, evidenced with appropriate documents.	Actions as in previous points. Drafting a document referring to the whole recruitment process or updating the existing ordinances completed with the missing elements and specifying general criteria for the assessment of candidates' academic careers.	1 st quarter of 2017/ <u>Department of Personnel Affairs</u>

2.10 Postdoctoral appointments (Code of practice)

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
Employment Code Higher Education Act	Statute, chapter VI, §123 (6) – a person who may be employed as an assistant professor must have at least a PhD degree §124 (2) a person who does not have a PhD degree with habilitation may be employed as an assistant professor for a specified period, with the reservation that the first employment is for a period not longer than 5 years. (3) The total period of employment as an assistant for a person who does not have a PhD degree, or as an assistant professor for a person who does not have a PhD degree with habilitation, cannot exceed 8 years.		

III Working conditions and social security

3.1 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 the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>1. Act of 27 July 2005 – Law on higher education (Dz.U. [Journal of Laws] of 2012, item 572 as amended)</p> <p>2. Act on scientific degrees and scientific title, and on degrees and title in Arts (Dz.U. No 65 of 2003 item 595 as amended)</p> <p>3. Act of 22.12.2015 on the rules of recognition of professional qualifications acquired in the European Union member states (Dz.U. of 2016 item 65)</p> <p>4. Regulation of the Minister of Science and Higher Education of 13.04.2016 on doctoral studies and doctoral scholarships (Dz.U. of 2016 item 558)</p>	<p>1. Statutes of the UL adopted by the Resolution of the Senate of the University of Lodz No 422 of 23.01.2012 (as amended)</p> <p>2. Resolution of the Senate of the UL No 609 of 11.04.2016 on the rules of recruitment to doctoral studies at the University of Lodz in the academic year 2016/2017</p> <p>3. Resolution of the Senate of the UL No 452 of 05.03.2012 on adoption of the Regulations of the doctoral studies (as amended)</p> <p>Good practices: Academic teachers working for over ½ full time equivalent are hired based on competitions, thus it seems that the best candidates, i.e. professionals, are selected.</p>		

3.2 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 the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>1. Act of 27 July 2005 – The law on higher education (Dz.U. of 2012, item 572 as amended)</p> <p>2. Act of 26.06.1974 Labor Code (Dz.U. of 2014, item 1502 as amended)</p> <p>3. Act of 30.04.2010 on the rules of financing science (Dz.U. No 96 z 2010, item 615 as amended)</p> <p>4. Act of 24.08.1991 on fire protection (Dz.U. No 81 z 1991, item 351 as amended)</p> <p>5. Act of 27.06.1997 on the occupational medicine service (Dz.U. No 96 z 1997, item 593 as amended)</p> <p>6. Act of 22.06.2001 on genetically modified organisms (Dz.U. No 76 z 2001, item 811 as amended)</p> <p>7. Regulation of the Minister of Health of 3.10.2014 on or certifying that academic staff qualify for the health leave (Dz.U. of 2014, item 1359)</p> <p>8. Regulation of the Minister of Labour and Social Policy of 27.09.1997 on general rules on safety and hygiene at work (Dz.U. 1997 No 129 item 844 as amended)</p> <p>9. Regulation of the Minister of Science and Higher Education of 5.07.2007 on occupational safety and</p>	<p>1. Statutes of the UL adopted by the Resolution of the Senate of the University of Lodz No 422 of 23.01.2012 (as amended);</p> <p>2. UL Employment Regulations of 17.12.2013 (amended by the Annex No 1 of 04.01.2016 to the UL Employment Regulations);</p> <p>3. Instruction No 3 of the Rector of the UL of 06.10.2014 on the obligation of undergoing preventive medical check-ups by employees of the University of Lodz;</p> <p>4. Instruction No 59 of the Rector of the UL of 08.01.2013 on determining circumstances, causes of accidents at work and during journey to and from work;</p> <p>5. Resolution of the Senate of the UL No 495 adopted during the 28th working meeting during the term of office 2012-2016 of 11.05.2015 on: adoption of the Regulations for using research infrastructure at the University of Lodz;</p> <p>6. Instruction No 149 of the Rector of the UL of 15.07.2013 on implementing the Regulations of the operations of the Committee for bio-ethics of scientific studies at the UL;</p> <p>7. Instruction No 71 of the Rector of the UL of 15.04.2016 on the rules of carrying out the assessment of occupational risk at workplaces at the UL;</p> <p>8. Instruction No 91 of the Rector of the UL of 01.07.2015 on the rules of delivering occupational safety and hygiene training for employees of</p>		

<p>hygiene at higher schools (Dz.U. 2007 No 128 item 897)</p> <p>10.Regulation of the Minister of Health of 26.08.2014 on medical check-ups of candidates to upper secondary schools or higher schools and to qualifying vocational courses, of pupils of these schools, students, trainees of the qualifying vocational courses and postgraduate students (Dz.U. of 2014 item 1144)</p> <p>11. Regulation of the Minister of Labour and Social Policy of 1.12.1998 on occupational safety and hygiene at workplaces supplied with screen monitors (Dz.U. 1998 No 148 item 973)</p> <p>12. Regulation of the Minister of Infrastructure of 12 April 2002 on the technical conditions that should be met by buildings and their location (Dz.U. 2002 No 75 item 690 as amended).</p>	<p>the UL;</p> <p>9. Instruction No 120 of the Rector of the UL of 12.07.2011 on the introduction of the Fire Protection Regulations at the University of Lodz;</p> <p>10. Instruction No 51 of the Rector of the UL of 11.05.2010 on amending Instruction No 32 of the Rector of the UL of 10.03.2008 on the rules of granting and payment of special benefits to employees of the UL due to the working conditions;</p> <p>11. Instruction No 32 of the Rector of the UL of 10.03.2008 on the rules of granting and payment of special benefits to employees of the UL due to the working conditions.</p> <p>12. Instruction No 33 of the Rector of the UL of 10.03.2008 on harmonisation of the system of occupational safety and teaching during processes which require the use of dangerous substances or chemical preparations as well as tanks with compressed or liquefied gases;</p> <p>13. Instruction No 34 of the Rector of the UL of 10.03.2008 on introduction of instructions and procedures of safe work with biological material at the University of Lodz.</p> <p>14. Instruction No 35 of the Rector of the UL of 10.03.2008 on specific duties and responsibility of managers, employees and students in the field of compliance with the rules of safety and hygiene at work and during study process;</p> <p>15. Instruction of the Chancellor of the UL No 116 of 08.05.2007 on occupational safety and hygiene at workplaces supplied with screen monitors.</p> <p>16. Instruction No 19 of the Rector of the UL of 16.10.2002 on carcinogenic agents in the working environment and surveillance of the health condition of employees who are exposed to these agents at their</p>		
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	<p>workplace.</p> <p>17. Instruction No 7 of the Rector of the UL of 24.10.2011 on the first aid kits used in the facilities of the University of Lodz.</p> <p>18. Instruction No 152 of the Rector of the UL of 27.09.2012 on determining circumstances and causes of accidents of students and participants of doctoral studies.</p> <p>19. Instruction No 155 of the Rector of the UL of 28.09.2012 on the rules and mode of training of UL students and postgraduate students in the field of occupational safety and hygiene and fire protection.</p> <p>20. Instruction No 59 of the Rector of the UL of 8.01.2013 on determining circumstances of causes of accidents at work and during journey to and from work.</p> <p>21. Instruction No 20 of the Rector of the UL of 5.11.2015 on the list of the work that should be performed by at least two persons.</p> <p>22. Instruction No 20 of the Rector of the UL of 5.11.2015 on the list of the work that is particularly dangerous, and defining detailed requirements in the field of occupational safety and hygiene to be met while performing this work.</p> <p>Good practices: All employees of the University undergo mandatory check-ups required by the Labour Code. The employees get familiar with the regulations and rules in the field of the OSH and FP during induction and periodical training; they are also trained in the field of OSH instructions that are binding in their workplaces. Each employee is trained in the field of occupational risk.</p>		
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3.3 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 the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>1. Act of 27 July 2005 – Law on higher education (Dz.U. of 2012 , item 572 as amended)</p> <p>2. Act of 26.06.1974 Labour Code (Dz.U. of 2014, item 1502 as amended)</p> <p>3. Act of 4.03.1994 on the company social benefit fund (Dz.U. of 1994 No 43 item 163 as amended)</p> <p>4. Act of 20.04.2004 on the employees retirement schemes (Dz.U. of 2004 No 116, item 1207 as amended)</p> <p>5. Act of 27.08.1997 on the Vocational and Social Rehabilitation and Employment of Persons with Disabilities (Dz.U. No 123 z 1997 item 776 as amended)</p> <p>6. Act of 30.04.2010 on the rules of financing science (Dz.U. No 96 z 2010, item 615 as amended)</p>	<p>1. Statutes of the UL adopted by the Resolution of the Senate of the University of Lodz No 422 of 23.01.2012 (consolidated text);</p> <p>2. UL Employment Regulations of 17.12.2013 (amended by Annex No 1 of 04.01.2016 to the UL Employment Regulations);</p> <p>3. Instruction No 66 of the Chancellor of the UL of 27.03.2009 on the company social benefit fund (as amended)</p> <p>4. Instruction No 21 of the Chancellor of the UL of 30.10.2015 (amendment to the Instruction is referred to above)</p> <p>5. Resolution of the Senate of the UL No 117 of 18.02.2013 on the mode of granting annual leave to academic teachers.</p> <p>Good practices: The UL has an Office for Persons with Disabilities and for Addiction Prevention, whose operations are available to students, postgraduate students and employees; a nursery of the UL also functions.</p> <p>The employer endeavours to provide such conditions at work that would facilitate harmonising family life with professional life. Employees can request individual working time based on their family situation. Additionally such employees may be employed on part-time basis. Employees use maternity, parental, child-care and paternity leaves.</p>		

3.4. 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 <i>EU Directive on Fixed-Term Work</i>.			
Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
1. Act of 27 July 2005 – Law on higher education (Dz.U. of 2012 , item 572 as amended) 2. Act of 26.06.1974 Labour Code (Dz.U. of 2014, item 1502 as amended)	1. Statutes of the UL adopted by the Resolution of the Senate of the University of Lodz No 422 of 23.01.2012 (consolidated text); 2. UL Employment Regulations of 17.12.2013 (amended by Annex No 1 of 04.01.2016 to the UL Employment Regulations); Good practices: EU directive is applied.		

3.5 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 the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>1. Act of 27 July 2005 – Law on higher education (Dz.U. of 2012 , item 572 as amended)</p> <p>2. Act of 26.06.1974 Labour Code (Dz.U. of 2014, item 1502 as amended)</p> <p>3. Act of 17 July 1998 on student loans and credits (Dz.U. 1998 No 108 item 685 as amended)</p> <p>4. Act of 30 April 2010 on the rules for financing of science (Dz.U. 2010 No 96 item 615 as amended)</p> <p>5. Regulation of the Minister of Science and Higher Education of 27 October 2015 on the detailed criteria and mode of granting and calculating scientific scholarships for outstanding young researchers (Dz.U. 2015 item 1878)</p> <p>6. Regulation of the Minister of Science and Higher Education of 6 November 2015 on the detailed criteria and mode of granting and calculating funds for science dedicated to funding scientific cooperation abroad (Dz.U. 2015 item 2047)</p> <p>7. Regulation of the Minister of Science and</p>	<p>1. Statutes of the UL adopted by the Resolution of the Senate of the University of Lodz No 422 of 23.01.2012 (consolidated text);</p> <p>2. Resolution of the Senate of the UL No 140 of 23.11.2009 on the UL rules of financial management (as amended);</p> <p>3. Resolution of the Senate of the UL No 29 of 3.03.2003 on the rules of granting additional remuneration under non-budgetary funds to employees of the UL (as amended);</p> <p>4. Resolution of the Senate of the UL No 147 of 1.03.2004 on the rules of granting additional remuneration to employees of the UL who take part in research programmes, under international research programmes and other foreign funding;</p> <p>5. Instruction of the Rector No 107 of 30.08.2005 on the amount of the function-related benefits to academic teachers who perform managerial functions;</p> <p>6. Resolution of the Senate of the UL No 18 of 5.12.2005 on determining the amount of the basic salary for the activities which are subject of copyright, and which are delivered under the employment relationship pursuant to the Act of 4.02.1994 on Copyright and Related Rights (Dz. U. of 2000 No 80, item 904 as amended)</p> <p>7. Instruction of the Rector No 25 of 09.12.2005 on the rules of determining the amount of the basic salary for the activities which are</p>	<p>Disseminate the information on the possible amount of salary in a given group of employees to which a specific employee has been assigned at his/her stage of professional career, and which depends on such aspects as the function the specific employee perform, the tasks he/she performs and other elements identified by the dean authorities of individual faculties – in accordance with the binding regulations adopted for the University as the</p>	<p>Fourth quarter of 2017/Department of Employees Affairs/Departments in accordance with their specificity</p>

<p>Higher Education of 27 October 2015 on the detailed criteria and mode of granting and calculating funds dedicated to activities which promote science (Dz.U. 2015 item 1862)</p> <p>8. Regulation of the Minister of Science and Higher Education of 27 October 2015 on the detailed criteria and mode of granting and calculating funds for science under 'Diamond Grant' programme (Dz.U. of 2015 item 1818)</p> <p>9. Regulation of the Minister of Science and Higher Education of 8 October 2015 on the detailed criteria and mode of granting and calculating funds for investments to meet the needs related to scientific research or development (Dz.U. of 2015 item 1693)</p> <p>10. Regulation of the Minister of Science and Higher Education of 11 September 2015 on the way of determining the amount of grant and calculating funds to maintain scientific capacity and for scientific research or development work and tasks dedicated to the purpose of development of young researchers and participants of doctoral studies (Dz. U. of 2015 item 1443)</p> <p>11. Regulation of the Minister of Science and Higher Education of 5 November 2010 on the criteria and mode of granting and calculating funds for science and financing of statutory activities (Dz. U. of 2014, item 90 as amended)</p> <p>12. Regulation of the Minister of Science and Higher Education of 16 January 2014 amending</p>	<p>subject of copyright, and which are delivered under the employment relationship by scientific-teaching employees, teaching and scientific employees of the University of Lodz.</p> <p>8. Resolution of the Senate of the UL No 193 of 10.06.2013 on pensum of academic teachers and rules of calculating it at the University of Lodz (as amended)</p> <p>9. Instruction No 148 of 15.07.2013 on the basic rates of remuneration for overtime</p> <p>10. Instruction of the Rector No 9 of 19.10.2012 on the rules of granting extra wards to teachers of the University of Lodz</p> <p>11. Instruction No 71 of 5.05.2014 on the introduction of the Regulations for financial aid to students and postgraduate students of the University of Lodz (as amended)</p> <p>12. Instruction of the Rector No 7 of 19.10.2015 on the introduction of the Regulations on the University of Lodz Own Scholarship Fund</p> <p>13. Instruction of the Rector No 56 of 17.04.2015 on the introduction of the Regulations on granting the Rector's awards to students and postgraduate students of the University of Lodz</p> <p>14. Instruction of the Rector No 89 of 20.06.2011 on the introduction of the Regulations on registering students and postgraduate students of the University of Lodz for the purpose of health insurance</p> <p>15. Instruction of the Rector No 73 of 19.04.2016 on the rules of distributing funds for the activities which involve carrying out scientific research or development work and tasks dedicated for the purpose of development of young researchers and participants of doctoral studies financed under the internal competition mode at the University of Lodz;</p>	<p>whole.</p>	
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<p>regulation on the conditions and mode of granting state aid to finance scientific cooperation abroad (Dz. U. of 2014, item 98)</p> <p>13. Act of 25.06.1999 on financial benefits in respect of a disease or maternity (Dz.U. No 60 of 1999, item 636 as amended)</p> <p>14. Act of 30.10.2002 on social insurance in respect of an accident or occupational disease(Dz. U. of 2015 item 1242 and 1442)</p> <p>15. Regulation of the Minister of Science and Higher Education of 13 April 2016 on doctoral studies and doctoral scholarships (Dz. U. of 2016 item 558)</p> <p>16. Regulation of the Minister of Science and Higher Education of 15 January 2016 amending the regulation on the way of allocating state budget subsidies to public and non-public universities and scientific entities for financial aid to students and postgraduate students (Dz.U. of 2016 item 74)</p> <p>17. Regulation of the Council of Ministers of 20 October 2015 on the conditions to implement the government programme to provide financial aid for paying the cost relating to studies at foreign universities, entitled 'Studies for the Outstanding' (Dz. U. of 2015 item 1715)</p> <p>18. Regulation of the Minister of Science and Higher Education of 17 July 2014 amending the regulation on the way of determining remuneration for annual leave and monetary</p>	<p>16. Instruction of the Rector No 61 of 19.04.2012 on the conditions of granting doctoral scholarship to persons whose doctoral thesis process has been initiated (as amended)</p> <p>17. Instruction of the Rector No 47 of 22.12.2015 on determining the amount of doctoral scholarship in 2016;</p> <p>18. Instruction of the Rector No 91 of 3.06.2014 on the Regulations to increase the doctoral scholarship using an earmarked subsidy to fund quality-oriented tasks (as amended);</p> <p>19. Instruction of the Rector No 89 of 3.06.2014 on the rules of granting doctoral scholarships at the University of Lodz (as amended)</p> <p>20. Instruction of the Rector No 18 of 26.11.2014 on the detailed criteria to grant doctoral scholarships at the University of Lodz (as amended)</p> <p>21. Instruction of the Rector No 17 of 26.11.2014 on the criteria to increase the doctoral scholarship using an earmarked subsidy at the University of Lodz (as amended)</p> <p>22. Instruction of the Rector No 118 of 7.09.2015 on determining the number of students and postgraduate students entitled to receive the rector's scholarship for top students and the scholarship for top postgraduate students at the University of Lodz in the academic year 2015/2016 (as amended)</p> <p>23. Instruction of the Rector No 48 of 21.03.2011 on financing the cost of doctoral thesis, postdoctoral dissertation and the procedure for awarding the title of professor at the University of Lodz</p> <p>24. Instruction No 36 of the Rector of the UL of 10.02.2015 on amending Instruction No 37 of the Rector of the UL of 13.01.2012 on the rules of determining remuneration for employees under implementation of projects</p>		
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<p>equivalent for the period of the unused annual leave of academic teachers (Dz. U. of 2014 item 959)</p> <p>19. Regulation of the Minister of Science and Higher Education of 11 December 2013 on the conditions of remuneration for work and granting other benefits relating to employment for employees employed at public universities (Dz.U. of 2013 item 1571 as amended)</p> <p>20. Regulation of the Minister of Science and Higher Education of 15 January 2013 on the awards for outstanding scientific achievements and for achievement in scientific and teaching care (Dz.U. 2013 item 101)</p> <p>21. Regulation of the Council of Ministers of 18 December 2012 on the detailed rules of financial management at public universities (Dz.U. of 2012 item 1533)</p> <p>22. Regulation of the Minister of Science and Higher Education of 28 August 2012 amending the regulation on the amount and conditions of payment of remuneration to supervisors as well as for reviews and opinions concerning doctoral thesis, post-doctoral dissertation, and the procedure to award the title of professor (Dz.U. 2012 item 990)</p> <p>23. Regulation of the Minister of Science and Higher Education of 14.09.2006 on determining periods of employment and other periods which entitle employees of public universities to receive a jubilee award as well as the way of its</p>	<p>funded under external sources (consolidated text);</p> <p>25. Resolution of the Senate of the UL No 303 of 17.03.2014 on adoption of the Regulations to grant awards under the award fund and the mode of drafting and issuing opinion on the application for granting the awards of the Rector of the UL for achievements in the field of research, teaching and organisational work;</p> <p>26. Instruction No 34 of the Rector of the UL of 10.02.2015 on determining the rules of granting awards of the Rector of the UL for special scientific achievement, financed under the Cohesion Fund;</p> <p>27. Instruction No 35 of the Rector of the UL of 10.02.2015 on determining the rules for financing under the Cohesion Fund publications published in journals with a higher scoring value and in monographic publications;</p> <p>28. Instruction No 51 of the Rector of the UL of 11.05.2010 on amending Instruction No 32 of the Rector of the UL of 10.03.2008 on granting and payment of special benefits due to the working conditions to employees of the UL;</p> <p>29. Instruction No 31 of the Rector of the UL of 28.12.2011 on the rules binding at the University of Lodz upon conclusion of civil law contracts (as amended).</p> <p>30. Resolution No 355 of the Senate of the UL of 12.05.2014 on the adoption of the Plan of research activity development at the University of Lodz in the years 2014-2016</p> <p>31. Regulations concerning remuneration of employees of the University of Lodz of 30.06.2016</p>		
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<p>calculation and payment (Dz.U. 2006. No 169, item 1211)</p> <p>24. Regulation of the Minister of Science and Higher Education of 1.03.2013 on awards of the minister to the academic teachers (Dz.U. of 2013, item 296)</p> <p>25. Regulation of the Minister of Labour and Social Policy of 29 .05.1996 on the way of determining remuneration for the period of inactivity and remuneration which is used as the basis to calculate compensations, severance pay, compensatory allowance to remuneration and other payable amounts provided for in the Labour code (Dz.U. 1996 No 62, item 289 as amended)</p> <p>26. Act of 17.12.1998 on retirement pensions and disability pensions under Social Insurance Fund (Dz.U. 1998 No 162, item 1118 as amended)</p> <p>27. Regulation of the Minister of Science and Higher Education of 17.07.2015 on the minister's scholarships for outstanding achievements which are granted to postgraduate students (Dz. U. of 2015 item 1051)</p> <p>28. Act of 4 February 1994 on the copyright and the related rights (Dz.U. No 24 of 1994, item 83 as amended)</p>			
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3.6 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 the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>1. Act of 27 July 2005 – Law on higher education (Dz.U. of 2012 , item 572 as amended)</p> <p>2. Act of 26.06.1974 Labour Code (Dz.U. of 2014, item 1502 as amended)</p>	<p>1. Employment Regulations of 17.12.2013 (as amended)</p> <p>The University complies with the legal standards concerning equal treatment in employment, which are laid down in the Labour Code.</p>		

3.7 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 the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>1. Act of 27 July 2005 – Law on higher education (Dz.U. of 2012 , item 572 as amended)</p> <p>2. Act of 26.06.1974 Labour Code (Dz.U. of 2014, item 1502 as amended)</p> <p>3. Act on scientific degrees and scientific title, and on degrees and title in Arts (Dz.U. No 65 of 2003</p>	<p>1. Resolution of the Senate No 80 of 12.05.2014 on the adoption of the Plan of research activity development at the University of Lodz in the years 2014-2016</p> <p>2. Resolution of the Senate No 113 of 22.06.2009 on establishing the Students and Postgraduate Students Mobility Support Fund at the University of Lodz, financed under external funds</p>		

<p>item 595 as amended)</p> <p>4.Regulation of the Minister of Science and Higher Education of 13.04.2016 on doctoral studies and doctoral scholarships (Dz.U. of 2016, item558)</p>	<p>3. Resolution of the Senate No 75 of 12.11.2012 on expressing the opinion of the UL Senate on developing upgrading course for postgraduate students and young scientific employees at the Foreign Language Centre of the UL and on adoption of curricula of such courses.</p>		
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<p>3.8 Mobility:</p> <p>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.</p>			
<p>Relevant legislation (permitting the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>
<p>1. Act of 27 July 2005 – Law on higher education (Dz.U. of 2012 , item 572 as amended)</p> <p>2.Regulation of the Minister of Science and Higher Education of 12 October 2006 on delegating persons abroad for the purpose of research, teaching and training, and specific rights of such persons (Dz.U. 2006 No 190 item 1405)</p> <p>3.Act of 30 April 2010 on the National Centre of Science (Dz. U. Nr 96, item 839, as amended)</p> <p>4.Act of 30 April 2010 – Regulations implementing the acts which reform the system of science (Dz. U. Nr 96, item 620, as amended)</p> <p>5.Act of 30 April 2010 on the rules of financing of science (Dz. U. Nr 96, item 615, as amended)</p>	<p>1. Resolution of the Senate of the UL No 120 adopted during the 5th working meeting during the term of office 2012-2016 of 18.02.2013 concerning: determining the conditions and the mode of delegating employees, postgraduate students and students of the University of Lodz for the purpose of research, teaching and training;</p> <p>2. Resolution of the Senate of the UL No 107 of 14.01.2013 (as amended) on the detailed rules to proceed in the course of research-focused appraisal of scientific-teaching, scientific and teaching employees (research and teaching placements are taken into account);</p> <p>3. Resolution of the Senate No 113 of 22.06.2009 on establishing the Students and Postgraduate Students Mobility Support Fund at the University of Lodz, financed under external funds;</p>	<p>Disseminate the information at individual faculties; the information is to concern the system and the rules used during personnel appraisal which will be in line with the specificity of a given faculty</p> <p>Develop a package which will contain an offer and proposals of support to development of the employees’ professional career.</p>	<p>3rd quarter of 2018/Vice-Rector for Research in consultation with the heads of basic entities</p>

<p>6.Regulation of the Minister of Science and Higher Education of 9 September 2015 on the conditions and mode of granting state aid through the National Centre of Science (Dz.U. of 2015 item 1381)</p> <p>7.Act of 30 April 2010 on the National Centre of Research and Development (Dz.U. of 2014, item 1788 as amended)</p> <p>8.Regulation of the Ministry of Science and Higher Education of 17 September 2010 on the detailed mode of delivery of the tasks of the National Centre of Research and Development (Dz. U. No 178 item 1200)</p> <p>NOTE: https://www.ncn.gov.pl/finansowanie-nauki/informacje-dla-realizujacych-projekty/zmiany-w-projektach/opus6/zmiana-jednostki</p> <p>(rules used to transfer grants)</p>			
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<p>3.9 Access to career advice:</p> <p>Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.</p>			
Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>1. Act of 27 July 2005 – Law on higher education (Dz.U. of 2012 , item 572 as amended)</p>	<p>There are no formal regulations, however according to a good practice, the employee who will approach the Academic Career Advice Bureau or the Centre of Cooperation with Employers will receive assistance.</p>	<p>The need to develop a procedure of access to vocational advice for researchers at each stage of their career (individual vocational counselling and</p>	<p>3rd quarter 2018/CKiWP (Career Advice Bureau and the Centre of Cooperation with</p>

		<p>individual career coaching) based on personnel of the Academic Career Advice Bureau. Additionally, the CB should be supplied with necessary tools to deliver career advice (tests and other tools). Develop an offer</p> <p>Package which will contain information on the University's offer addressing support to employees' professional development.</p>	Employers)
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3.10 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 the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
1. Act of 27 July 2005 – Law on higher education (Dz.U. of 2012 , item 572 as amended)	1. Instruction No 35 of the Rector of the UL of 10.02.2015 on determining the rules for financing under the Cohesion Fund publications published in journals with a higher scoring value and in		

<p>2. Act of 4 February 1994 on the copyright and the related rights (Dz.U. No 24 of 1994, item 83 as amended)</p> <p>3. Act of 30.06.2000 Law on industrial property (Dz.U.No 49 of 2001, item 508 as amended)</p>	<p>monographic publications;</p> <p>2. Resolution of the Senate of the UL No 494 adopted during the 28th working meeting of the term of office 2012-2016 of 11.05.2015 concerning: adoption of the Regulations on management of the copyright and the related rights, and industrial property rights and rules of commercialisation applied at the University of Lodz + the Regulations on management of the copyright and the related rights, and industrial property rights and rules of commercialisation applied at the University of Lodz;</p> <p>3. Instruction No 111 of the Rector of the UL of 23.07.2015 on publication of works at the UL;</p> <p>Good practices: University ensures that at each stage of their professional career the researchers should receive benefits resulting from the use of their R+D findings through the legal protection and particularly through the appropriate protection of intellectual property rights, including copyright. The Center of Technology Transfer and the Academic Enterprise Incubator operate within the University.</p>		
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<p>3.11 Co-authorship:</p>			
<p>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).</p>			
<p>Relevant legislation (permitting the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>
<p>1. Act of 27 July 2005 – Law on higher education (Dz.U. of 2012 , item 572 as amended)</p>	<p>1. Resolution of the Senate of the UL No 107 of 14.01.2013 (as amended) on the detailed rules of procedure during scientific appraisal of scientific-teaching employees, scientific employees and teaching</p>		

<p>2. Act of 4 February 1994 on the copyright and the related rights (Dz.U. No 24 of 1994, item 83 as amended)</p> <p>3. Act on scientific degrees and scientific title, and on degrees and title in Arts (Dz.U. No 65 of 2003 item 595 as amended)</p> <p>4. Act of 30.06.2000 Law on industrial property (Dz.U.No 49 of 2001, item 508 as amended)</p> <p>5. Regulation of the Minister of Science and Higher Education of 1.03.2013 on the minister's awards for academic teachers (Dz.U. of 2013, item 296)</p>	<p>employees.</p> <p>2. Resolution of the Senate of the UL No 303 of 17.03.2014 on adoption of the Regulations to grant awards under the award fund and the mode of drafting and issuing opinion on the application for granting the awards of the Rector of the UL for achievements in the field of research, teaching and organisational work;</p> <p>Good practice: in the event of applying for awards for publications all authors (also the non-UL employees) are listed, including the information on their percentage share in a specific publication. Co-authorship is taken into account during an employee's appraisal process.</p>		
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<p>3.12 Teaching</p>			
<p>Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.</p>			
<p>Relevant legislation (permitting the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>
<p>1. Act of 27 July 2005 – Law on higher education (Dz.U. of 2012 , item 572 as amended)</p> <p>2. Act on scientific degrees and scientific title, and on degrees and title in Arts (Dz.U. No 65 of 2003 item 595 as amended)</p> <p>3. Regulation of the Minister of Science and Higher</p>	<p>1. Resolution of the Senate of the UL No 522 of 21.09.2015 on amendment of Resolution No 193 of the Senate of the UL on pensum of academic teachers and rules of calculating it at the University of Lodz (consolidated text);</p> <p>2. Resolution of the Senate of the UL No 107 of 14.01.2013 (as amended) on on the detailed rules of procedure during scientific appraisal of scientific-teaching employees, scientific employees and</p>	<p>The need to ensure appropriate training in terms of teaching and delivering training under professional development of the researchers (in the form of a teaching</p>	<p>3rd quarter of 2018/Vice-Rector for Programmes and Quality of Education in consultation with the heads of basic organisational</p>

<p>Education of 11.12.2013 on the conditions of remuneration for work and granting other benefits relating to employment for employees employed at public universities (Dz.U. of 2013 item 1571 as amended).</p>	<p>teaching employees; 3. Regulations of remuneration for employees of the University of Lodz of 30.06.2016.</p>	<p>(didactic) course and paedagogic course for postgraduate students and academic teachers).</p> <p>The employee appraisal process should also include the element of increasing the number of replies to surveys used upon completion of the courses – emphasising the aspect of methodology – i.e. the way of passing knowledge by the trainer.</p> <p>This information should be reflected in the training which will address these skills that received low or very low scoring in the surveys.</p>	<p>entities.</p>
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3.13 Complains/ appeals			
<p>Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.</p>			
Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>1. Act of 27 July 2005 – Law on higher education (Dz.U. of 2012 , item 572 as amended)</p> <p>2. Regulation of the Minister of Science and Higher Education of 17.10.2014 on the detailed mode used in the course of explanatory and disciplinary proceeding implemented in relation to academic teachers and the way of delivery and erasion of disciplinary penalties (Dz.U. of 2014, item 1430)</p> <p>3. Regulation of the Minister of Science and Higher Education of 13.04.2016 on the doctoral studies and doctoral scholarships (Dz. U. of 2016 item 558)</p>	<p>1. Statutes of the UL adopted by the Resolution of the Senate of the University of Lodz No 422 of 23.01.2012 (consolidated text);</p> <p>2. Resolution of the Senate of the UL No 452 of 05.03.2012 on uchwalenia Regulations of the Doctoral Studies (as amended)</p> <p>3. Uchwała No 493 of the Senate of the UL of 11.05.2015 on changing the composition of the University Disciplinary Committee for Academic Teachers.</p> <p>4. Instruction No 9 of the Rector of the UL of 31.10.2013 on appointing the Ombudsman for Postgraduate students Rights at the University of Lodz.</p>	<p>1.Develop information on the available methods of conflict resolution</p> <p>2.Provide more detailed information on the duties of the Ombudsman for Postgraduate students Rights</p>	<p>3rd quarter of 2017/ Vice-Rector for Research.</p>

3.14 Participation in decision making bodies			
<p>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.</p>			
Relevant legislation (permitting the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>1. Act of 27 July 2005 – Law on higher education (Dz.U. of 2012 , item 572 as amended)</p>	<p>1.Statutes of the UL adopted by the Resolution of the Senate of the University of Lodz No 422 of 23.01.2012 (consolidated text);</p>		

<p>2. Act of 23.05.1991 on trade unions (Dz.U. No 55 of 1991, item 234 as amended)</p>	<p>2.Resolution of the Senate of the UL No 452 of 5.03.2012 on adoption of the Regulations of the Doctoral Studies (as amended).</p> <p>Good practice: representatives of researchers are members in all bodies and committees.</p>		
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IV TRAINING AND DEVELOPMENT

4.1 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
<ol style="list-style-type: none"> 1. Act – Law on higher education of 27.07.2005 (i.e. Dz.U. of 2012 item 572 as amended) - Article 195(7); 2. Act on scientific degrees and scientific title, and on degrees and title in Arts of 14.03.2014 (i.e. Dz. U. of 2014 item 1852 as amended); 3. Regulation of the Minister of Science and Higher Education of 13.04.2016 on doctoral studies and doctoral scholarships (Dz.U. of 2016 item 558) - § 4(1) and (2); § 9(1) and (2); 4. Regulation of the Minister of Science and Higher Education of 1.09.2011 on studying under doctoral studies at universities and scientific entities (i.e. Dz.U. of 2015, item 172) - § 3, § 5. 	<p style="text-align: center;"><i>INSTITUTIONAL RULES</i></p> <ol style="list-style-type: none"> 1. Statutes of the UL adopted by the Resolution No 422 of the Senate of the University of Lodz of 23.01.2012 as amended (consolidated text) - § 154; 2. Plan of research activity development at the UL for the years 2014-2016; 3. Resolution No 231 of the Senate of the UL of 18.11. 2013 on: the detailed rules of procedure in terms of interim appraisal of scientific-teaching, scientific and teaching employees (consolidated text with amendments of 12.01.2015) + Annex No 3 including the Survey for interim appraisal of scientific-teaching, scientific and teaching employees for the period of 2015-2016; 4. Resolution No 542 of the Senate of the UL of 7.12.2015 on: the approval of the scoring used to assess achievements of employees according to the rules adopted at the individual Departments, Branches of the UL in Tomaszow Mazowiecki and general university entities for the year 2017; 		

	<p>5. Resolution No 120 of the Senate of the UL of 18.02. 2013 on: determining the conditions and the mode of delegating employees, postgraduate students and students of the University of Lodz for the purpose of research, teaching and training;</p> <p>6. Resolution No 473 of the Senate of the UL of 13.04. 2015 on: amendment of Resolution No 452 of the Senate of the UL of 5.03.2012 concerning: the Regulations of doctoral studies (consolidated text) – § 4; § 7 in particular.;</p> <p>7. Agreement of 18.06.2015 on: the rules of distributing subsidy of the Ministry Science and Higher Education designated to increase remuneration of employees of higher schools, granted pursuant to the letter of 20.05.2015 - § 6(a); § 9(3); § 10(4).;</p> <p>8. Instruction No 73 of the Rector of the UL of 19.04.2015 on: the rules of distributing funds for the activities which involve carrying out scientific research or development work and tasks dedicated for the purpose of development of young researchers and participants of doctoral studies financed under the internal competition mode at the University of Lodz - § 1 + Annex No 1 to the Instruction.</p> <p>9. Postgraduate student appraisal sheet, which constitutes Annex to Resolution No 40 of the Board of the Faculty of Law and Administration of the UL of 19.06.2015;</p> <p>INSTITUTIONAL PRACTICES</p> <p>1. The head of the organisational entity is an informal contents-</p>		
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	<p>focused mentor of the employees.</p> <p>2. Findings of the research-teaching work delivered are presented during meetings of the organisational entities.</p>		
<p>4.2 Supervision and managerial duties</p> <p>Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>
<p>1. Act - Law on higher education of 27.07.2005 (i.e. Dz.U. of 2012 item 572 as amended) - Article 111;</p>	<p>INSTITUTIONAL RULES</p> <p>1. Statutes of the UL adopted by the Resolution No 422 of the Senate of the University of Lodz of 23.01.2012 as amended (consolidated text) - § 154;</p> <p>2. Plan of research activity development at the UL for the years 2014-2016;</p> <p>3. Regulations of the self-government organisation of postgraduate students of the UL of 5.06.2012 adopted by the Resolution No 58 of the Senate of the UL on 17.09.2012 concerning: confirming by the Senate of the University of Lodz</p>		

	<p>compliance of the Regulations of the self-government organisation of postgraduate students of the UL with the Act on higher education and the Statutes of the UL;</p> <p>INSTITUTIONAL PRACTICES</p> <p>1. The head of the organisational entity is an informal contents-focused mentor of the employees.</p>		
<p>4.3 Continuing Professional Development</p> <p>Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>
<p>1. Act – Labour Code of 26.06.1974 (i.e. Dz. U. z 2014 item 1502 as amended);</p> <p>2. Act - Law on higher education of 27.07.2005 (i.e. Dz.U. of 2012 item 572 as amended) - Article 111;</p>	<p>INSTITUTIONAL RULES</p> <p>1. Statutes of the UL adopted by the Resolution No 422 of the Senate of the University of Lodz of 23.01.2012 as amended (consolidated text) - § 154;</p>		

	<ol style="list-style-type: none"> 2. Plan of research activity development at the UL for the years 2014-2016; 3. Instruction No 132 of the Rector of the UL of 1.10.2015 on: distance learning courses using distance learning methods and techniques - § 2, § 5, § 6; 4. Instruction No 10 of the Rector of the UL of 19.10.2012 on: establishing upgrading courses in English at the UL Foreign Language Centre, dedicated to postgraduate students and young scientific employees; 5. Instruction No 32 of the Rector of the UL of 27.11.2012 on: establishing upgrading courses in German at the UL Foreign Language Centre, dedicated to postgraduate students and young scientific employees; 6. Resolution No 495 of the Senate of the UL of 11.05.2016 on: adoption of the Regulations of using research infrastructure at the UL + Annex to Resolution No 495 of the Senate of the UL of 11.05.2015 (Regulations of using research infrastructure at the UL - § 1, § 4); 7. Resolution No 473 of the Senate of the UL of 13.04.2015 on: amending 		
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	<p>Resolution No 452 of the Senate of the UL of 5.03.2012 concerning the Regulations on doctoral studies at the UL (consolidated text) – § 4; § 7 in particular;</p> <p>8. UL postgraduate student code of ethics - § 6.</p> <p>INSTITUTIONAL PRACTICES</p> <p>1. Employees are able to use financing or co-financing to take part in the training, postgraduate studies, upgrading courses, etc.</p>		
<p>4.4 Access to research training and continuous development:</p> <p>Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take up and effectiveness in improving competencies, skills and employability.</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>
<p>1. Act – Labour Code of 26.06.1974 (i.e. Dz. U. of 2014 item 1502 as amended);</p>	<p>INSTITUTIONAL RULES</p> <p>1. Statutes of the UL adopted by Resolution No 422 of the Senate of the University of Lodz of 23.01.2012 as amended (consolidated text) - § 154;</p>		

	<ol style="list-style-type: none"> 2. Plan of research activity development at the UL for the years 2014 -2016; 3. Instruction No 121 of the Rector of the UL of 14.07.2011 on: upgrading vocational qualifications of the University employees under postgraduate studies, to which they were delegated in the context of performance of their professional duties; 4. Instruction No 132 of the Rector of the UL of 01.10.2015 on: distance learning courses using distance learning methods and techniques - § 2, § 5, § 6; 5. Instruction No 10 of the Rector of the UL of 19.10.2012 on: establishing upgrading courses in English at the UL Foreign Language Centre, dedicated to postgraduate students and young scientific employees; 6. Instruction No 32 of the Rector of the UL of 27.11.2012 on: establishing upgrading courses in German at the UL Foreign Language Centre, dedicated to postgraduate students and young scientific employees; 7. Resolution No 120 of the Senate of the UL of 18.02.2013 on: determining the conditions and the mode of delegating employees, postgraduate students and 		
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	<p>students of the University of Lodz for the purpose of research, teaching and training</p> <p>8. Resolution No 473 of the Senate of the UL of 13.04.2015 on: amendment Resolution No 452 of the Senate of the UL of 5.03.2012 on: Regulations of doctoral studies at the UL (consolidated text) –§ 4; § 7 in particular.;</p> <p>9. Resolution No 380 of the Senate of the UL of 22.09.2014 on: templates of agreements on conditions for payments for educational services rendered at the UL to Polish nationals - § 1(7) + Annex No 7;</p> <p>10. Guidelines on developing study programmes for postgraduate studies and upgrading courses at the UL (adopted by the Resolution No 474 of the Senate of the UL of 2.04.2012, amended by Resolution No 509 of the Senate of the UL of 15.06.2015) - § 1(1).</p> <p><i>INSTITUTIONAL PRACTICES</i></p> <p>1. University delivers different types of training and upgrading courses. There are no regulations on a database of such</p>		
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	<p>training and courses.</p> <p>2. The training offer is sent to the employees via e-mail. There is neither feedback nor database of persons who use this training.</p> <p>3. Certificates and diplomas are sent to the Department for Personnel Matters.</p>		
<p>4.5 Supervision:</p> <p>Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>
<p>1. Act - Law on higher education of 27.07.2005 (i.e. Dz.U. of 2012 item 572 as amended) - Article 195(7);</p> <p>2. Act on scientific degrees and scientific title, and on degrees and title in Arts of 14.03.2014 (i.e. Dz.U.2014 item1852 as amended);</p>	<p>INSTITUTIONAL RULES</p> <p>1. Statutes of the UL adopted by Resolution No 422 of the Senate of the University of Lodz of 23.01.2012 as amended (consolidated text) - § 154;</p> <p>2. Plan of research activity development at</p>		

<p>3. Regulation of the Minister of Science and Higher Education of 13.04.2016 on doctoral studies and doctoral scholarships (Dz.U. of 2016 item 558) - § 4 (1) and (2); § 9(1) and (2);</p> <p>4. Regulation of the Minister of Science and Higher Education of 1.09.2011 on studying under doctoral studies at universities and scientific entities (i.e. Dz.U. of 2015 item 172) - §3, § 5.</p>	<p>the UL for the years 2014-2016;</p> <p>Resolution No 495 of the Senate of the UL of 11.05. 2016 on: adoption of the Regulations of using research infrastructure at the UL + Annex to Resolution No 495 of the Senate of the UL of 11.05.2015 (Regulations of using research infrastructure at the UL - § 1, § 4);</p> <p>3. Resolution No 473 of the Senate of the UL of 13.04. 2015 on: amendment of Resolution No 452 of the Senate of the UL of 5.03.2012 on: Regulations of doctoral studies at the UL (consolidated text) –§ 4; § 7. in particular;</p> <p>4. Postgraduate student appraisal sheet, e.g. Postgraduate student appraisal sheet which constitutes Annex to Resolution No 40 of the Board of the Faculty of Law and Administration of the UL of 19.06.2015.</p>		
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IV SURVEY

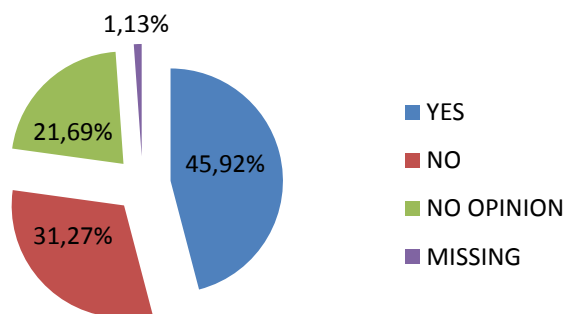
LOGO HR STUDY – INTERNAL ANALYSIS

The survey research for the purpose of internal analysis of the employees and doctoral students of the University of Łódź was conducted between: 23 of June and 31 of July, 2016. The technique applied was questionnaire. The respondents could choose between a paper version (which was distributed across all the Faculties) or an online one. The invitation to take part in the research was sent to all employees and doctoral students from the University of Łódź. The questionnaire was filled by 596 people, among them 138 professors, 230 post-docs, 69 research/teaching assistants and 110 doctoral students. 44 participants did not provide information about their affiliation to any of these categories. In the report, the data is presented in a form of charts. The aggregate results show the frequency distribution of responses in percentages among all the participants in the survey. The results for subsequent categories of the staff do not count for total number of filled questionnaires, as some participants did not provide the information on the category they belong to. This data is presented in number values instead of percentages. In some cases, the frequencies were low and calculating percentages would be statistically doubtful.

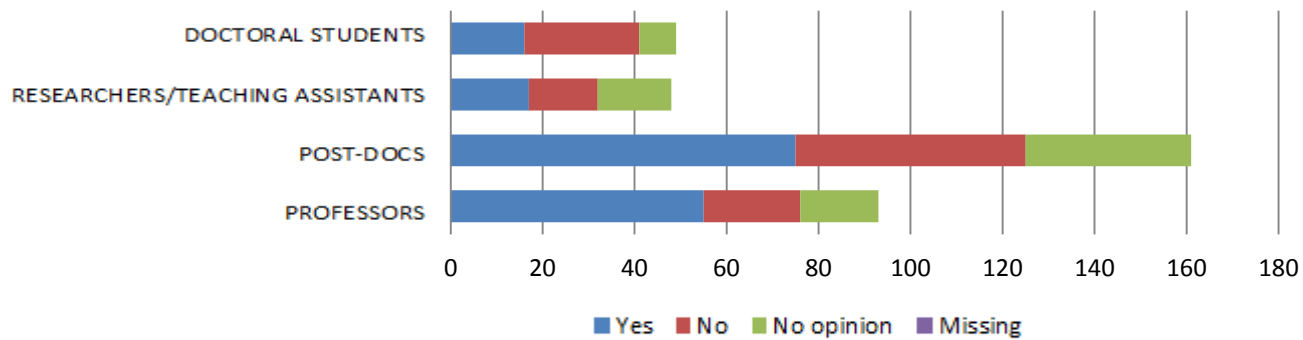
The questionnaire use is an attachment to this report.

RECRUITMENT

Q. A1. Do you think that advertisements of the vacancies for the scientific staff at various stages of career and the information on the deadlines at the University of Łódź are properly disseminated in Poland?

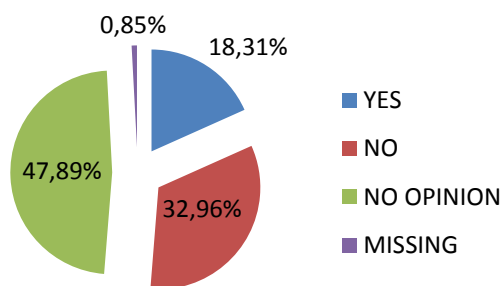


Almost half of the respondents think that the advertisements of the vacancies are properly disseminated within Poland, less than one-third is of opposite while one-fifth has no opinion.

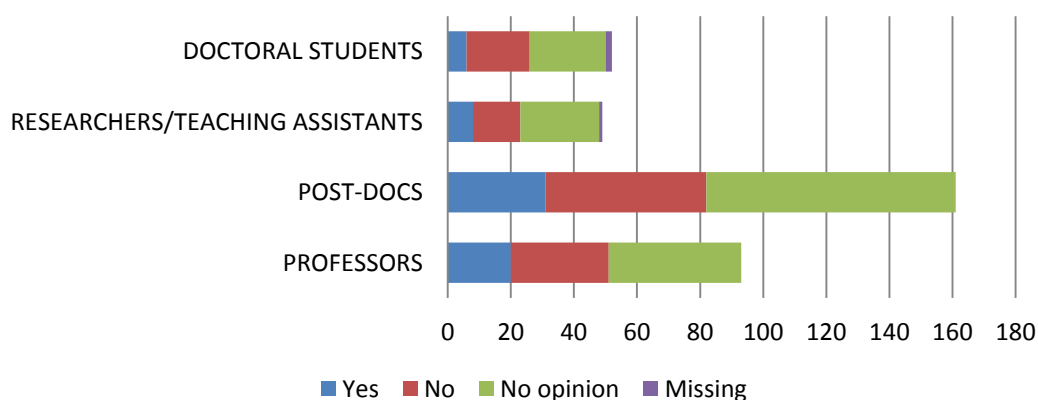


The positive opinion about dissemination of vacancies advertisements was formulated most frequently by professors (59,14 proc.). This opinion was shared by half of the post-docs and 30,77 percent of assistants.

Q. A2. Do you think that advertisements of the vacancies for the scientific staff at various stages of career together with the information on the deadlines at the University of Łódź are properly disseminated abroad?

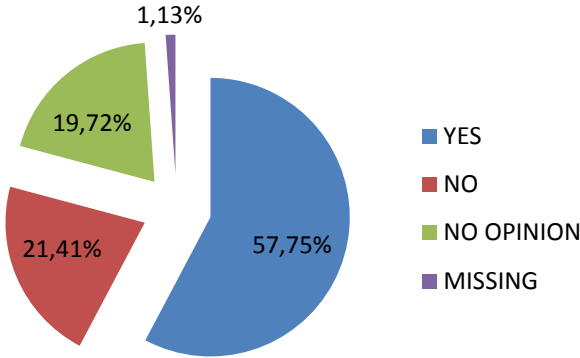


Almost half of the respondents have no opinion concerning the dissemination of the advertisements of the vacancies abroad. Among those who have an opinion, the majority thinks it is not proper.

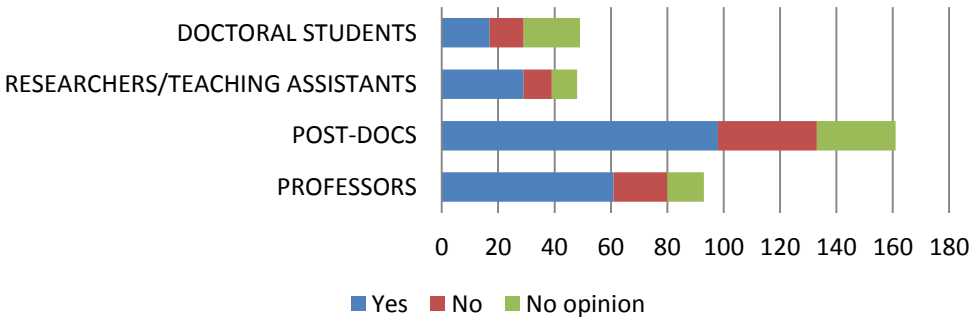


Almost half of the respondents in every category had no opinion concerning this matter. The positive responses were formulated the most frequently by professors (21, 51 proc.), least frequently by doctoral students (every tenth).

Q. A3. Do you think that advertisements of the vacancies for the scientific staff at the University of Łódź contain sufficient information about knowledge, competencies and skills required, selection criteria, working conditions, entitlements and career development prospects?

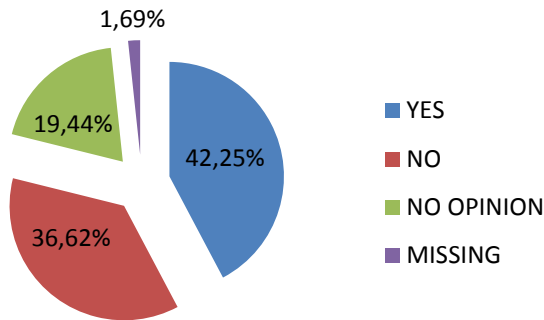


The majority of the respondents are of opinion that the advertisements of the vacancies contain sufficient information. Every fifth of the participants has different opinion or no opinion at all.

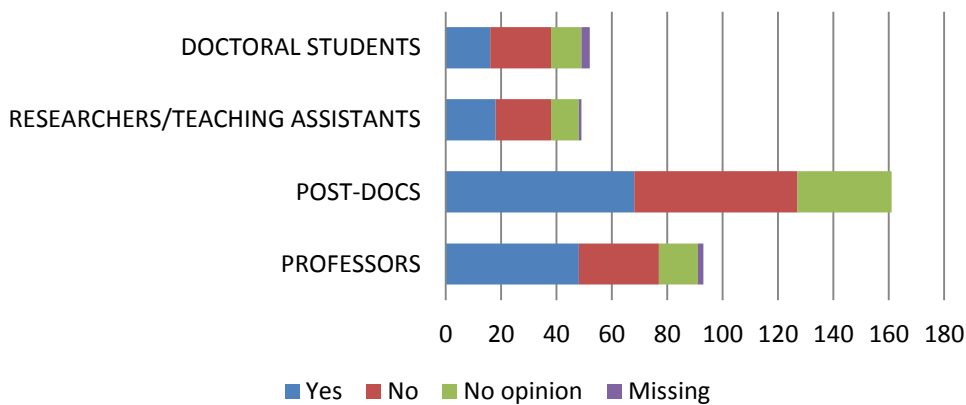


Positive responses were given by app. 60 percent of professors, post-docs and assistants. Interestingly, twice less doctoral students had a good opinion on the quality of information regarding vacancies. They also most frequently had no opinion in regard to this matter.

Q. A4. Do you know that selection committees in course of recruitment process consider any mobility experience, (e.g. a stay in another country, in another research setting or a change from one discipline or sector to another etc.) academic and professional competences qualifications?

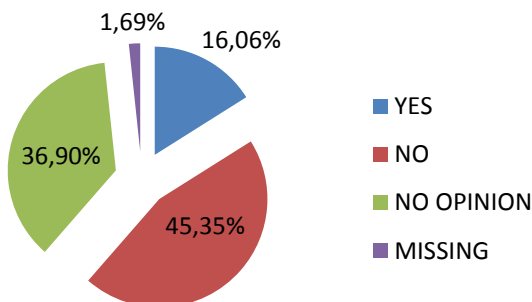


More than one-third of the respondents declared no knowledge that the mobility experiences, academic and professional qualifications are considered during the recruitment.

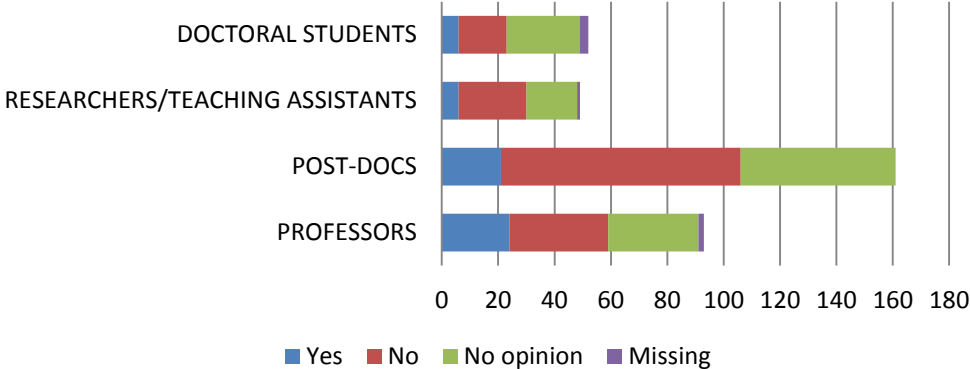


The lack of knowledge was declared by more than one-third of post-docs, assistants and doctoral candidates. Professors were the sole group where the modes majority responded positively (51,61 percent).

Q. A5. Do you think that after the selection process candidates are informed by the selection committees about the strengths and the weaknesses of their applications?



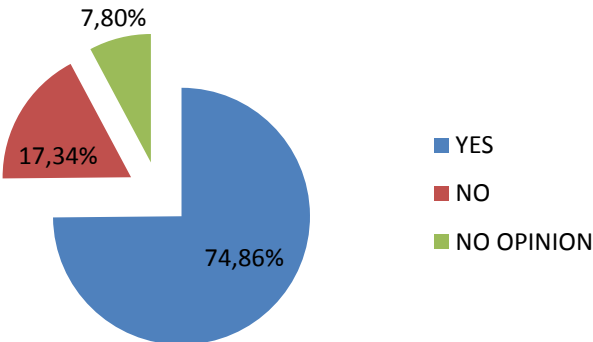
To no other question, so many negative responses were given. Almost half of the respondents declared that the candidates do not receive feedback on the strengths and weaknesses of their application after the recruitment process.



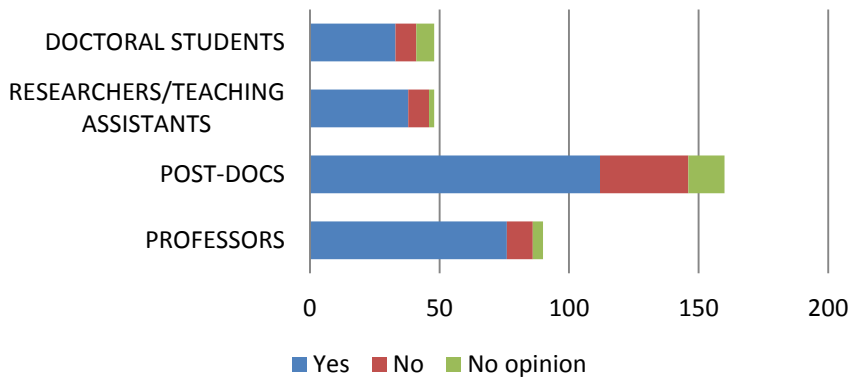
More than a half (52,8 percent) of the post-docs and almost half of the assistants (48,98 percent) claimed that the candidates did not receive feedback on the strengths and weaknesses of their application after the recruitment process. Among the professors and doctoral candidates, the share of respondents who made such a claim was near one-third. One-fourth of the professors thought that the candidates received feedback, while among all others categories the share of such answers accounted for less than 14 percent.

WORKING CONDITIONS AND SOCIAL SECURITY

Q. B1. Do you agree that at the University of Łódź, there is no discrimination against researchers, including doctoral candidates on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition?

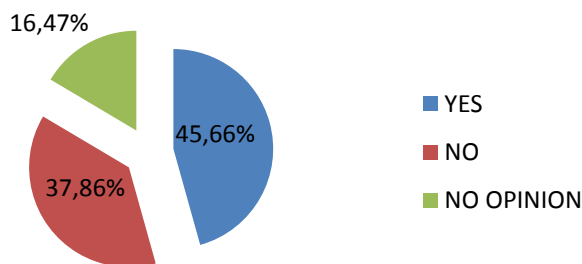


Three-fourths of the respondents claim that employees and doctor al students at the University of Łódź were not discriminated. 17,34 percent of the participants made the opposite claim.

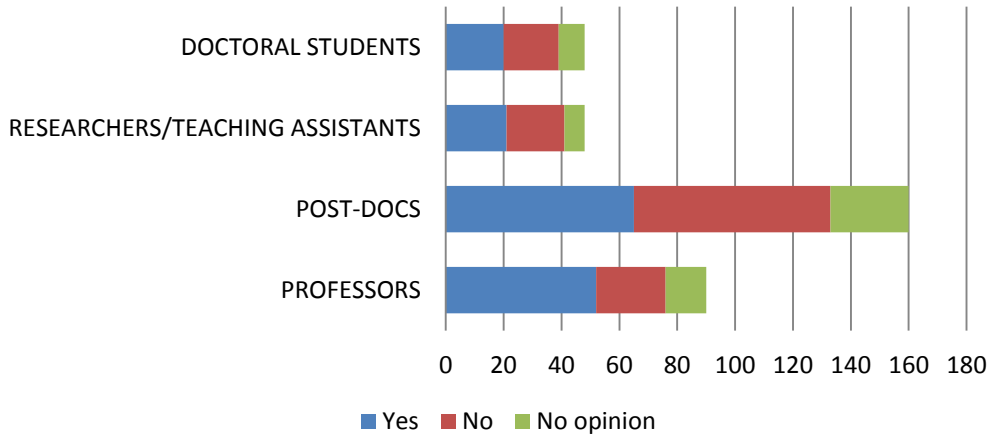


The majority of respondents from every category were sure about the lack of discrimination. The opposite view was formulated by one-fifth of post-docs, app. 16 percent of assistants and doctoral students and every tenth professor.

Q. B2. Do you agree that independence and creativity of all the researchers including those at the beginnings on their research careers, are/ is actively supported?

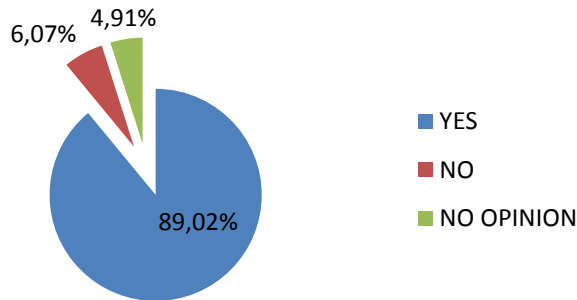


Almost half of the respondents were aware of the support that the researchers receive at the University of Łódź. Close to 38 percent of the participants stated the contrary.

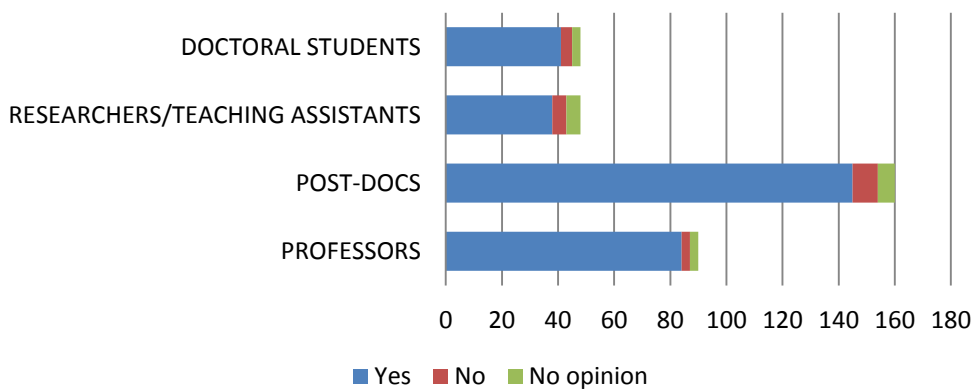


In regard to this question, there is a clear difference between the responses of the professors and other groups of staff. Twice more professors than the participants from the other categories claimed that they knew about the support for the employees and doctoral students. Among the other categories, the distribution of the answers “yes-no” was very similar, the differences accounted for no more than 2 percent points.

Q. B3. Are you aware that researchers and doctoral candidates have rights to be represented in various bodies/ commissions/ committees including the decision-making, consultative, information and opinion-forming?

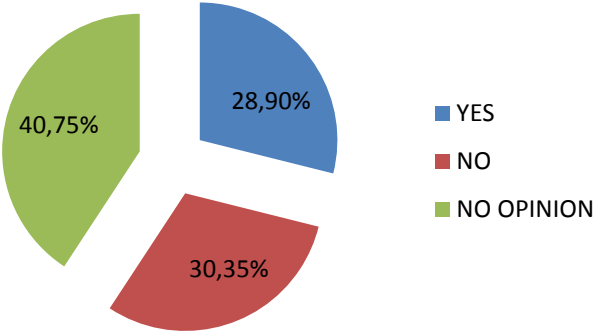


The absolute majority of the respondents were aware of the rights to be represented in various bodies. Only 6,07 percent declared no knowledge in this respect.

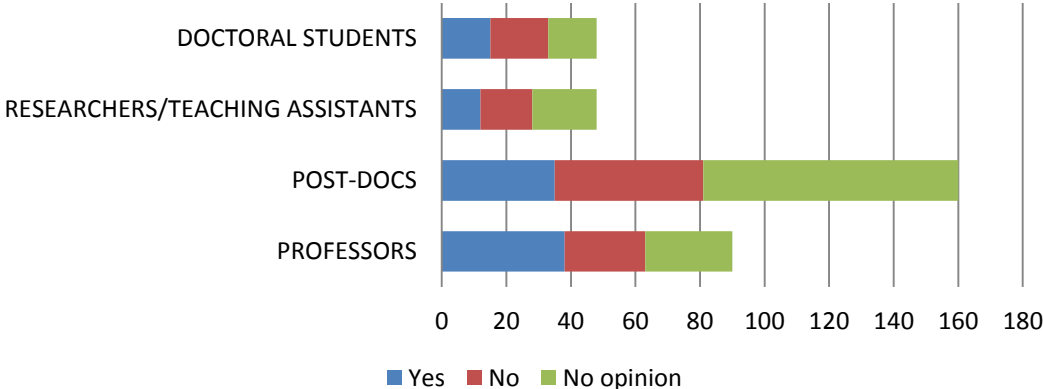


In regard to this question, there were no significant differences between professors and post-docs, more than 90 percent of them are aware of the rights to participate in the representative bodies. Among the assistants the share of positive answers was 79,17 percent Chile among doctor al students 85,42 percent.

Q. B4. Do you know that complaints of researchers and doctoral candidates and the conflicts between them are fairly, appropriately and effectively handled?

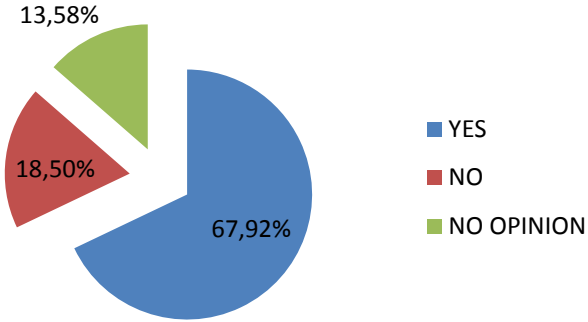


The responses to the question about the fair, appropriate and effective handling were distributed quite equally. The positive responses were more frequent by 10 percent points than the negative ones.

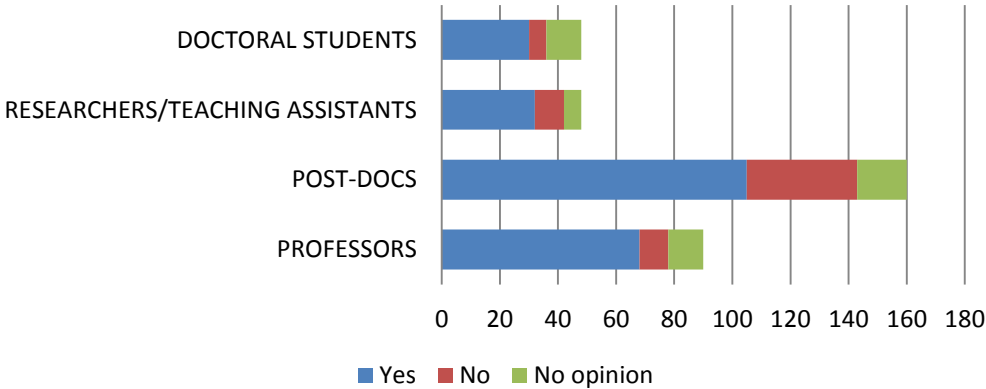


Twice larger share of professors (42,22 percent) than post-docs (21,88 percent) declared that the complaints and conflicts were fairly, appropriately and effectively handled at the University. Apart from the professors representatives of all other categories of the staff more frequently than not did not share this opinion. The share of those responding negatively was higher by 6-8 percent points that the share of those giving positive answer.

Q. B5. Do you think that University of Łódź ensures the working conditions for both, women and men researchers, that allow combining family and work, children and career development (part-time working, flexible working hours)?

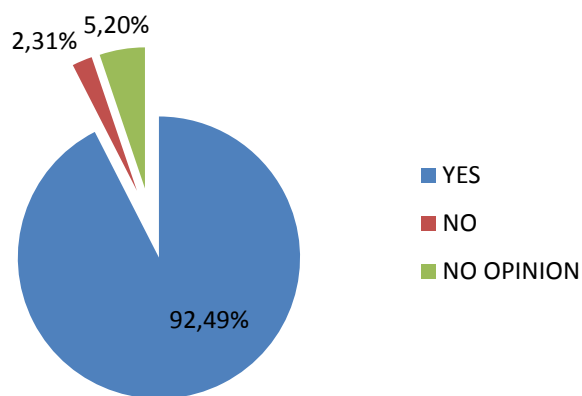


Two thirds of the respondents thought that the University of Łódź ensured working conditions which allowed combining family life and work. Almost two fifths are of opposite opinion.

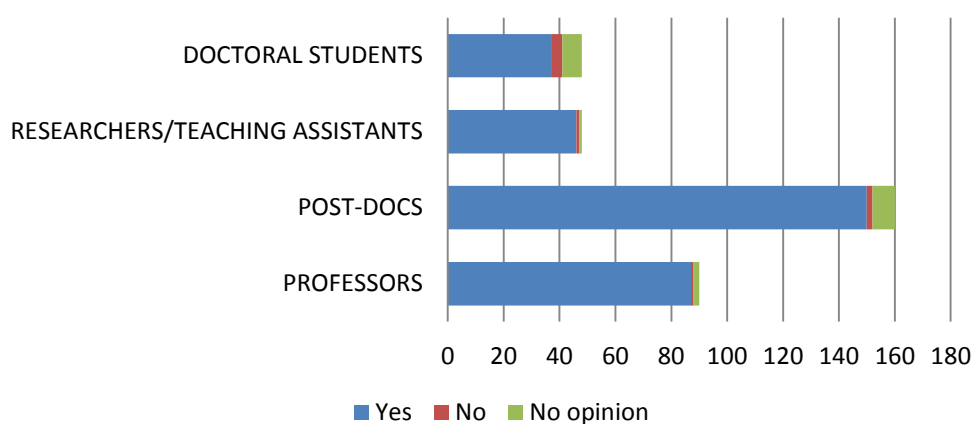


The positive claims about the working conditions allowing for combining the work and family life were formulated most frequently by the professors: three-fourths of them responded approvingly to this question. Only every tenth was against this opinion. Proportionally twice more of post-docs and assistants do not agree with this statement. Positive responses varied from 62,5 percent among doctoral students to two-thirds among assistants.

Q. B6. Do you know that University of Łódź ensures that researchers enjoy adequate social security provisions, including sickness and parental benefits, pension rights and provisions from the Employer’s Social Benefits Fund in accordance with the existing national legislation?

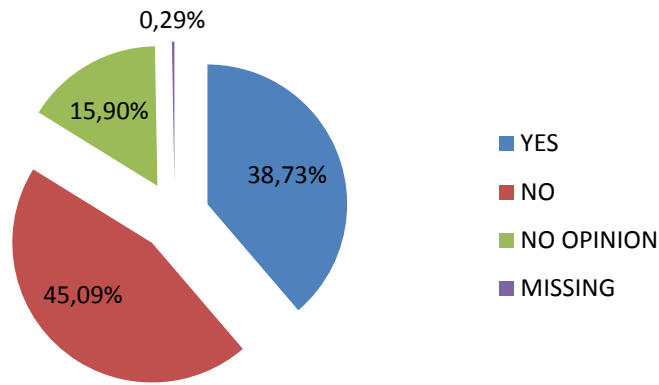


More than 92 percent of the respondents know that the University of Łódź provides adequate social, health and pension benefits. Only every-twentieth person had no knowledge in this respect.

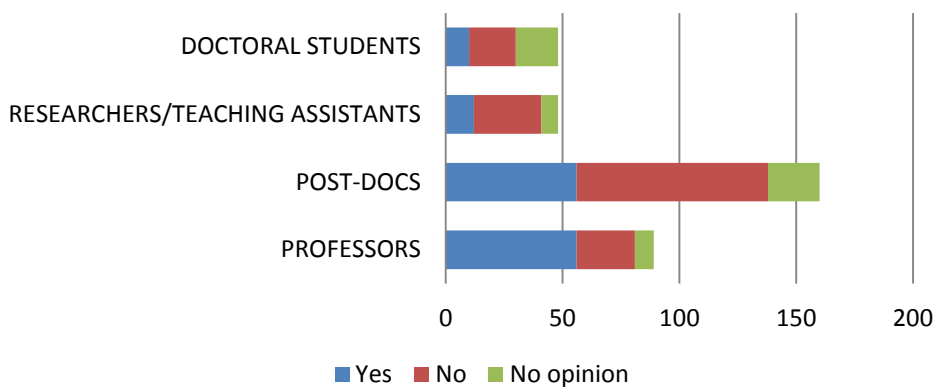


Among the employed respondents, the share of positive responses was very high: from 93,75 percent (post-docs) to 96,67 percent (professors). Significantly lower share of doctoral students declared that the University of Łódź provides provisions concerning social, health and pension insurances.

Q. B7. Do you think that University of Łódź ensures that researchers enjoy fair and appropriate conditions of funding and/or salaries commensurate with their legal status, performance and level of qualifications and/or responsibilities?

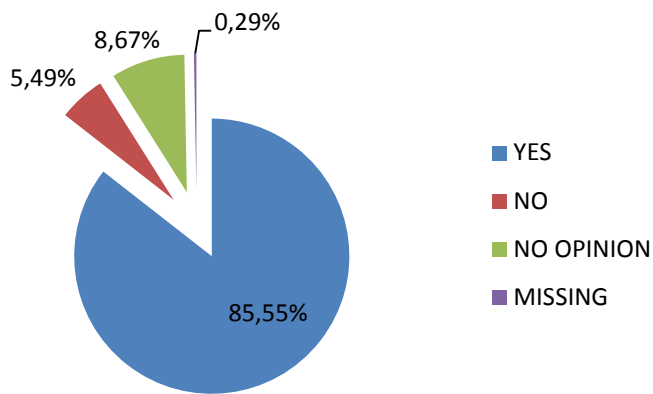


The biggest share of the respondents, nearly half of them contradicted the statement about the fair and appropriate conditions of funding. The group of the respondents of opposite view was smaller by 7 percent points.

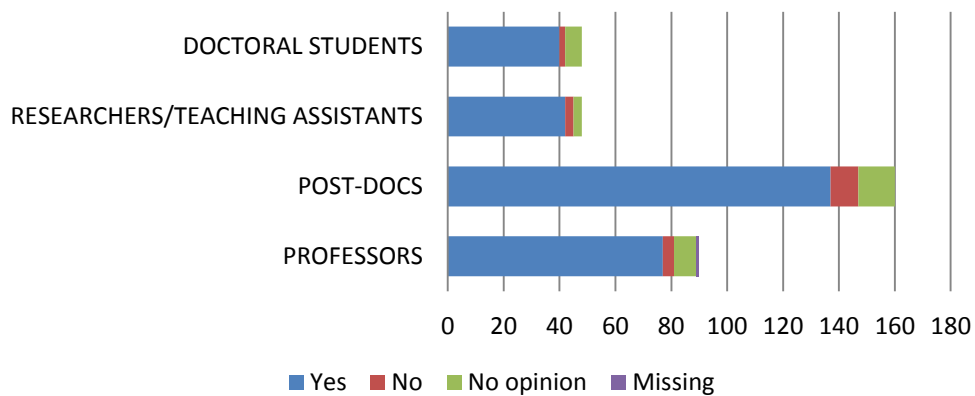


There seems to be a clear correlation between the respondents' views and their position in occupational hierarchy. 62,22 percent of professors are sure about the fairness of funding. The lower is the level in hierarchy, the more frequent is the opposite view. Slightly more than one-third of post-docs and precisely one-fourth of assistants share the professors' opinions. Half of the post-docs and more than 60 percent of assistants do not conform to the view about the fairness of funding at the University of Łódź. Every fifth among doctoral students thinks the funding is fair and twice more is of contradictory opinion.

Q. B8. Do you know that University of Łódź ensures safe working practices in accordance with the national regulations concerning health and safety?



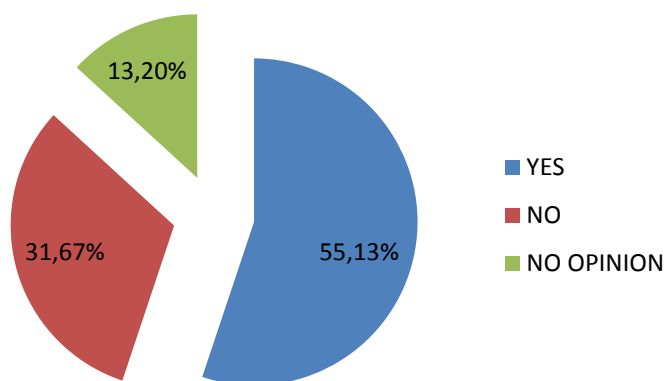
The significant majority of the respondents believed that the working practices at the University of Łódź were safe and provided in accordance with health and safety regulations.



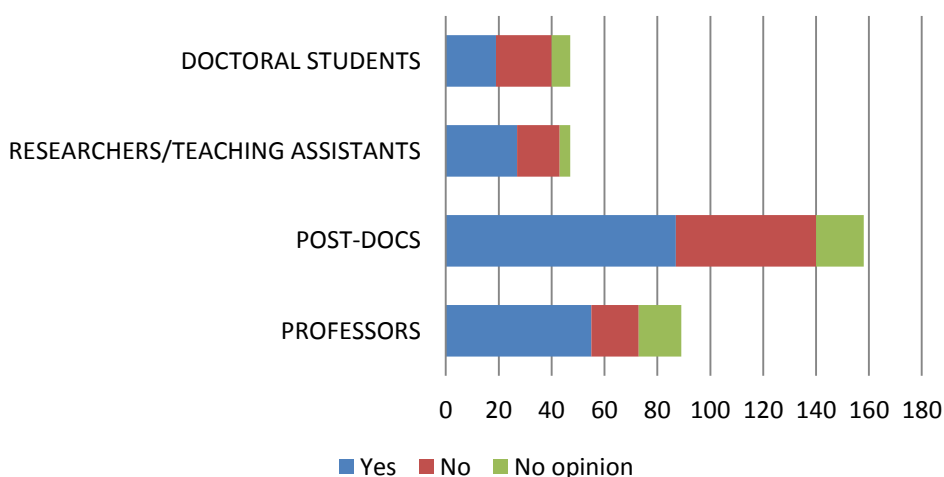
There were no significant differences between various categories of respondents in this question. All categories of staff were sure about the working conditions assured in accordance with hygiene and safety regulations. The share of positive responses varied from 83,3 percent (doctoral students) to 87,5 percent (assistants).

TRAINING AND DEVELOPMENT

Q. C1. Do you know that there is a motivational incentive scheme of expanding skills and competencies for researchers at all stages of their career at the University of Łódź?

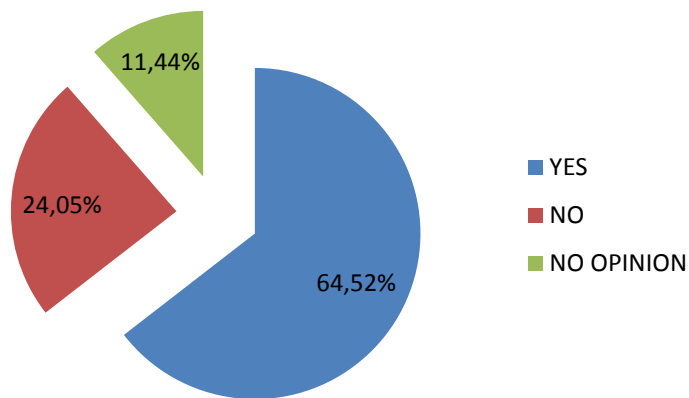


More than half of the respondents were aware of the motivational incentive scheme of expanding skills and competencies for researchers that is available at the University of Łódź. Almost one-third declared no knowledge in this respect.

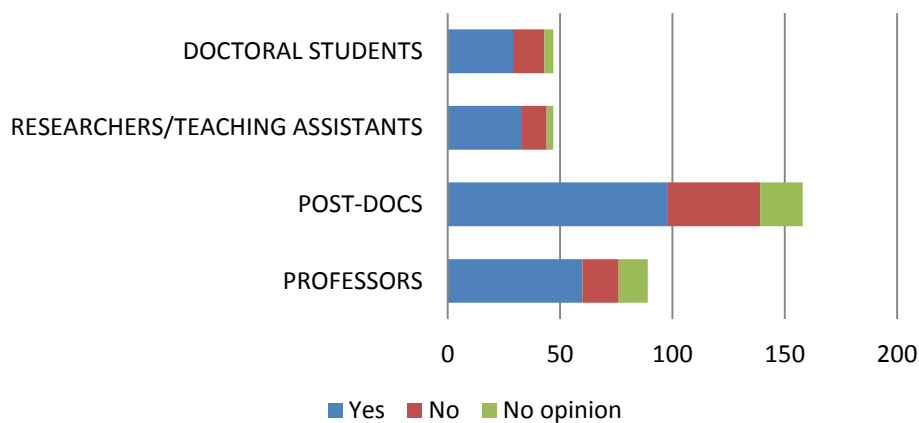


The awareness of the motivational incentive scheme of expanding skills and competencies for researchers was declared by the majority of employed staff, most frequently by professors (61,8 percent). Among the doctoral students, more respondents did not know (44,68 proc.) than does know about the incentive.

Q. C2. Do you know that University of Łódź ensures researchers, including doctoral candidates, with an opportunities for continual improvement by regular updating and expanding their skills and competencies by a variety of means including formal training, workshops, conferences and e-learning.

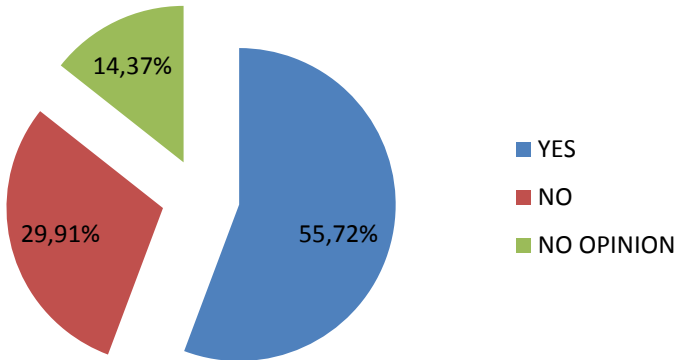


Almost two-thirds of the respondents declared that they knew about the opportunities for continual improvement for employees and doctoral students. One-fourth of the respondents were of contradictory view.



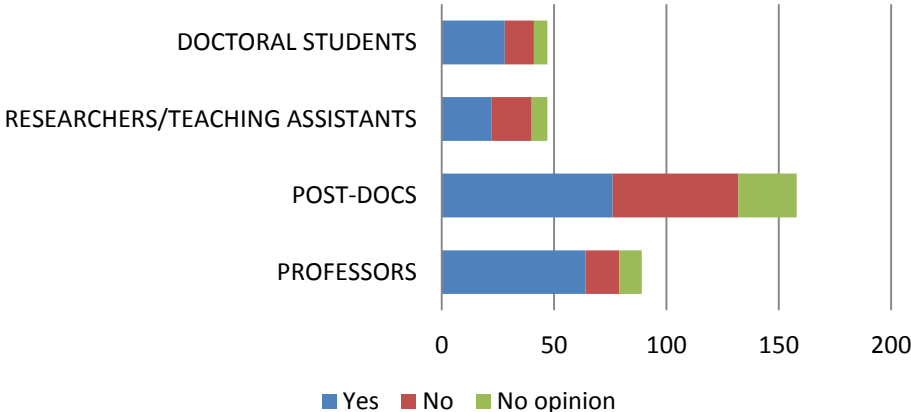
The positive responses were given by the majority of respondents from all the categories, most frequently by assistants (70,21 percent), least frequently (61,7 percent) by doctoral students.

Q. C3. Do you think that at the University of Łódź senior researchers provide early-stage researchers with support in performance of their professional duties and guidance for



their professional development?

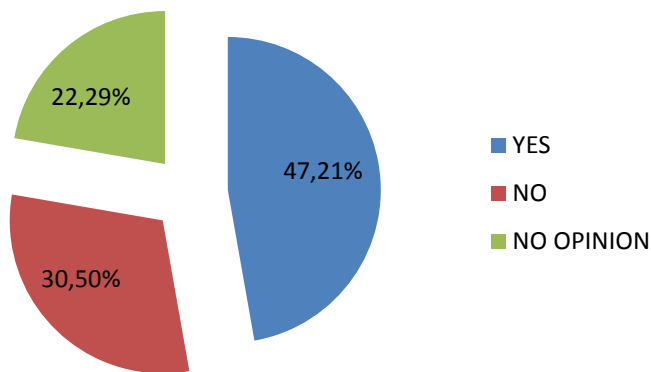
More than half of the respondents answered positively to the question about the support provided by senior researchers to early stage researchers. Almost one-third did not share this view.



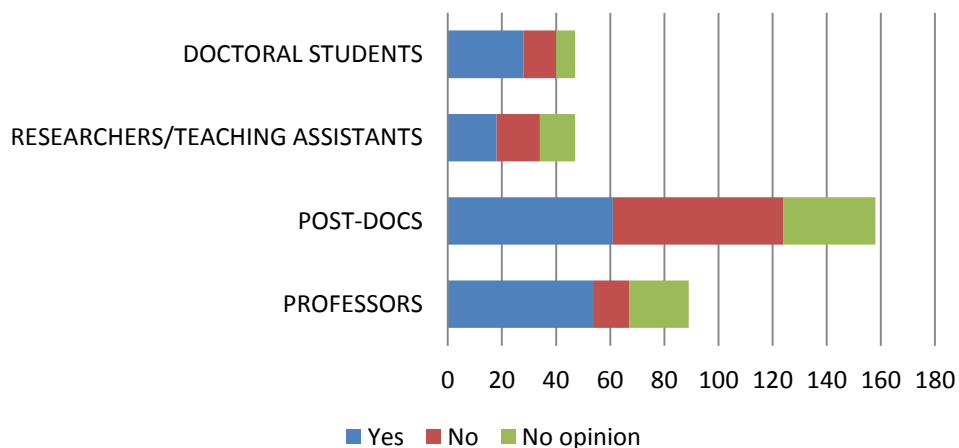
Positive opinion about the support received by the younger staff was formulated most frequently by the professors (71,91 percent) and doctoral students (59,57 percent). Among the assistants and post-docs almost half of the participants shared this view (46,81 and 48,1 percent respectively) shared this view.

ETHICAL ASPECTS

Q. D1. Do you think that at the University of Łódź, all researchers engaged in a research career (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow) are recognized as professionals and are treated accordingly?

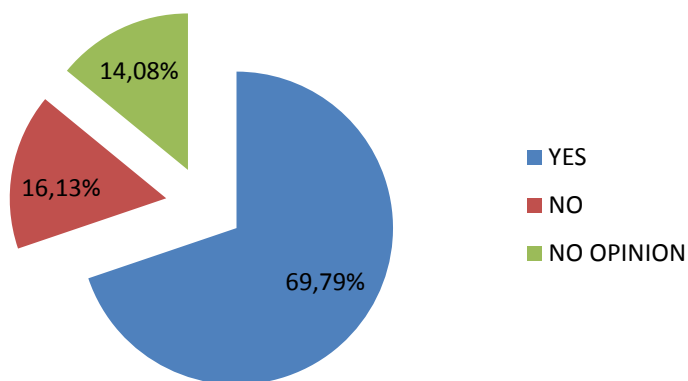


Almost half of the respondents answered affirmatively to the question about the treatment of all Staff members as Professional at the University of Łódź. Less than one-third did not share this opinion.

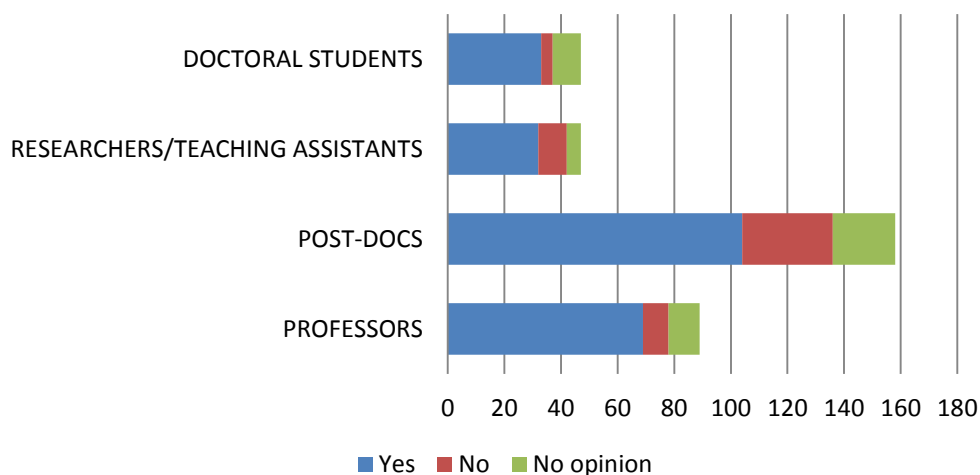


Positive response was formulated by the majority of professors (60,67 percent) and doctoral candidates (59,57 percent). Among the assistants and post-docs this view was shared by less than 40 percent of the participants.

Q. D2. Do you think that at the University of Łódź, all researchers and doctoral candidates enjoy the freedom of thought and expression, and the freedom to identify methods by which problems are solved, recognising the limitations to this freedom that could arise as a result of particular research circumstances, for budgetary or infrastructural reasons or for reasons of intellectual property protection?

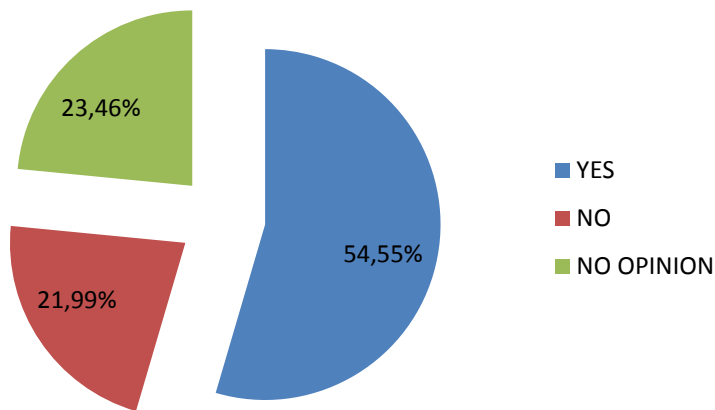


More than two-thirds of the respondents responded positively to the question about the freedom of thought and expression, and the awareness of its limitations. The contradictory view was expressed by less than 15 percent of the respondents.

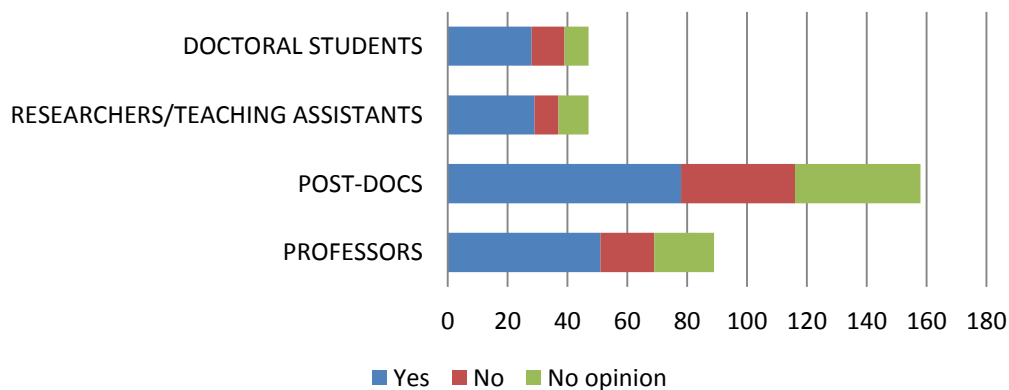


The significant majority of the respondents thought that the staff at the University of Łódź enjoyed the freedom of thought and expression. The share of such a responses varied from 65,82 percent among post-docs to 77,53 percent among professors.

Q. D3. Do you think that at the University of Łódź, all researchers and doctoral candidates adhere to the fundamental ethical principles as documented in the different institutional Codes of Ethics?

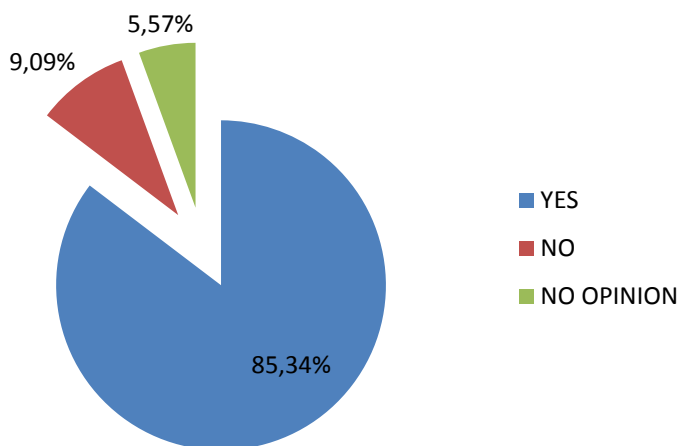


More than a half of the participants claimed that the employees and doctoral students at the University of Łódź adhered to the ethical principles. Almost one-fourth had no opinion, every fifth had an opposite view.

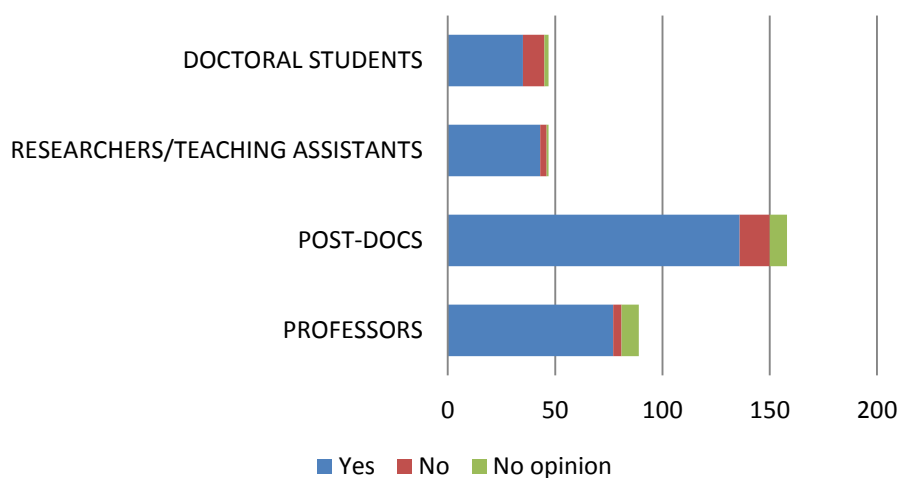


Less than a half of post-docs participating in the survey believed that employees and doctoral students at the University of Łódź adhered to the principles documented in ethical codes. Among all the other categories, this view was shared by more than a half of the respondents varying from 61,7 percent among assistants to 57,3 percent among professors.

Q. D4. Are you aware that at the University of Łódź, there are certain policies regulating Intellectual Property Rights?

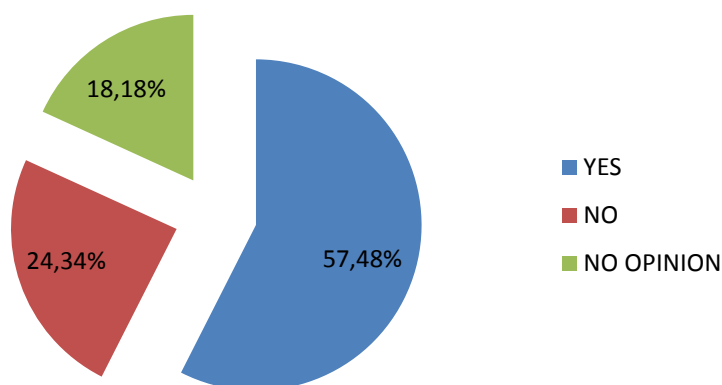


The significant majority of respondents was aware of certain policies regulating Intellectual Property Rights at the University of Łódź. Less than every tenth has no knowledge of this.

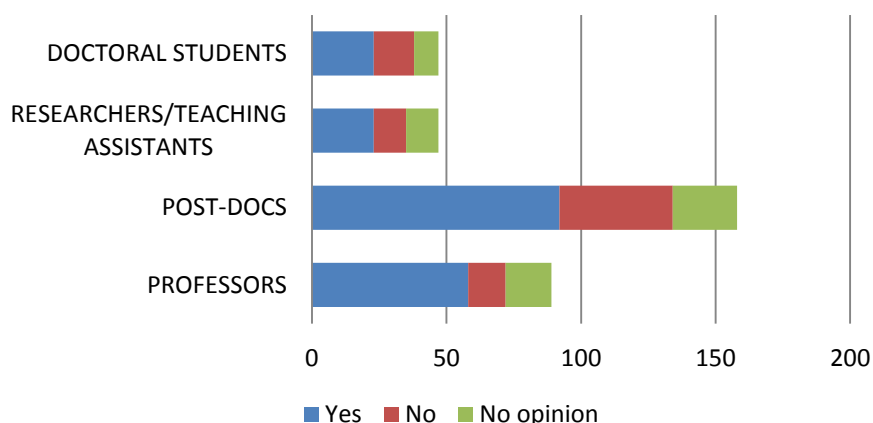


The lack of knowledge about at the University of Łódź policies regulating Intellectual Property Rights was declared most frequently by doctoral candidates (every fifth). In other categories no more than 9 percent of employed staff was unaware of such a regulations.

Q. D5. Do you think that the University of Łódź prompts researchers to disseminate, exploit and, if appropriate, commercialise the results of their research?



Most of the respondents agreed that University of Łódź prompted its staff to disseminate the results of the research. The opposite opinion was formulated by less than one-fourth of the participants in the survey.



Two-thirds of the professors and more than a half of post-docs taking part in the survey were aware of prompting researchers to disseminate the results of their research by the University. Among doctoral students and assistants less than a half formulated the same opinion. In the latter category, the share of those who had no opinion was the largest one.

Summary

The research revealed that the majority of respondents was aware of efforts undertaken by the University of Łódź for the sake of their employees and doctoral students in all the fields under scrutiny. At the same time quite significant differentiation may be noticed, particularly concerning the social issues and those concerning the funding and salaries. Respondents recruiting from the category of professors significantly more often than the other members of the academic community perceived positively both the working conditions and the employees' situation, as well as the actions undertaken by the University. Referring to the knowledge about the structure of academic

hierarchies, as well as to the organizational cultures at the universities in Poland, twofold explanation of aforementioned tendencies may be formulated. Firstly, professors that is the persons who obtained habilitation degree are the group particularly appreciated in Polish system of tertiary education, what is noticeable also in the language and academic terminology. Only this category is defined as “independent” research staff who enjoy particular status. This can be measured by the salaries, the level of professional independence and the access to the power positions. Secondly, habilitation degree is a necessary prerequisite to perform managerial duties. This, seemingly, eases the execution of the rights which formally belong to all the employees. It also seems that professors have a better access to information. This category of staff is frequently the first one to get it. This stems not only from their access to managerial positions, but also from the privilege of the membership in various decisive bodies (e.g. in faculty councils).

The concise form of the questionnaire probably increased the response rate, but did not allowed for more in-depth analysis of potentially interesting socio-demographic variables like gender or the scientific specialization (faculty) of the respondents.

V ACTION PLAN

Based on the results of internal gap analysis and survey the Committee for the Implementation of the European Charter for Researchers & the Code of Conduct for their Recruitment at the University of Łódź has developed The Working Action Plan 2016-2018

Working Action Plan 2016-2018					
Area of the Charter and Code requiring action	Description of the problem	Required action	Measurement of the implementation of the action	Unit responsible for implementation of the action	Time of implementation
Ethical and Professional aspects	4. Professional approach: Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary permissions before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor in case of delay, redefinition or completion of their research project or that it is to be terminated earlier or suspended for whatever reason.	Update and streamlining the internal process of applying for research funding	Updating the website Centre for the Development of the University , integration with the main party of Lodz (taking into account the tab informing about projects and competitions in which you can apply for external funding projects) Updating the website of the University Development Centre, its integration with the main website of the University of Lodz (including a bookmark informing about projects and competitions in which you can apply for	University Development Centre, Department of Management Accounting and Promotion Centre	1 sty quarter 2017

			external funding for projects) 2. Updating internal regulations regarding the process of applying for funding of research and project implementation		
Recruitment	<p>2.2. Code of Conduct: Employers and /or funders should establish open, efficient and transparent recruitment procedures which provide support, which can be compared on an international level, as well as tailored for a type of a position offered. Job adverts should include a precise description of the required knowledge and skills and not have to be technical so that not to discourage suitable applicants. Employers should include a description of the working conditions and rights, including career development prospects. Moreover, there is a need for realistic estimate of the time between the job advertisement r the call for applications and the deadline for applying for the job.</p>	<p>It should clarify the required minimum time between the announcement and the deadline for applications, taking into account the structure of the recruitment announcement including description of working conditions and entitlements , including career development prospects . The regulations should be included in the updated existing internal documents of the University of Lodz or a separate document relating to the entire process of recruitment.</p>	<p>Development of a comprehensive set of rules and regulations relating to the entire process of recruitment in the form of a single document or updating existing regulations complemented with missing elements.</p>	HR department	1st quarter 2017

<p style="text-align: center;">Recruitment</p>	<p>2.3 Staff selection (Code of Conduct) 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 different disciplines, including people from other countries and with relevant experience to evaluate candidates. Whenever possible, a wide range of selection practices should be applied, for example an external expert assessment and direct interviews with candidates. Members of selection panels should be adequately trained.</p>	<p>Regulations of the University of Lodz should define expected composition of the selection committee. 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 people from other countries and with relevant experience to assess the candidate . Whenever possible a wide range of selection practices should be applied for example external expert assessment and personal interview with the candidate.</p> <p>Training for selection committees on the process and standard of recruitment in the University of Lodz; Update of internal regulations concerning</p>	<ol style="list-style-type: none"> 1. Development of a document concerning the entire process of recruitment or update of existing instructions complemented with missing elements. 2. Development of online training materials on the process and standards of recruitment in the University of Lodz for selection committees. 	<p>HR Department</p>	<p>1st quarter 2017</p>
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		recruitment and composition of selection committees. Development of the document concerning the entire process of recruitment or update of existing instructions complemented with missing elements.			
Recruitment	<p>2.4 Transparency (Code of Conduct)</p> <p>Before selecting candidates they should be informed about the recruitment process and the selection criteria, the number of available positions and the career development prospects. After the selection process they should be informed about the strengths and weaknesses of their applications.</p>	<p>Procedural regulations of the University of Lodz should be complemented by standard procedure of conduct provided for in the Charter and the Code:</p> <p>Before selecting candidates they should be informed about the recruitment process and the selection criteria, the number of available positions and the career development prospects. After the selection process they should be informed about the strengths and weaknesses of their applications.</p> <p>Updating internal regulations.</p>	Development of a document concerning the entire process of recruitment or update of existing instructions complemented with missing elements.	HR Department	1st quarter 2017

		Development of a document concerning the entire process of recruitment or update of existing instructions complemented with missing elements.			
Recruitment	<p>2.5 Evaluation of merit (Code of Conduct)</p> <p>Any experience related to mobility e.g. stay in another country/region or in another research setting (public or private) or a change of discipline or sector as part of the initial research training or at a later stage of the research career, or experience of virtual mobility should be considered valuable contribution to the professional development of a researcher.</p>	<p>Modification or development of the Instruction of the Rector of the University of Lodz which will constitute the basis for internal regulations for each Department (introduction of the standard)</p> <p>Such an instruction will harmonize competition procedures for the evaluation and selection of candidates at each Department by introducing top-down provisions for recognising listed below elements in the evaluation process of candidates: experience in scientific mobility, working in another country or scientific community, variety of skills and experience including non-formal qualifications as well as</p>	<p>Development of the document concerning the entire process of recruitment including general evaluation criteria of research career or update of existing regulations complemented with missing elements. It can be the Code of the University of Lodz concerning general criteria for evaluation of scientific career of candidates.</p>	HR Department	1st quarter 2017

		<p>the recognition of experience across sectors.</p> <p>Such an instruction will also implement procedures regarding the evaluation and selection of candidates taking into account derogations from the chronological order of CVs</p>			
Recruitment	<p>2.6 Deviations from the chronological order of CVs (Code of Conduct)</p> <p>Career breaks or variations in the chronological order of CVs should not be penalized, 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. For this reason, it should be possible for candidates to submit CVs supported by evidence , reflecting a representative range of achievements and qualifications appropriate to the post for which application is being made.</p>	<p>Actions as in 2.5</p>	<p>Development of the document concerning the entire process of recruitment including general evaluation criteria of research career or update of existing regulations complemented with missing elements. It could be the Code of the University of Lodz concerning general criteria for evaluation of candidates' scientific career of candidates.</p>	<p>HR Department</p>	<p>1st quarter 2017</p>

<p>Recruitment</p>	<p>2.7 Recognition of experience regarding mobility (Code of Conduct) Any experience related to mobility e.g. stay in another country/region or in another research setting (public or private) or a change of discipline or sector as part of the initial research training or at a later stage of the research career, or experience of virtual mobility should be considered valuable contribution to the professional development of a researcher.</p>	<p>Action as in 2.5 and 2.6</p>	<p>Development of the document concerning the entire process of recruitment including general evaluation criteria of research career or update of existing regulations complemented with missing elements. It can be the Code of the University of Lodz concerning general criteria for evaluation of scientific career of candidates.</p>	<p>HR Department</p>	<p>1st quarter 2017</p>
<p>Recruitment</p>	<p>2.8 Recognition of Qualifications (Labour Code): Recognition of qualifications (Labour Code) : Funders and / or employers should ensure proper evaluation of academic and professional qualifications, including non-formal qualifications, of all researchers, in particular in the context of international and professional mobility . They should inform each other, through all available channels , about rules, procedures and standards governing the recognition of such qualifications and have full understanding thereof and, consequently , apply existing national law, conventions and specific rules on the recognition of these qualifications.</p>	<p>Action as in:2.5, 2.6 and 2.7</p>	<p>Development of the document concerning the entire process of recruitment including general evaluation criteria of research career or update of existing regulations complemented with missing elements. It can be the Code of the University of Lodz concerning general criteria for evaluation of scientific career of candidates.</p>	<p>HR Department</p>	<p>1st quarter 2017</p>

<p>Recruitment</p>	<p>2.9 Seniority (Labour Code): The required level of qualification should correspond to the needs of the position and should not constitute a barrier in hiring a candidate. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his / her conditioning for a job or reputation acquired in the institution where he/she gained his/her qualifications. Professional qualifications can be gained at an early stage of a long career and thus lifelong professional development should also be recognized.</p>	<p>As above</p>	<p>Development of the document concerning the entire process of recruitment including general evaluation criteria of research career or update of existing regulations complemented with missing elements. It can be the Code of the University of Lodz concerning general criteria for evaluation of scientific career of candidates.</p>	<p>HR Department</p>	<p>1st quarter 2017</p>
<p>Working conditions and social security</p>	<p>3.5 Funding and remuneration: Funders and / or employers of researchers should ensure that researchers have fair and attractive financial conditions and / or remuneration with adequate and equitable benefits in social security (including sickness and parental benefits , pension rights and unemployment benefits) in accordance with national legislation and national or sectoral collective bargaining agreements . These conditions should be provided for researchers at every stage of their scientific career, including early-stage researchers , proportionally to their legal status, results achieved and level of qualifications and / or scope of responsibilities.</p>	<p>Dissemination of information about the possible salary of the employee group where a given employee belongs at a given stage of his career. It depends among other things, on his function and tasks as well as other items identified by deans of each department according to university-wide applicable rules.</p>	<p>1. Dissemination of information about requirements applicable in a given department allowing to categorise an employee as a member of a given working group and possible remuneration range in a given group.</p>	<p>HR Department, Departments according to their specificity</p>	<p>4th quarter 2017</p>

<p>Working conditions and social security</p>	<p>3.8 Mobility : Funders and / or employers should recognize the value of geographical, intersectoral , inter- and transdisciplinary 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 scientific career. As a result, they should consider such options in the specific career development strategy and recognise and acknowledge any mobility experience within their own career development and staff evaluation system. This is also connected with a requirement to introduce necessary administrative instruments in order to allow relocation of grants and social security , in accordance with national legislation.</p>	<p>Dissemination of information at various departments about the system and the principles of employee evaluation in accordance with the specificity of a given faculty. Development of a package containing an offer and proposals to support the career of an employee.</p>	<p>A package contains information about the offer of the university related with the support of employee’s career development.</p>	<p>Deputy Rector for science in agreement with faculties.</p>	<p>3 rd quarter 2018</p>
<p>Working conditions and social security</p>	<p>3.9 Access to career counselling : Employers and / or funders should ensure that researchers at all their career stages, regardless of the type of contract, should be provided with career counselling and assistance in finding a job in the institutions concerned or through collaboration with other structures.</p>	<p>Procedures for access to professional counselling for researchers at any career stage (individual career counselling and individual career coaching) should be developed. They should be based on the human resources of the Academic Professional Career Office. This office should be additionally equipped with all the necessary tools to conduct career counselling (and other tests)</p>	<p>Development of an offer and a procedure . A package containing information about university offer related to the support of employees’ career development.</p>	<p>CKiWP and remaining units</p>	<p>3rd quarter of 2018</p>

<p>Working conditions and social security</p>	<p>3.12 Teaching: Teaching is an essential means for structuring and dissemination of knowledge and should therefore be considered a valuable option in researchers' career paths . However, teaching responsibilities should not be excessive and, particularly at the beginning of researchers' careers, should not prevent researchers from scientific research. Funders and / or employers should ensure that teaching is adequately remunerated and taken into account in the assessment systems of employees. This also applies to the time spent on training early-stage researchers by staff with higher academic degree as it should be considered as part of their teaching commitment. Adequate training in the field of teaching and training within the professional career of researchers should be ensured.</p>	<p>Adequate training in the area of teaching and training within the scope of professional development of researchers (a teaching course and pedagogical course for doctoral students and academics) should be provided.</p> <p>Moreover, one of the elements of evaluation of the employee should be an increase in the number of survey responses ending classes. A special element should be methodology i.e. how knowledge is conveyed by the teacher.</p> <p>This should allow to concentrate on training the skills which had poor or bad score in the survey.</p>	<p>Development of an offer. A package containing information about the university offer related with supporting employee's career development.</p>	<p>Deputy Rector for Programmes and Quality of Education in consultation with the heads of faculties.</p>	<p>3rd quarter 2018</p>
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<p>Working conditions and social security</p>	<p>3.13 Complaints / appeals : Funders and /or employers of researchers should define on the basis of national rules and regulations appropriate procedures e.g. designating an impartial person (e.g. . an ombudsman) who would deal with complaints/appeals of researchers ,including those concerning conflicts between tutors and beginner scientists. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts and disputes and complaints; the aim of procedures is promotion of fair and equitable treatment within the institution and improving the overall quality of the working environment.</p>	<p>1.Development of information on possible ways of resolving conflicts. 2.Precise description of duties of the Ombudsman of PhD student.</p>	<p>1. Development of information about possible ways of resolving conflicts. 2. Clarification in the internal regulations and dissemination of information about the scope of responsibilities and the role of the Ombudsman.</p>	<p>Deputy Rector for Science</p>	<p>3rd quarter 2016</p>
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1.3.6	Clarification in the internal regulations and dissemination of information about the scope of responsibilities and the role of the Ombudsman (point 3.13)	09-2016	09-2017	Deputy Rector for Science	
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VI ACCEPTATION

Rector of the University of Lodz, prof. Antoni Różalski accepts elaborated HR Strategy and Action Plan for the years 2016-2018

University of Lodz declares thorough and consistent application of the principles and criteria contained in the provisions of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

An important aspect of the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers will be monitoring the effects of the designated corrective actions . For this purpose, the Monitoring Group will be appointed from the members of the Committee Logo HR at the University of Lodz .

University of Lodz European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers web site [LINK](#)