

TEMPLATE 4: ACTION PLAN

Case number: 2 0 2 1 P L 6 0 3 6 1 7

Name Organisation under review:

University of Rzeszów

Organisation's contact details:

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SUBMISSION DATE:

1. ORGANISATIONAL INFORMATION

Please provide a limited number of key figures for your organisation. Figures marked * are compulsory.

STAFF & STUDENTS	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research	1601.51
Of whom are international (i.e. foreign nationality)	16
Of whom are externally funded (i.e. for whom the organisation is host organisation)	3
Of whom are women	732.9
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor.	401.63
Of whom are stage R2 = in most organisations corresponding with postdoctoral level	633.87
Of whom are stage R1 = in most organisations corresponding with doctoral level	566.01
Total number of students (if relevant)	16 868
Total number of staff (including management, administrative, teaching and research staff)	2194
RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	60 767 152.72
Annual organisational direct government funding (designated for research)	33 104 234.96
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	3 488 282.64
Annual funding from private, non-government sources, designated for research	167 475.28
ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)	
The University of Rzeszów is the largest university in Podkarpacie region, with statutory independence, established on September 1, 2001. The University of Rzeszów is guided by universal goals, such as the freedom to conduct research, the pursuit of truth, openness to science, knowledge and new ideas, protection of freedom and respect for human dignity and its historical and cultural identity. The main areas of research activity of the University of Rzeszów have been concentrated within four Colleges: the Medical College, the College of Natural Sciences, the College of Humanities and the College of Social Sciences.	

2. STRENGTHS AND WEAKNESSES OF THE CURRENT PRACTICE:

Please provide an overview of the organisation in terms of the current strengths and weaknesses of the current practice under the four thematic headings of the Charter and Code at your organization.

Thematic heading of the Charter and Code	STRENGTHS and WEAKNESSES
Ethical and professional aspects	<p>Strengths</p> <p>Most of the principles concerning ethical and professional aspects have been indicated in the questionnaire responses as almost implemented, three of them (Ethical principles, Professional responsibility and Accountability) as fully implemented. The University of Rzeszów has an implemented system of regulations including the Code of Ethics for Academic Teachers and regulations concerning financing and documenting research activity. The Statute of the University of Rzeszów ensures freedom of research. In addition, each university research center has its own regulations specifying the rules for using the infrastructure. The UR has a knowledge transfer center dealing with the commercialization of research results and units supporting the research process. The UR has regulations specifying the principles of managing the copyright, related rights and industrial property rights as well as the principles of commercialization. The UR Library has an implemented system for storing and sharing electronic versions of scientific and didactic materials created by employees of the University of Rzeszów.</p> <p>There are anti-mobbing and anti-discrimination regulations binding at the UR and the commission for counteracting mobbing, discrimination and corruption.</p> <p>Weaknesses</p> <p>One of the principles, i.e., Public engagement, has been indicated in the questionnaire as partially implemented.</p> <p>The University webpage in English has to be developed and systematically updated to facilitate the process of dissemination of the information about the researchers' achievements and publications.</p> <p>Regulations for the implementation of scientific projects financed from external sources as well as of the rules regulating administrative support for such projects have to be developed and systematised.</p> <p>The questionnaire results indicate that the UR researchers' awareness of the existence of the binding at UR Code of Ethics is low. There is also a need for expanding their knowledge about the copyrights, related rights and the way in which the research results can be commercialised.</p> <p>The existing employee appraisal system does not include all the aspects specified in the Charter.</p> <p>There is also a need for promoting development of cooperation between interdisciplinary research teams and for developing also those scientific disciplines, which at present are not evaluated at the UR according to the principles specified by the Ministry of Science and Higher Education.</p>
Recruitment and selection	<p>Strengths</p> <p>Majority of the recruitment aspects have been assessed in the questionnaire as almost implemented.</p> <p>The University's procedures concerning job offers are consistent with the EC and national regulations: announcements are published on the website of the University, of the Ministry of Science and Higher Education and on the website of the European Commission in the European portal for mobile scientists, intended for the publication of</p>

	<p>job offers for scientists (Euraxess). All applicants in the recruitment process for employment at the UR for the position of an academic teacher are informed about the results of the competition on the UR unit's website.</p> <p>The statute of the University of Rzeszów defines the terms of employment and the rules for holding competitions for academic teachers' positions. The UR has regulations for granting the status of a visiting professor.</p> <p>Weaknesses</p> <p>Three aspects in this section have been assessed in the questionnaire as partially implemented: there is little feedback on the strengths and weaknesses of the candidates' applications, breaks or variations in the chronological order of CVs resulting in experience outside the research are not regarded as an advantage, and neither are informal qualifications (those issues formulated in the questionnaire refer to Transparency, Variations in the chronological order of CVs and Recognition of qualifications, respectively)</p> <p>The University, when the HRS4R was being prepared, lacked electronic recruitment tools. In accordance with the procedures of the UR, all recruitment documents related to the job applications in the procedure of a competition had to be submitted in a traditional paper form, while only in some cases candidates for individual positions could submit application documents electronically. As a result of the above-mentioned shortcomings, the process of recruiting new research workers at UR was not fully open to everyone, including people in a more difficult socio-economic situation or people returning to a scientific career. The eRecruiter program was bought in March 2022 and is now being implemented.</p>
Working conditions	<p>Strengths</p> <p>Most of the aspects in this section have been assessed in the questionnaire as almost but not fully implemented.</p> <p>The material base of the University has been significantly expanded - the area of research laboratories, access to the most modern research equipment, as well as the possibility to use global electronic library databases to which every employee and student has unlimited access.</p> <p>Salaries and financing are largely related to the presented level of research advancement. For several years, the University has been applying a pro-quality remuneration, which has significantly increased the salaries of people distinguished by their scientific effectiveness.</p> <p>The principle of employee participation in decision-making bodies has been recognized as fully implemented and does not require any corrective actions. Each group of UR employees has an appropriate representation in the Senate, specified in the statute. Representatives of all groups are elected for a four-year term. Researchers can also be members of the College Scientific Councils and the Institute Councils.</p> <p>Weaknesses</p> <p>Four principles (funding and salaries, the value of mobility, teaching, complaints and appeals) have been assessed as partially implemented. Employees indicated that they do not always consider their remuneration adequate (including the social package). Teaching duties of researchers are not appropriately evaluated in the periodic appraisal procedures. Employees also indicated that the authorities of UR only partially provide their researchers with procedures for resolving potential conflicts between research supervisors and young scientists. The only unimplemented principle in this section is access to career advice, as there is no system of providing career advice and counselling at the University.</p> <p>The Rector's Ordinance No. 5/2012 of January 30, 2012 regulating the submission, examination and settlement of complaints and petitions at the University of Rzeszów has</p>

	<p>to be updated and mediation and conflict resolution teams should be established at the offices of the colleges.</p> <p>A consistent and implementable scientific policy of the University is to be developed and regulations of the doctoral school have to be modified.</p> <p>A system of regular reviewing the technical and scientific facilities and equipment is lacking and has to be developed.</p> <p>Employees pointed out that there is a need for new regulations of the sabbatical leave and remote work for researchers at University of Rzeszów and there is a need for updating the ordinance regarding remuneration of employees of the University of Rzeszów for an above-average scientific activity.</p> <p>It should be emphasized that in the questionnaire the percentage of “I don't know” answers is relatively high. This may be a proof that the surveyed group of researchers did not know the provisions of the UR or their interest in the regulations in force is low. That requires certain remedies.</p>
Training and development	<p>Strengths</p> <p>Most of the aspects relating to Training and development of researchers have been assessed in the questionnaire as almost implemented but not fully. Continuing professional development has been assessed as fully implemented.</p> <p>The University has regulations for awarding the doctoral degree and the degree of habilitated doctor at the University of Rzeszów, regulations for awarding the title of Honorary Professor of the University of Rzeszów. The development of young scientists is promoted through the university grants for young scientists and an extensive system of offers financed from domestic and European funds at home and abroad.</p> <p>Weaknesses</p> <p>A detailed system / rules for appointing the heads of departments, chairs or laboratories based on professional qualifications has to be developed, as well as an effective system of disseminating within UR colleges information on available training, grants and fundraising opportunities.</p> <p>A new position of a "research group leader" as a legitimation of the mentoring role for the best researchers at the University of Rzeszow is yet to be established.</p> <p>University of Rzeszow has no system for receiving feedback, from both doctoral students and their supervisors, on the process of research supervision during the course of studies at UR doctoral school.</p>

3. ACTIONS

The Action Plan and HRS4R strategy must be published on an easily accessible location of the organisation's website.

Please provide the web link to the organisation's HR Strategy dedicated webpage(s):

*URL: <https://www.ur.edu.pl/pracownik/hr4r-ur/strategia-hr4r-dla-ur>

in English: <https://www.ur.edu.pl/en/staff/hr-excellence-in-research>

Please fill in a sum up list of all individual actions to be undertaken in your organisation's HRS4R to address the weaknesses or strengths identified in the Gap-Analysis:

<i>Proposed ACTIONS</i>	<i>GAP Principle(s)</i>	<i>Timing (at least by year's quarter/se mester)</i>	<i>Responsible Unit</i>	<i>Indicator(s) / Target(s)</i>
<i>Free text -100 words max</i>	<i>Retrieved from the GAP Analysis</i>			
1. Development of the scientific policy of the University of Rzeszów consistent with the Development Strategy of the University of Rzeszów for 2021-2030 in the sphere of improving freedom and quality of scientific and artistic activities. Additionally, the binding strategy is aimed at increasing the number of scientific disciplines as well as development of cooperation between interdisciplinary research teams	Research freedom	January 2022	Rector's Plenipotentiary	A new scientific policy of the University of Rzeszów. The policy was accepted by the UR Senate on November 25, 2021 with the Resolution No. 121/11/2021. Its main principles are consistent with the Development Strategy of the University of Rzeszów for 2021-2030 and with the principles of the European Charter for Researchers. It is aimed at improving the freedom and quality of scientific and artistic activities.
2. Introduction to the work regulations of the paragraph imposing an obligation for the employees to get familiarized with the UR Code of Ethics for Academic Teachers.	Ethical principles Co-authorship	September 2021	UR Senate	Familiarization with the code of ethics by each employee confirmed with a signature. HR section prepared a form, the signing of which confirmed familiarization with the code of ethics. The forms were delivered to individual researchers via Institutes, and returned to the HR section, signed.
3. Preparation and development of regulations for the implementation of scientific projects financed from external sources as well as of the rules regulating administrative support for such projects.	Professional attitude Accountability	June 2022	Senate Committee on Science / Department of Science and Projects	New regulations on the principles of project implementation. The Senate Science Committee has prepared document entitled "Regulations for the implementation and administrative support of projects financed from external sources." The document includes regulations for providing assistance with grant applications, with submission procedure, with submission of reports, financial handling, rules of conducting audits and rules for storing project documentation. The document is being consulted at present and will be eventually implemented with the Rector's Ordinance.
4. Regulating the circulation of documents and matters related	Professional attitude Accountability	June 2021	Rector / Department of Science and Projects	New regulations on the circulation of documents and on the matters related to the submission of projects financed from external funds were introduced with the Ordinance No. 51/2021 of May 4, 2021 on submitting projects

	to the submission of scientific projects financed from external sources by research workers to the Department of Research and Projects of the University of Rzeszów				financed from external sources and collecting documentation concerning such projects and research services.
5.	Regulating the collection and archiving of documentation on research projects and services in the Department of Research and Projects UR	Professional attitude Accountability	June 2021	Rector / Department of Science and Projects	New regulations for collecting and archiving documentation on research projects and services were introduced with the Ordinance No. 51/2021 of May 4, 2021 on submitting projects financed from external sources and collecting documentation concerning such projects and research services.
6.	Organising a series of trainings in the field of copyright, related rights and industrial property rights management as well as the principles of commercialization	Contractual and legal obligations Dissemination, exploitation of results	December 2022	University technology transfer center / outsourcing training to an external company or an employee of the Institute of Law	Organization of at least one on-line training course on property protection and the principles of commercialization by external experts. A contract is to be signed for trainings to be organised in two groups (for the researchers from the Medical College and the College of Natural Sciences separately, and from the College of the Humanities and the College of Social Sciences separately) and will include: - training in industrial property rights and the principles of commercialization - 3h, - training in the management of copyrights, related rights and intellectual property rights – 3h. The trainings are planned for May-June 2022, and their participants will receive certificates of training completion.
7.	Review of the documents functioning at the University of Rzeszów and supplementing any identified procedural shortcomings, in particular in the field of IT data protection and recovery	Good practice in research	December 2022	Health and Safety and Fire Protection Inspectorate and the University Center for Information Technology	New regulations on the rules for IT data protection and recovery. IT Department provides instructions for data storage and protection https://www.ur.edu.pl/universytet/jednostki/administracja/universyteckie-centrum-informatyzacji/zalecenia-w-zakresie-przechowywania-i-tworzenia-ko
8.	Systematic updating of information on the website of the University of Rzeszów, of individual Colleges of the University, as well as continuous dissemination in the media of the information about the achievements	Dissemination, exploitation of results Public engagement	December, 2021	Offices of the Colleges Rector's Office, IT Department	Current data on the website regarding scientific achievements in research disciplines. Developed and functioning University website in English The University of Rzeszów has signed a contract for the preparation of a new website and the migration of the data should be completed in May 2022. Once the process of migration is completed, websites of the four Colleges and their institutes in English will be developed. Despite the abovementioned complications resulting from the process of data migration, the UR website regularly publishes in Polish and English information on the scientific achievements of employees and

of the researchers.				<p>doctoral students, as well as information on events of scientific nature and information on grant calls.</p> <p>Examples:</p> <p>https://www.ur.edu.pl/kolegia/kolegium-nauk-przyrodniczych</p> <p>https://www.ur.edu.pl/kolegia/kolegium-nauk-medycznych</p> <p>A section presenting current scientific achievements of doctoral students and the subjects of their doctoral dissertations has been created on the website of the doctoral school.</p> <p>https://www.ur.edu.pl/doktorant/szkola-doktorskadoktoral-school/profile-naukowe-doktorantowresearch-phd-student-pr</p>
9. Launching employee websites on UR servers	Dissemination, exploitation of result	December 2022	University Center for Informatization	<p>Employee webpages containing information about conducted research activities available to all interested parties.</p> <p>The University of Rzeszów has signed a contract for the preparation of a new website and the migration of the data should be completed in May 2022. The new website will make it possible to launch employee webpages on the UR servers. The functionality will be tested once the process of migrating data is completed. Another option considered is signing a contract for the implementation of employee websites according to the OMEGA-PSIR system, which functions as the institutional repository and at the same time provides functionality of the Current Research Information System (CRIS) that supports the researchers and the university management.</p> <p>http://en.omegapsir.io/</p>
10. Activating and developing UR website in English	Dissemination, exploitation of results Public engagement	December 2022	University Center for Informatization	<p>Activating and developing UR website in English. The University of Rzeszów has signed a contract for the preparation of a new website and the migration of the data should be completed in May 2022. Once the process ends, the University webpage in English will be further developed, materials are being prepared now to be published once the new system works.</p> <p>The UR website regularly publishes in Polish and English information on the scientific achievements of employees and doctoral students, as well as information on events related to the scientific nature and information on grant calls.</p>
11. Increasing funds in the UR budget for the promotion of science and scientists' achievements	Public engagement	January 2022	Bursar	<p>Additional funds to promote research results. At the University of Rzeszów, the funds for the promotion of science and scientific achievements have been gradually increasing. That is illustrated by the expenses covered in last two years: 2020 – the amount of money spent on covering the costs of publications and conference fees, promoting achievements of UR researchers: 1 887 989,63 PLN (393 331,17 Euro) 2021 - the amount of money spent on covering the costs of publications and conference fees promoting achievements of UR researchers: 2 397 893,35 PLN (499561,11 Euro) The amount increased by over 500 000 PLN in 2021, when the UR HRS4R was prepared. Financing included</p>

				payment for Open Access publications, and WriteFull – the program for editing scientific texts in English, which will facilitate sharing research results with non-Polish researchers and possibly increase the citation index. https://bur.ur.edu.pl/writefull
12. Providing information on the UR website on the issues of identification and counteracting mobbing, discrimination and corruption and their effects	Non discrimination	December 2021	Rector's Plenipotentiary for Counteracting Mobbing and Discrimination	Website information, easily accessible. Rector's ordinance of July 9, 2021 No. 121/2021 introduces a new policy on counteracting mobbing, discrimination and corruption. All information concerning the issues can be found at https://www.ur.edu.pl/pracownik/komisja-ds-przeciwdzialania-mobbingowi-korupcji
13. Development of a new employee appraisal system, including publishing and patenting activity, research management, teaching / lecturer, research supervision, consulting, national or international cooperation, administrative duties, activities in the field of raising scientific awareness in society and mobility	Evaluation/ appraisal systems Teaching	June 2022	Vice-Rector for Student Affairs and Education (in cooperation with the Rector's Plenipotentiary for Scientific Policy responsible for developing a new employee appraisal system) and the Senate Science Committee	A new employee appraisal form has been introduced with the Resolution of the Senate No. 124/12/2021 for the appraisal period 2022-2024. Evaluation criteria have been extended to include varied forms of activities, including, among others, commercialisation of research results, mobility, a variety of activities related to teaching (introduction of new forms of education, preparation of new courses, participation on various forms of training, supervision of BA/MA theses). However, the research activity and publication of research results remains the main principle in the appraisal system.
14. Development of new guidelines for UR Colleges for conducting the recruitment process for the positions of academic teachers in a manner consistent with the Code of Conduct for the recruitment of researchers	Recruitment Recruitment (Code) Selection (Code) Transparency (Code) Judging merit (Code) Variations in the chronological order of CVs (Code) Recognition of mobility experience (Code) Recognition of qualifications (Code) Seniority (Code) Postdoctoral appointments (Code) Gender balance Career development	June 2022	Senate Committee for Science / Education Department and Human Resources Department - administrative support	New guidelines for the colleges for conducting the recruitment process for the positions of academic teachers in a manner consistent with the Code of Conduct for the recruitment of researchers. The prepared in October 2021 OTMR Policy of the University of Rzeszów has been put into practice with the Ordinance No. ZR/212/2021 of the Rector of the University of Rzeszów, having been recommended by the Senate Committee on Science. The full text in English has been published at the UR website https://www.ur.edu.pl/en/staff/hr-excellence-in-research And in Polish https://www.ur.edu.pl/pracownik/hr4r-ur/otm--r The OTMR policy will be applied by the four Colleges in preparation of job offers and during the whole recruitment process.
15. Launching a recruitment system based on e-tools	Recruitment Recruitment (Code) Selection (Code) Transparency (Code)	June 2022	Chancellor of the UR	An e-recruitment system is in process of being implemented. The UR acquired eRecruiter program in March 2022, main administrators have been trained to use it. Full implementation of the system will make it possible to post job offers in Polish and in English at the UR website, facilitating the process of application of

				candidates from abroad. The first job offer in the system was posted on April 8, 2022.
16. Establishing a "research group leader" as a legitimization of the mentoring role for the best researchers at the University of Rzeszow	Postdoctoral appointments (Code) Career development Access to career advice	September 2021	UR Senate	An appropriate entry in the statute of UR. The § 64a point 4 of the revised on September 30, 2021 Statute specifies the conditions the research group leader should meet to be appointed. The research team leader may be an academic teacher with outstanding scientific activity and employed at the University of Rzeszow as the primary workplace in a group of research or research and teaching staff, holding at least a doctoral degree.
17. Development of the Scientific Policy of the University of Rzeszów	Recognition of the profession Research environment Stability and permanence of employment Career development Supervision and managerial duties Supervision	January 2022	Rector's Plenipotentiary for Scientific Policy	Developed document The policy was accepted by the UR Senate on November 25, 2021 with the Resolution No. 121/11/2021. Its main principles are consistent with the Development Strategy of the University of Rzeszów for 2021-2030 and with the principles of the European Charter for Researchers. It is aimed at improving the freedom and quality of scientific and artistic activities. Additionally, the new regulations of the Doctoral school also set the rules for supervision of young researchers and their career development. The new regulations of the Doctoral school have been introduced and are available at: https://www.ur.edu.pl/doktorant/szkola-doktorskadoctoral-school/regulamin-szkoly-doktorskiej-urstatute-of-doctoral
18. Review and modification of the regulations of the doctoral school of the University of Rzeszow	Recognition of the profession Research environment Relation with supervisors Supervision and managerial duties Supervision	January, 2022	Director of the Doctoral School	New regulations in the Doctoral school have been introduced and are available at: https://www.ur.edu.pl/doktorant/szkola-doktorskadoctoral-school/regulamin-szkoly-doktorskiej-urstatute-of-doctoral
19. Revision of the binding organisational regulations. Review and modification of the sabbatical leave and remote work policy of the University of Rzeszów	Working conditions	December, 2021	Rector/Vice-Rectors/ Head of the Human Resources department	New organisational regulations. In accordance with Resolution No. 100/09/2021 of the Senate of the University of Rzeszów, modifying the Statute, the sabbatical can be granted to an academic teacher who has been employed for at least 7 years at the University, to carry out their research for the total period of one year (§ 118 of the Statute). The same paragraph specifies the provisions for granting the sabbatical to an academic teacher who is working on the doctoral dissertation, for the period not longer than 3 months. An academic teacher can be granted the sabbatical for going abroad for training, teaching placement, participation in a conference or participation in joint research with a foreign entity, carried out on the basis of a cooperation agreement. The Rector's Ordinance No. 224/2021 of November 24, 2021 regulates the principles of remote teaching.

20. Regular reviewing the technical and scientific facilities and equipment. Preparation of an annual report on their condition, as well as on possibilities of cooperation between researchers and on sharing the reviewed equipment.	Research environment	December, 2021, onward	Vice-Rectors of the Colleges	Reports are prepared and information about the technical and scientific facilities and equipment are published at the website https://www.ur.edu.pl/kolegia/kolegium-nauk-przyrodniczych/kolegium/sprawy-naukowe-kolegium/aparatura-naukowo-badawcza
21. Development of a new employee appraisal system and modification of the Regulations for the proceedings in the process of granting doctoral and post-doctoral degrees at the UR	Stability and permanence of employment	March, 2022	The UR Senate/ Scientific Councils of the Colleges	New regulations. A new employee appraisal form had been prepared and was accepted by the Senate on December 16, 2021. It has been implemented with the Rector's Ordinance ZR/243/2021. Evaluation criteria have been extended to include varied forms of activities, including, among others, commercialisation of research results, mobility, a variety of activities related to teaching (introduction of new forms of education, preparation of new courses, participation on various forms of training, supervision of BA/MA theses). On March 31, 2022, the Senate accepted modified Regulations for the proceedings in the process of granting doctoral and post-doctoral degrees at the the University of Rzeszów. The new regulations secure, among others, the procedure against possible conflicts of interest and provide the rules for the election of internal and external reviewers, members of the scientific board, as well as specify the required achievements of the person being subjected to the process of scientific output evaluation
22. Consistent implementation of the accepted in March 2021 rules of remuneration of employees of the University of Rzeszów for an above-average scientific activity.	Funding and salaries	December, 2024	The Rector	The rules for assigning a financial allowance for above-average scientific activity, measured by the number of points according to those assigned by the Polish Ministry of Higher Education and Science to individual periodicals and publishing houses, and by received patents, as well as for external grants, were established on March 29, 2021 with the Rector's Ordinance 45/2021 and they remain binding in the years 2021-2024.
23. Development of a new employee appraisal system, including, among others, measurable effects geographical, intersectoral, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector.	Value of mobility	June, 2022	Rector's Plenipotentiary for Scientific Policy	A new employee appraisal form has been introduced with the Resolution of the Senate No. 124/12/2021 for the appraisal period 2022-2024 and one of the evaluation criteria is mobility and cooperation with the social and scientific environment.

24. Introducing career counselling for researchers, also in the field of scientific advancement and promotion.	Access to career advice	February 2022	University technology transfer centers; and college offices	A new support activity at the UR for researchers and academic teachers. A new section at the UR webpage provides information about the persons who can provide counselling in various aspects of professional career: https://www.ur.edu.pl/pracownik/hr4r-ur/doradztwo-zawodowe
25. Launching an online career counseling system	Access to career advice	December 2021	Vice-rectors/ Director of the Doctoral School	A new support activity at UR for researchers and academic teachers via MS Teams group available to every employee after logging into the MS Teams platform with e-mail address https://teams.microsoft.com/l/team/19%3aOh9oQN40g_giv9xKsdXbNtcz8qyUebsHwvksjDt37Hz41%40thread.tacv2/conversations?groupId=8401ecca-4d70-497a-8933-dcd1585d0315&tenantId=80f4c02e-2264-45f3-b124-20b24047d29b
26. Launching a consultancy service in the scope of intellectual property protection using an online platform.	Intellectual Property Rights	December 2021	University technology transfer center	A new support activity at UR for researchers and academic teachers via Teams group available to every employee after logging into the Teams platform, on appointment. All employees have received an email informing them about the possibility of obtaining consultancy in the field of intellectual property protection and procedures for the commercialization of research results from the University Technology Transfer Center. More information https://www.uclt.ur.edu.pl/
27. Updating the principles of reducing the teaching load depending on scientific activity and the implementation of scientific projects	Teaching	June 2022	Vice-Rector for Student Affairs and Education (in cooperation with Rector's Plenipotentiary for Scientific Policy and the Senate Science Committee)	The updated on June 20, 2021 work regulations specify in paragraph 48 the case in which teaching load can be reduced. Point 8. 2) refers to the situation in which teaching load can be reduced for a teacher involved in a research project. The reduction of the teaching load should be proportional to the involvement in the project.
28. Updating the Rector's Ordinance No. 5/2012 of January 30, 2012 on the organization of the submission, examination and settlement of complaints and petitions at the University of Rzeszów, including establishment of the position of a mediator	Complains/ appeals	March 2022	Rector of the University of Rzeszów / Rector's Office Vice-Rectors of the Colleges	The Rector's Ordinance of July 9, 2021 No. 121/2021 introduces a new policy on counteracting mobbing, discrimination and corruption. It regulates the procedure of submission, examination and settlement of complaints at the University of Rzeszów, including establishment of the position of the mediator. Annex No. 3 includes a new complaint form. All information concerning the issues can be found at https://www.ur.edu.pl/pracownik/komisja-ds-przeciwdzialania-mobbingowi-korupcji
29. Developing a detailed system / rules for appointing the heads of departments and chairs or laboratories	Relation with supervisors Supervision and managerial duties	December 2021	UR Senate Science Commission	A new regulation. With Rector's Ordinance of February 4, 2022 No. 7/2022 new, transparent rules and principles of appointing heads of departments, chairs or laboratories have been established, based on professional qualifications.

based on professional qualifications.				
30. Disseminating within UR colleges information on available training, grants and fundraising opportunities.	Access to research training and continuous development	up to December 2023	College Offices	Improved support activity at UR for researchers. Once a month, emails are sent to all employees and PhD students with information on available training, grants and fundraising opportunities. The websites of the four Colleges are regularly updated with information on available training, grants and fundraising opportunities
31. Development of the system of control of scientific supervision in the doctoral school	Supervision	December 2021	Director of the Doctoral School	A new questionnaire for the supervisor / supervisor of a doctoral dissertation. In the doctoral school a regulation about the Internal Quality Assurance System of Education was introduced. Rector's Ordinance No. 231/2021 introduces detailed tasks of the Internal Quality Assurance System of Education at the Doctoral School at the University of Rzeszów. Paragraph 6 says that "In order to monitor and improve the quality of education at the UR Doctoral School, regular surveys are conducted among doctoral students and graduates of the UR Doctoral School. Surveys regarding the evaluation of a doctoral student by the supervisor concern: the correct implementation of the research plan, participation in research projects, participation in conferences, training, activity in conducting classes with students and activities for the benefit of the university; organization of a conference / seminar, involvement in the work of a doctoral school, awards for scientific or teaching activities. The survey regarding the supervisor's evaluation by the doctoral student concerns: the supervisor's availability, substantive support provided during the research, ensuring appropriate conditions for scientific work.
32. Preparation of the information on the UR Data Management Plan to be published at the UR website	Accountability	April 2022	Department of Research and Projects/UR Library/ Director of the Doctoral School UR/University IT Centre	The website of the Department of Research and Projects provides the guidelines for Data Management Plan in research projects, including the rules for describing files, securing them, and dealing with their loss.

The establishment of an Open Recruitment Policy is a key element in the HRS4R strategy. Please also indicate how your organisation will use the Open, Transparent and Merit-Based Recruitment Toolkit and how you intend to implement/are implementing the principles of Open, Transparent and Merit-Based Recruitment. Although there may be some overlap with a range of actions listed above, please provide a short commentary demonstrating this implementation. If the case, please make the link between the OTM-R checklist and the overall action plan.

(free text, 1000 words maximum)

The OTM-R policy of the University of Rzeszów is regulated by national law. The internal regulations concerning recruitment are formulated in strict compliance with the national legislation and included in the University Statute. The initial requirements for individual positions, merit-based, are included in § 107 of the Statute, point 2. Paragraph 108 of the Statute and Rector's Ordinance of June 22, 2021 (ZR/110/2021) sets up the procedure for advertising job positions and conducting the selection process, including composition of the selection committees and the deadlines for application submissions.

The OTM-R policy of the University of Rzeszów has been introduced with the Rector's Ordinance of November 8, 2021 (ZR/212/2021). It is based on the principles of the Code and has been prepared with reference to the OTM-R Toolkit.

The OTM-R checklist shows some areas for improvement in the University recruitment procedures which have been identified have been identified. Those include, with reference to the OTM-R toolkit:

- Implementation of an e-recruitment tool (eRecruiter program was bought in March 2022 and is in process of being implemented)

- Preparation of guidelines for the staff of the units preparing job advertisements, based on the OTM-R toolkit (i.e., to include all the required information, to keep the administrative burden to the minimum, to inform applicants about their application being received, to apply the principle of gender balance in appointing the selection committee). Selection committees will be familiarised with the guidelines as well.

The above actions are part of the action plan and are specified in the HRS4R of the University. The activities proposed by the UR under the HRS4R Strategy also provide for the adaptation of the regulations of the doctoral school regarding the recruitment of Ph.D. students.

Generally, at the UR recruitment, employment and promotion are free from discrimination and will continue to be so. Processes linked to appointments and promotion are consistent with the principles and rules regarding equal treatment, objectivity and transparency. In decisions concerning new appointments, consideration is only to be given to the objective grounds, such as merit and expertise. Recruitment of researchers shall aim to find people with the best possible expertise and potential for the duties involved in the position.

If your organisation already has a recruitment strategy which implements the principles of Open, Transparent and Merit-Based Recruitment, please provide the web link where this strategy can be found on your organisation's website:

URL: https://www.ur.edu.pl/storage/file/core_files/2021/11/14/d57ffbc68feca0605ab731a62b46659b/Plik%2010.pdf

4. IMPLEMENTATION

General overview of the expected implementation process:

(free text, 1000 words maximum)

On May 27, 2021 the Senate of the University of Rzeszów approved and accepted the HRS4R strategy prepared by the working group, i.e. the Team for the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, on the basis of the gap analysis. The strategy includes a detailed action plan, aimed at introducing either new regulations or procedures, or modifying and improving the existing ones, with implementation dates specified. Most of the activities identified as vital for the implementation of the principles of the Charter and the Code have been planned for the second half of 2021 and for 2022. The UR HRS4R was updated, and the update was approved by the Senate on September 30, 2021 (Resolution No. US/99/9/2021), and again, on April 28, 2022, after improvements suggested by the EC reviewers have been introduced to the Action Plan.

The implementation phase has well-defined targets and indicators and the responsible units are identified and informed about the actions. It has been coordinated by the Team for the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers and monitored by Committee overseeing the Process of the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. The strategy specifies the unit and/or person responsible for preparation of a given document or action aimed at implementation of a given principle of the Charter and/or the Code. The units and individuals involved in the above mentioned activities include: the Rector of the University of Rzeszów, Vice-Rectors for the Colleges and their offices, the Rector's Plenipotentiary for Scientific Policy, UR Senate Science Commission, the Department of Research and Projects, the Director of the Doctoral School, the Bursar, the Head of Administration, the University Technology Transfer Center, the IT Center.

To ensure awareness of the HR Excellence in Research-award within the organisation, a webpage with current information and progress has been created. The page is easily accessible and is available in both English and Polish. (Polish version: www.ur.edu.pl/pracownik/hr4r-ur, English version: <https://www.ur.edu.pl/en/staff/hr-excellence-in-research>)

To ensure stakeholder involvement, there will be several activities during the implementation to ensure that progress towards the identified indicators/targets is taking place.

Effective implementation of the Action Plan will be strengthened by such activities as:

1. Providing support for the Committee overseeing the Process of the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. The Head of the Team for the implementation

and Chairman of the Committee overseeing the Process will regularly submit reports on the implementation of the action plan to the Rector.

2. Taking the content-related supervision over the implementation process by the Rector with the support of the Team for the implementation and the Committee overseeing the Process of Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers

3. Ensuring the correctness of the implementation process through its ongoing monitoring, corrective actions, etc., and through including representatives of researchers of all levels (R1-R4) and administration employees from various organizational units of the University of Rzeszów in the implementation process.

Make sure you also cover all the aspects highlighted in the checklist below, which you will need to describe in detail:

Checklist	*Detailed description and duly justification
<p>How will the implementation committee and/or steering group regularly oversee progress?</p>	<p>free text 500 words maximum</p> <p>Analytical work based on a survey on the analysis of shortcomings in relation to the HRS4R Strategy and the OTM-R policy was conducted by the Team for the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the University of Rzeszów, the scope of tasks and the composition of the Team are regulated by the Ordinance of the Rector of the University of Rzeszów No. 23 / 2021 of February 19, 2021.</p> <p>In order to monitor the implementation of the provisions of the Charter and the Code, the Committee overseeing the Process of Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the University of Rzeszów, called the Monitoring Team, was established. The composition of the team and the scope of the team's tasks have been defined by the Rector's Order No. 79 of May 18, 2021. The primary goal of the Monitoring Team will be to ensure the quality and effectiveness of actions taken in the scope of the HR4R Strategy. The team will define performance measures and will systematically evaluate the effects of implementing the principles of the Charter and the Code by individuals and organizational units assigned to the tasks. It is assumed that the Team will meet at least every 6 months. The Monitoring Team includes representatives of all environments of the University of Rzeszów as well as external stakeholders, which will ensure proper progress of work in accordance with the developed schedule. The chairman of the implementation team will be responsible for the coordination of activities and the proper flow of information between the implementation team and the monitoring team.</p> <p>The chairman of the Monitoring Team will develop an annual schedule of meetings, which will be published on the university's website dedicated to the implementation of the Strategy.</p>
<p>How do you intend to involve the research community, your main stakeholders, in the implementation process?</p>	<p>free text 500 words maximum</p> <p>The UR research community has been involved in the consultations preceding the gap analysis, and they will be so in the Strategy implementation process. The implementation of the Strategy includes involvement of the collegial vice-rectors as coordinators of the strategy implementation in their units, including the selection of consultants for the implementation stages as internal stakeholders (representatives of R1-R4 groups). This solution will ensure representation of all groups of the academic community. One of the entities responsible for preparation of a</p>

	<p>number of the planned regulations is the Senate Committee for Science, which includes representatives of researchers from all four colleges.</p> <p>Information concerning individual stages of the Strategy implementation will be published on the university's website dedicated to this process. This will enable the academic community to join the consultations, submit their comments, corrections or suggestions as to the final shape of the regulations to be implemented.</p> <p>The Rector's Plenipotentiary for the implementation of the Strategy will be the intermediary in relations between the academic community and the members of the Committees, and will ensure proper communication.</p>
<p>How do you proceed with the alignment of organisational policies with the HRS4R? Make sure the HRS4R is recognized in the organisation's research strategy, as the overarching HR policy.</p>	<p>free text 500 words maximum</p> <p>The Monitoring Team consists of persons who provide assurance and guarantees of the completion of the implementation (representatives of university authorities and persons who are heads of administrative and scientific units).</p> <p>During the preparation phase (gap analysis and compilation of the action plan) the working group noted that some principles must be adjusted, which coincided with the preparation of the new global strategy for the University of Rzeszów. That new University of Rzeszów Strategy, planned for the years 2021-2030, in its part referring to the research, is consistent with the principles of the Charter. The UR Statute, which will be updated in September, will include a passage about the fact that the University of Rzeszów research practices are consistent with the principles of the European Charter for Researchers.</p>
<p>How will you ensure that the proposed actions are implemented?</p>	<p>free text 500 words maximum</p> <p>A survey among the scientific staff (R1-R4) is planned once a year to monitor the implemented strategy and assess the degree of bridging the previously defined gaps. The questionnaire will be prepared by the implementing team and the results and conclusions will be assessed by the monitoring team.</p>
<p>How will you monitor progress (timeline)?</p>	<p>Free text 500 words maximum</p> <p>Meetings of the monitoring team with representatives of the implementation team, planned once every six months, will be preceded by an analysis of the implementation of the Strategy with regard to its compliance with the schedule or any deviation from it.</p> <p>The analysis will be based on synthetic information provided by the units responsible for the implementation of individual measures.</p> <p>Deviations from the schedule, together with the reasons, will be reported by the Monitoring Team to the Rector.</p> <p>Depending on the reasons for the deviations or delays, the Rector will make decisions securing the process of implementing the Strategy.</p> <p>At each stage of the Strategy implementation, activities will be monitored, reported, corrected, and in situations requiring it, the action plan and implementation schedule may be corrected. Amendments to the action plan cannot lead to resignation from remedying any of the diagnosed shortcomings.</p>

<p>How will you measure progress (indicators) in view of the next assessment?</p>	<p>Free text 500 words maximum</p> <p>Progress at individual stages of the Strategy implementation will be measured by indicators specific to individual activities (documents in the form of Senate Resolutions, Rector's resolutions, new instructions and regulations) as well as an annual survey on defined aspects of the European Charter for Researchers and OTM-R.</p>
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