



The Eugeniusz Piasecki
Poznan University of Physical Education

HR STRATEGY

Implementation of the European Charter for
Researchers and the Code of Conduct for the
Recruitment of Researchers

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1. Introduction

The Poznan University of Physical Education (*Akademia Wychowania Fizycznego im. Eugeniusza Piaseckiego – AWF*), which nurtures future physical education teachers, sports coaches and trainers, physiotherapists, tourism and recreation specialists, is the oldest Sports University in Poland and the third oldest such institution in Europe following Physical Education Chairs in Ghent and Copenhagen. It has its roots in the tradition of the Chair of School Hygiene and Physical Education Theory which was established at newly founded Poznań University in 1919. The Chair was organised and headed for many years by Professor Eugeniusz Piasecki, the creator of Polish school of thought on physical education. In 1922 the Chair became part of the Poznań University Medical School as the Department of Physical Education, and in 1950 it was transformed into the Higher School of Physical Education. The year 1973 marked a major change in the School's history as it received the name of University. Since 1960 the University has possessed didactic compound in Chycina near Międzyrzecze, where students' summer camps, and holiday camps for children and youth are organised annually, and which serves as a venue for conferences and university reunions. In 1968 the university gained the right to award doctoral degrees in physical culture sciences and in 1993 it obtained the right to grant habilitation (post-doctoral recognition of excellence in research) in the same field. Since 2013 the Faculty of Physical Education, Sport and Rehabilitation has been authorised to award doctoral degree in health sciences.

The scholars at the University of Physical Education in Poznań combine academic achievements expressed by publications in high-ranking journals (such as *Exercise and Sport Sciences Reviews*, *International Journal of Sports Medicine*, *European Journal of Applied Physiology*, *Medicine and Science in Sports and Exercise*, *American Journal of Sports Medicine* etc.) with coaching work preparing leading athletes to participate in major sporting events. Throughout its nearly 100 years of history the university has educated many world-class athletes who excelled in their disciplines winning medals at Olympic Games and World Championships. Among them are: Władysław Komar (shot put), Tadeusz Ślusarski (pole vault), Władysław Kozakiewicz (pole vault), Bronisław Malinowski (steeplechase), Andrzej Wroński (wrestling), Tomasz Kucharski (rowing), Anita Włodarczyk (hammer throw), Julia Michalska (rowing), and Jan Szymański (speed skating).

The university conducts both scientific and implementation research projects and collaborates with numerous international research teams and scientific centres.

The Poznan University of Physical Education is one of the most frequently chosen institutions by students seeking higher education in sports universities in Poland. State-of-the-art didactic and sports facilities are located in the centre of Poznań. The

university possesses modern didactic rooms and sports facilities including sports compound with a gym, indoor cycling room, aerobics hall, indoor swimming pool with wellness centre, multifunctional stadium including grass hockey pitch, tennis courts, fencing rooms.

Currently, nearly four thousand undergraduates are studying in three Faculties with available majors in Physical Education, Sport, Tourism and Recreation, Physiotherapy, Human Nutrition, Neurobiology, Dance in Physical Culture. Additionally, the university offers postgraduate studies, coaching and instructing courses as well as training classes at two levels: general and specialist.

The University employs in the region of 520 academic staff.

2. Methodology

In September 2015 the Rector of the Poznan University of Physical Education signed the declaration of support for the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers. The declaration was subsequently sent to the European Commission and is available at the university website.

<http://www.awf.poznan.pl/en/research/hr-excellence>

<http://www.nauka.awf.poznan.pl/index.php/europejska-karta-naukowca>

In the same year The European Charter and Code for Researchers Implementation Working Group was appointed. The group consists of:

1. prof. dr hab. Stanisław Kowalik – Vice-Rector of Science
2. dr hab., prof. AWF Maciej Łuczak – Vice-Dean of Science of The Faculty of Physical Education, Sport and Rehabilitation
3. dr hab., prof. AWF Beata Pluta - Vice-Dean of Science of The Faculty of Tourism and Recreation
4. dr hab., prof. AWF Barbara Mierzejewska-Krzyżowska - Vice-Dean of Science of The Faculty of Physical Culture in Gorzów Wlkp.
5. prof. dr hab. Jacek Gracz – Head of Doctoral Programme
6. prof. dr hab. Jan Celichowski – Disciplinary Spokesman of Academic Teachers
7. mgr Małgorzata Francuz – Head of Library
8. Paulina Kubiak – Head of Human Resources Division
9. mgr Tadeusz Kuczyński – Head of Department of Law and Organization
10. mgr Marzena Szerment – Head of Department of Science
11. mgr Michał Janowski – Chairman of PhD Student`s Council

First, the group carried out an internal analysis of the documents and practices of the university with reference to the guidelines presented by the European Commission in the European Charter and Code for Researchers.

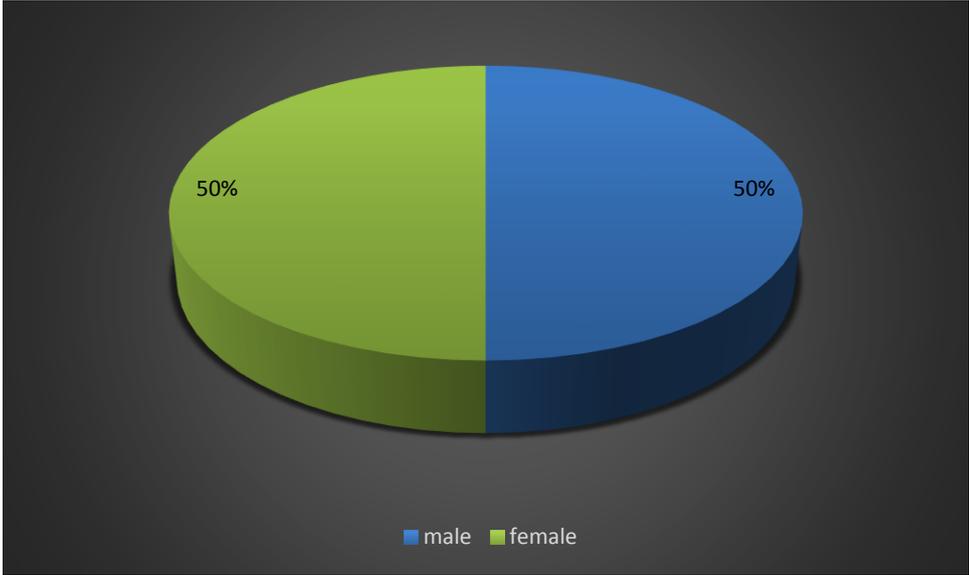
On the basis of the undertaken analysis the group established a template for the internal analysis of the university's strengths and weaknesses.

Next, a survey consisting of 36 questions reflecting the recommendations of The European Charter and Code for Researchers was carried out among the scientific and didactic employees, and doctoral students.

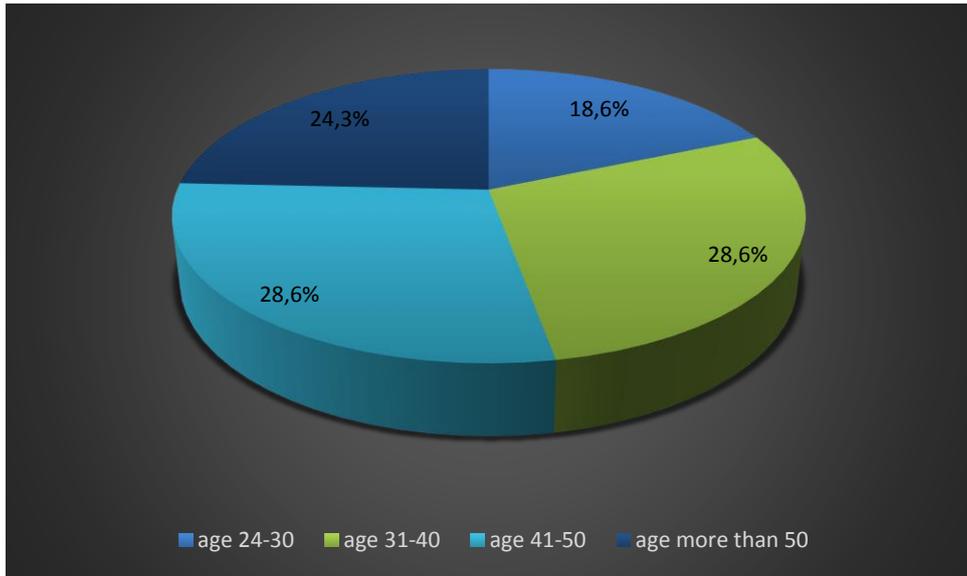
On 1st March 2016 an online survey containing 36 questions was posted on the university website. The survey was available to all scientific-didactic, didactic, and scientific employees as well as to doctoral students till 16th March 2016 and all the above mentioned staff members and students were asked via email to participate in it. Next, the received responses to the online survey underwent statistical and content analysis. On the basis of obtained data the preparation of necessary actions was initiated in order to adjust existing practices and principles to the requirements of the European Charter and Code for Researchers.

In total 70 respondents completed the survey, of whom 35 were female and 35 male. The graphs below present the structure of the respondents according to the following criteria:

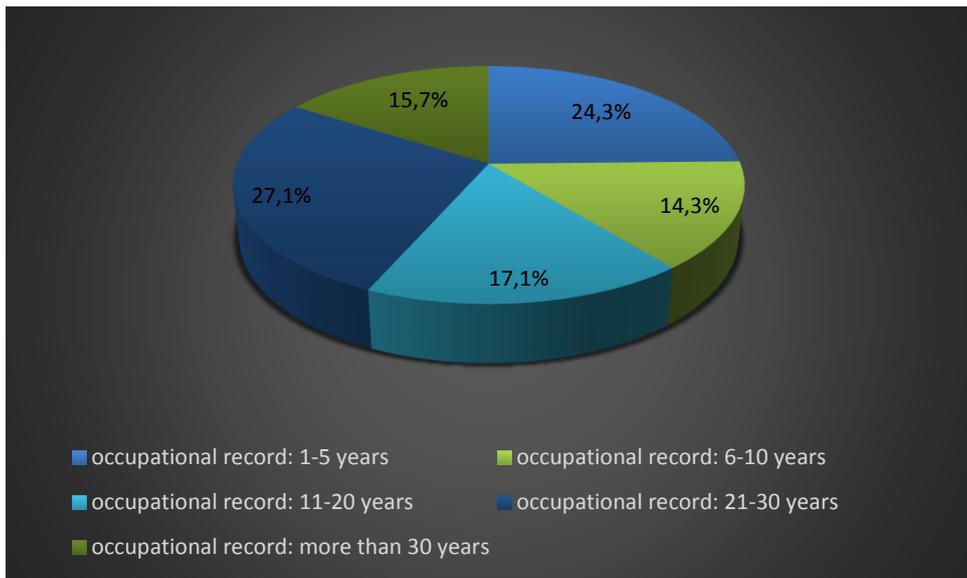
Graph 1. The structure of the survey participants in terms of gender balance.



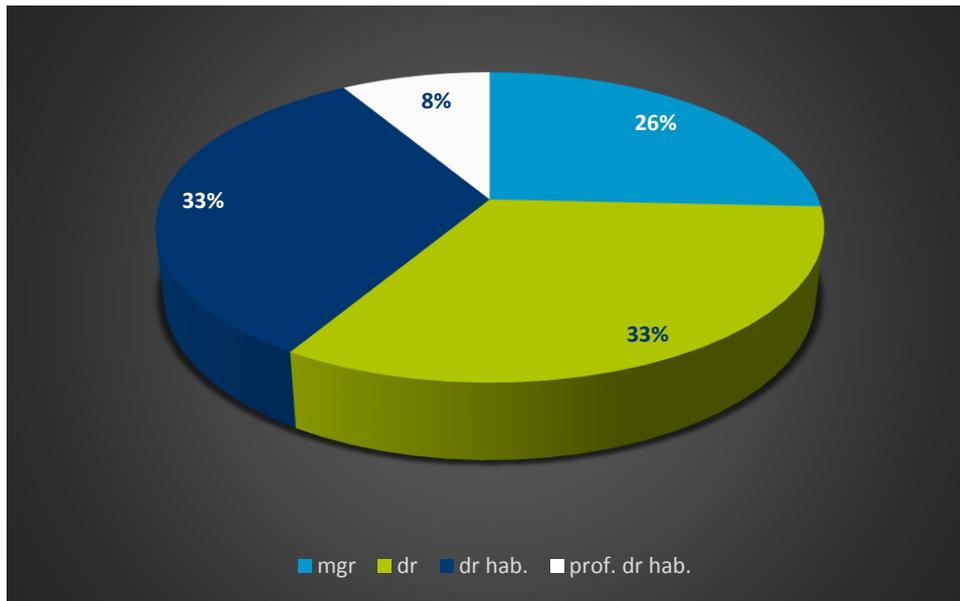
Graph 2. The structure of the survey participants in terms of age.



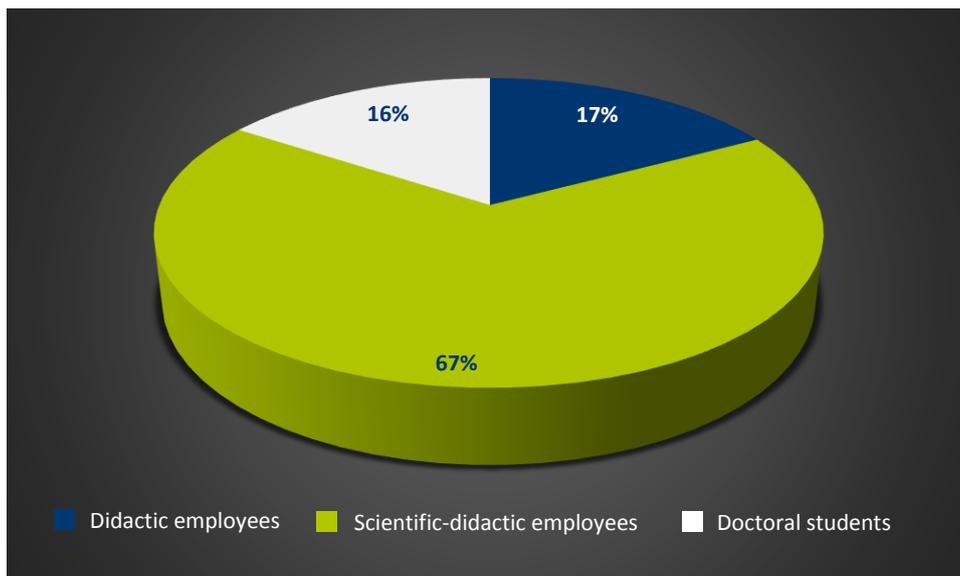
Graph 3. The structure of the survey participants in terms of occupational records.



Graph 4. The structure of the survey participants in terms of held academic degree or title.



Graph 5. The structure of the survey participants represented by didactic employees, scientific-didactic employees, doctoral students.



The results of the survey were submitted to a detailed analysis by the Group. Particular attention was drawn to those aspects of the European Charter and Code for Researchers which, in the opinion of the participants of the survey, were not reflected in the code of practice of the University.

Basing on the internal analysis and the results of the survey the European Charter and Code for Researchers Implementation Working Group outlined a strategy and action plan to adjust the principles and procedures adhered to by the Poznan University of Physical Education to the guidelines defined in the European Charter and Code for Researchers.

The strategy took into account the aspects of the European Charter and Code for Researchers concerning the recruitment of academic staff which so far had not been

fully reflected in the existing regulations and practices of the University so as to introduce actions which would respond more openly to the needs of individual employees and groups of employees, which would be transparent and based on didactic and scientific performance.

3. Internal Analysis

The results of the conducted internal analysis

Ethical and professional aspects

3.1. Research freedom

Principle of the European Charter:

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

The researchers of the university while performing research tasks and research projects aim at expanding the frontiers of scientific knowledge enjoying the freedom to identify methods by which problems are solved simultaneously maintaining ethical principles.

Relevant national legislation:

The Act of 27 July 2005 (Journal of Laws 2005, No.164, item 1365) Law on Higher Education <http://isip.sejm.gov.pl/DetailsServlet?id=WDU20051641365>

Existing institutional rules and practices:

The Statute of the Poznan University of Physical Education (§5 item 1) http://www.awf.poznan.pl/files/administracja/akty_prawne/uchwala_88-15statut_17-03-2015.pdf

Actions required:

none

3.2. Ethical principles

Principle of the European Charter:

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.

The researchers of the university are obliged to adhere to ethical practices and fundamental ethical principles appropriate to their corresponding disciplines. However, the university, especially taking into consideration the needs of early-stage researchers and doctoral students, aims to ensure high ethical standards by drawing up the Code of Ethics for researchers and doctoral students of the Poznan University of Physical Education.

Relevant national legislation:

Regulation of the Minister of Finance of 30 April 2004 on mandatory civil liability insurance of researchers and sponsors (Journal of Laws 2004, No. 101, item 1034 as amended). <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20041011034>

Regulation of the Minister of Finance of 18 May 2005 amending the regulation on mandatory civil liability insurance of researchers and sponsors (Journal of Laws, No. 101, item 845) <http://dziennikustaw.gov.pl/du/2005/s/101/845>

Regulation of the Minister of Health of 30 April 2004 on the conduct of clinical research on children and adolescents (Journal of Laws 2004, No. 104, item 1108). <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20041041108>

Regulation of the Minister of Health of 15 November 2010 on application templates for clinical research, charges and final reports (Journal of Laws 2010, No. 222, item 1453 as amended) <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20102221453>

Regulation of the Minister of Health of 6 October 2010 on mandatory civil liability insurance of sponsors and clinical researchers conducting clinical trials of products (Journal of Laws 2010, No. 194, item 1290) <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20101941290>

Regulation of the Minister of Health of 2 May 2012 on Good Clinical Practice (Journal of Laws 2012, No. 0, item 489) <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20120000489>

Declaration of Helsinki – Ethical Principles for Medical Research involving Human Subjects http://www.nil.org.pl/_data/assets/pdf_file/0008/93248/Deklaracja-Helsinska-przyjeta-na-64-ZO-WMA_-pazdziernik-2013_pelny-tekst.pdf

The Act of 15 January 2015 on the protection of animals used for scientific or educational purposes <http://www.dziennikustaw.gov.pl/du/2015/266/1>

REGULATION OF THE MINISTER OF SCIENCE AND HIGHER EDUCATION of 5 May 2015 on trainings, practical placements, internships for individuals dealing with animals for scientific or educational purposes <http://www.dziennikustaw.gov.pl/du/2015/630/1>

REGULATION OF THE MINISTER OF SCIENCE AND INFORMATISATION of 29 July 2005 on the application template for the inclusion in the register of institutions entitled to conduct experiments on animals

https://www.cm.umk.pl/images/users/42/Jednostki_miedzywydzialowe/Doswiadczenia_na_Zwierzetach/09_a_4_rozp_w_sprawie_wniosku_o_wpisanie_do_rejestru.pdf

Regulation of the Minister of Science and Higher Education of 5 May 2015 on the National Ethics Committee for Animal Experimentation and local ethics committees for experiments on animal

https://www.cm.umk.pl/images/users/47/Jednostki_miedzywydzialowe/Doswiadczenia_na_Zwierzetach/rozporzadzenie_MNiSW_2015_630.pdf

Directive 2010/63/UE of the European Parliament and of the Council of 22 September 2010 on the protection of animals used for scientific purposes

https://www.cm.umk.pl/images/users/47/Jednostki_miedzywydzialowe/Doswiadczenia_na_Zwierzetach/Dyrektywa_2010_63_UE_PL.pdf

Existing institutional rules and practices:

The Code "Good Practices in Universities"

http://www.krasp.org.pl/pl/kdp/kodeks_dobre_praktyki

Disciplinary Committees of the Poznań University of Physical Education

<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/25-bip-komisje-senackie>

Code of Ethics for Researchers, second edition, Warszawa 2016

<http://www.nauka.gov.pl/publikacje-ministerstwo/kodeks-etyki-pracownika-naukowego.html>

Actions required:

Development of the Code of Ethics for the Doctoral Students at the Poznań University of Physical Education

Posting on the university website the code of ethics developed by doctoral students and the code of ethics for researchers

Mandatory acknowledgement of the Code of Ethics and its approval confirmed with the signature of doctoral students

3.3. Professional responsibility

Principle of the European Charter:

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.

Researchers employed by the Poznan University of Physical Education make every effort to ensure that the research they conduct have significance for the society, and that they do not duplicate earlier research. In order to prevent plagiarisms Anti-plagiarism Regulations were drawn up and subsequently enacted by the AWF Rector's order No. 20/15 of 6 May 2015 (the regulation is available at:

http://www.dos.awf.poznan.pl/files/Inne/Regulamin_Antyplagiatowy_2015.pdf).

However, to guarantee even greater relevance of research to social, cultural, or economic needs the university shall undertake consultations with Faculties to identify priority majors. Furthermore, doctoral study programmes will be complemented with classes during which students will present the assumptions and results of their research in order to avoid plagiarism and to increase the quality of doctoral dissertations.

Relevant national legislation:

Chapter 4 of the Act of 27 July 2005 Law on Higher Education - disciplinary liability
<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160001842>

Existing institutional rules and practices:

The AWF Rector's order No. 20/15 of 6 May 2015 – Anti-plagiarism Regulations
<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/806-bip-akty-rektor-2015>

Actions required:

Doctoral studies programmes should be complemented with classes during which students will present assumptions and results of their research. Additionally, ethics courses which would tackle the issue of plagiarism should also be introduced.

3.4. Professional attitude

Principle of the European Charter:

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

Researchers carrying out research projects at the university are familiar with funding mechanisms and have obtained all necessary approvals before starting their research; however, in order to provide fuller and better access to essential information a number of trainings and discussions shall be introduced to clarify the issue of funding and responsibilities stemming from grant agreements further. The first meeting concerning competition programmes financed by the National Science Centre was organised on 8 May 2017 in which approximately 30 researchers participated. The university also plans to create development strategies for particular academic units to improve the rate of success in obtaining financial funds for conducting research.

Relevant national legislation:

The Act of 30 April 2010 on the principles of financing science

<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960615>

National Science Centre (NCN) Regulation

<https://www.ncn.gov.pl/sites/default/files/pliki/ustawy/ustawa-o-ncn.pdf>

National Centre for Research and Development (NCBiR) Regulation

http://www.ncbr.gov.pl/gfx/ncbir/userfiles/_public/aktualnosci/akty_prawne/ustawa_o_ncbr_25_05_2015.pdf

Resolutions of the National Science Centre (NCN) Council

<https://www.ncn.gov.pl/o-ncn/akty-prawne>

Existing institutional rules and practices:

The AWF Senate Resolution No. 78/10 of 23 November 2010 on the approval of the document entitled "The University Development Strategy for the years 2010-2020"

<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/69-bip-uchwaly-senat-2010>

The Rector's Order No. 47/09 on specific regulations of the employment and remuneration of individuals participating in projects funded with sources other than those laid down in article 94 section 1 of the Act of 27 July 2005 - Law on Higher Education.

<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/78-bip-akty-rektor-2009>

The AWF Rector's order No. 45/16 of 3 October 2016 on reducing teaching quotas for scientific-didactic employees in the academic year 2016/2017

<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/1474-bip-akty-rektor-2016>

Actions required:

Trainings and discussions on the issues of financing scientific research, access to obtained funds and responsibilities stemming from grant agreements.

Informing research teams and individual researchers about funds which have not been used two months before the end of the project.

Formulating and updating development strategies for particular academic units (faculties)

Disseminating via the university's website information regarding available competitions for grants and scholarship opportunities

Informing via the university's website about grants, allocation system and the amount of financial sources granted to individual research teams

Updating Rector's Order No. 47/09 concerning the principles of employment and remuneration of persons participating in the projects funded with financial means other than the sources defined in Article 94 of the Act of 27 July 2005 – Law on Higher Education

3.5. Contractual and legal obligations

Principle of the European Charter:

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

Relevant national legislation:

The Act of 14 March 2003 on academic degrees and titles and Art degrees and titles. With implementing regulations. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20030650595>

The Labour Code <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141>

Existing institutional rules and practices:

The regulation on doctoral degrees and habilitation based on a series of publication at the Faculty of Physical Education, Sport and Rehabilitation and branch Faculty of Physical Culture in Gorzów Wielkopolski http://awf.poznan.pl/files/wydzial_wfsir/nauka/akty_prawne/Uchwaa_nr_8_ws.kryteriw_przeprowadzania_przewodw_dr_postepowa_hab_postepowa_o_nadanie_tytuu_naukowego_prof.pdf

Electronic Document Management System <https://eod.awf.poznan.pl> and Financial Resources Control System <http://awfpoznan2017.kw24.pl/>

Actions required:

Conducting trainings regarding Intellectual Property Rights and Copyright regulations and the commercialisation of research results

3.6. Accountability

Principle of the European Charter:

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 national legislation:

The Act of 27 July 2005 Law on Higher Education

<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160001842>

The Act of 30 April 2010 on the Principles of Financing Science

<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960615>

Resolutions of the National Science Centre (NCN) Council

<https://www.ncn.gov.pl/o-ncn/akty-prawne>

The Act of 29 January 2004. Public Procurement Law (Journal of Laws 2015, item 2164 as amended)

https://www.uzp.gov.pl/__data/assets/pdf_file/0016/30337/Obwieszczenie_tekst_jednolity_ustawy_Pzp.pdf

Existing institutional rules and practices:

Accounting Policy introduced with the AWF Rector's order No. 48/09 of 15 December 2009 on the accounting policy <http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/78-bip-akty-rektor-2009>

The AWF Rector's order No. 11/15 of 7 April 2015 on the management of public funds at the University

<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/806-bip-akty-rektor-2015>

The AWF Rector's order No. 7/2017 of 22 February 2017 on the Regulation of awarding public procurement contracts at the Poznań University of Physical Education

http://www.awf.poznan.pl/files/administracja/akty_prawne/rektor/zarzadzenie_nr_7_2017_Regulamin_Zamwie_Publicznych.pdf

Electronic Document Management System <https://eod.awf.poznan.pl> and Financial Resources Control System <http://awfpoznan2017.kw24.pl/>

Actions required:

Publication of the information (via website) about the research which is conducted in particular Chairs and Departments and presentation of scientific achievements of individual researchers. Delivering trainings on existing financial regulations for researchers applying for research project financing.

3.7. Good practice in research

Principle of the European Charter:

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

Relevant national legislation:

Regulation of the Minister of Science and Higher Education of 5 July 2007 on occupational health and safety regulations in higher schools (2007.128.897)

<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20071280897>

The Act of 29 August 1997 on Personal Data Protection (consolidated text Journal of Laws 2016, item 922)

<http://isip.sejm.gov.pl/DetailsServlet?id=WDU19971330883>

Existing institutional rules and practices:

The AWF Rector's order No. 42/12 of 9 May 2012 on the appointment of the University's Health and Safety Committee

<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/82-bip-akty-rektor-2012>

The AWF Rector's order No. 32/14 of 2 September 2014 – Security Policy of Personal Data Protection

<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/114-bip-akty-rektor-2014>

The AWF Rector's order No. 28/14 of 4 August 2014 – the Instruction on Information System Management of Personal Data Protection

<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/114-bip-akty-rektor-2014>

The AWF Rector's order No. 49/14 of 25 November 2014 on the Regulation of Monitoring System at the Poznan University of Physical Education

<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/114-bip-akty-rektor-2014>

Actions required:

Delivering trainings on electronic data protection and informing the staff about the possibility of making backup copies of their research.

3.8. Dissemination, exploitation of results

Principle of the European Charter:

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

Relevant national legislation:

The Act of 27 July 2005 Law on Higher Education - regarding co-operation with socio-economic environment <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160001842>

Existing institutional rules and practices:

The AWF Senate Resolution No. 26/2017 of 28 March 2017 on the criteria of career advancement of didactic and scientific-didactic employees at the Poznań University of Physical Education

http://www.awf.poznan.pl/files/administracja/akty_prawne/senat/uchwaa_26_2017_Senatu_AWF_kryteria_awansu_zawodowego_.pdf

Appointment of the Section for the Co-operation with the Environment responsible for the implementation and commercialisation of research results

<http://www.awf.poznan.pl/pl/adm-wspolpraca>

The AWF Rector's order No. 45/2016 of 3 October 2016 on the reduction of teaching quotas for scientific-didactic employees in the academic year 2016/2017

<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/1474-bip-akty-rektor-2016>

Actions required:

Developing and updating electronic database of research teams and performed research projects.

Introducing an electronic register of scientific achievements.

Updating motivational systems promoting high quality of publications.

Defining the principles of assistance in the promotion and dissemination of research results e.g. in the form of a cycle of lectures.

3.9. Public engagement

Principle of the European Charter:

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

Relevant national legislation:

The Act of 27 July 2005 Law on Higher Education - regarding co-operation with socio-economic environment <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160001842>

Existing institutional rules and practices:

§ 6 of the Poznan University of Physical Education Statute

http://www.awf.poznan.pl/files/administracja/akty_prawne/uchwala_88-15statut_17-03-2015.pdf

Participation of the Poznan University of Physical Education in the following programmes:

- Poznań Festival of Art and Science

<http://festiwal.amu.edu.pl/>

- Researchers' Night (MSCA)

<http://www.nauka.awf.poznan.pl/index.php/noc-naukowcow>

- Dance Festival "Integration"

<http://www.festiwal.awf.poznan.pl/aktualnosci/>

- participation in the programme "Academic and Scientific Poznań"

<http://www.nauka.awf.poznan.pl/index.php/program-akademicki-poznan/wizyty-gosci-programu-w-awf>

- other activities promoting higher education institutions

Actions required:

Creating a website (also in English) presenting popularised summaries of conducted research projects.

3.10. Non-discrimination

Principle of the European Charter:

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

Relevant national legislation:

The Labour Code

<http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141>

The Act of 27 July 2005 Law on Higher Education – regarding disciplinary liability, with implementing regulations.

<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160001842>

Existing institutional rules and practices:

The AWF Rector's order No. 30/2016 of 8 September 2016 on the appointment of Disciplinary Spokespersons of the Poznań University of Physical Education for the tenure of 2016-2020

<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/1474-bip-akty-rektor-2016>

Actions required:

Establishing the position of the spokesperson for equal treatment

Establishing a procedure of reporting infringements of the principle of non-discrimination

3.11. Evaluation/appraisal systems

Principle of the European Charter:

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

Relevant national legislation:

The Act of 27 July 2005 Law on Higher Education – regarding appraisal of academic staff

<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160001842>

Existing institutional rules and practices:

§ 70 of the Poznan University of Physical Education Statute

http://www.awf.poznan.pl/files/administracja/akty_prawne/uchwala_88-15statut_17-03-2015.pdf

The AWF Senate Resolution No. 25/2017 of 28 March 2017 on the adoption of the evaluation criteria of research , didactic and organizational activity of scientific-didactic employees of the Poznań University of Physical Education

http://www.awf.poznan.pl/files/administracja/akty_prawne/senat/uchwaa_25_2017_Senatu_AWF_kryteria_oceny_.pdf

The AWF Senate Resolution No. 39/09 of 22 June 2009 on the approval of “The Regulations of Awarding Jędrzej Śniadecki Medal”

The AWF Senate Resolution No. 40/2017 of 23 May 2017 on the competition regulations concerning the award for scientific achievement of early-stage researchers at the Poznań University of Physical Education

http://www.awf.poznan.pl/files/administracja/akty_prawne/senat/uchwaa_40_2017_regulamin_o_nagrode.pdf

The AWF Senate Resolution No. 26/2017 of 28 March 2017 on the approval of career advancement criteria for didactic and scientific-didactic employees of the Poznań University of Physical Education

http://www.awf.poznan.pl/files/administracja/akty_prawne/senat/uchwaa_26_2017_Senatu_AWF_kryteria_awansu_zawodowego_.pdf

Actions required:

None

Recruitment

3.12. Recruitment

Principle of the European Charter:

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 national legislation:

The Act of 27 July 2005 Law on Higher Education – regarding competitive procedures.
<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160001842>

Existing institutional rules and practices:

§68 of the Poznan University of Physical Education Statute

http://www.awf.poznan.pl/files/administracja/akty_prawne/uchwala_88-15statut_17-03-2015.pdf

The AWF Rector's order No. 32/2016 of 8 September 2016 on the appointment of the University Selection Committee for the positions of full professor (*profesor zwyczajny*) and associate professor (*profesor nadzwyczajny*) for the tenure of 2016-2020

<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/1474-bip-akty-rektor-2016>

The resolution of the Physical Education Faculty of 25 September 2012 on the appointment of faculties' standing committees for the tenure of 2012-2016

<http://www.awf.poznan.pl/pl/wfsir-aktualnosci>

The AWF Senate Resolution No. 1/2016 of 6 September 2016 on the establishment of „Principles of employing staff at the Poznań University of Physical Education”

<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/1476-bip-uchwaly-senat-2016>

The AWF Senate Resolution No. 25/2017 of 28 March 2017 on the adoption of the evaluation criteria of research, didactic and organizational activity of scientific-didactic employees of the Poznań University of Physical Education

http://www.awf.poznan.pl/files/administracja/akty_prawne/senat/uchwaa_25_2017_Senatu_AWF_kryteria_oceny.pdf

Actions required:

None

3.13. Recruitment (Code)

Principle of the Code:

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

time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

Relevant national legislation:

The Act of 27 July 2005 Law on Higher Education – regarding competitive procedures
<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160001842>

Existing institutional rules and practices:

§ 68 of the Poznan University of Physical Education Statute

http://www.awf.poznan.pl/files/administracja/akty_prawne/uchwala_88-15statut_17-03-2015.pdf

The AWF Senate Resolution No. 1/2016 of 6 September 2016 on the establishment of „Principles of employing staff at the Poznań University of Physical Education”

<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/1476-bip-uchwaly-senat-2016>

Actions required:

Introduction of the principle of providing all job applicants with a written justification of the selection committee’s decisions.

Development of job application forms in English.

3.14. Selection (Code)

Principle of the Code:

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

Relevant national legislation:

The Act of 27 July 2005 Law on Higher Education – regarding competitive procedures
<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160001842>

Existing institutional rules and practices:

§ 68 of the Poznan University of Physical Education Statute

http://www.awf.poznan.pl/files/administracja/akty_prawne/uchwala_88-15statut_17-03-2015.pdf

Actions required:

Making public the composition of selection committees.

3.15. Transparency (Code)

Principle of the Code:

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

The university publishes competition notices containing information about the recruitment process, selection criteria, the number of positions available and career development prospects on the websites of the university (<http://www.awf.poznan.pl/pl/uczelnia/konkursy-oferty-pracy>), the Ministry of Science and Higher Education (<http://www.bazaogloszen.nauka.gov.pl/>), and Euraxess (<http://ec.europa.eu/euraxess/index.cfm/jobs/>)

Relevant national legislation:

The Act of 27 July 2005 Law on Higher Education – regarding competitive procedures
<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160001842>

Existing institutional rules and practices:

§ 68 of the Poznan University of Physical Education Statute

http://www.awf.poznan.pl/files/administracja/akty_prawne/uchwala_88-15statut_17-03-2015.pdf

Actions required:

Providing feedback for applicants informing them about recruitment process and strengths and weaknesses of their applications

3.16. Judging merit (Code)

Principle of the Code:

The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path 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 & 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 national legislation:

The Act of 27 July 2005 Law on Higher Education – regarding competitive procedures
<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160001842>

Existing institutional rules and practices:

Competition notices contain requirements for candidates regarding not only their scientific achievement but also other aspects of their activity and performance.

<https://euraxess.ec.europa.eu/my/offer-postings>

Actions required:

None

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

Principle of the Code:

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

Relevant national legislation:

The Act of 27 July 2005 Law on Higher Education – regarding competitive procedures
<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160001842>

Existing institutional rules and practices:

Competition notices contain requirements for candidates regarding not only their scientific achievement but also other aspects of their activity and performance.

<https://euraxess.ec.europa.eu/my/offer-postings>

Actions required:

None

3.18. Recognition of mobility experience (Code)

Principle of the Code:

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

mobility experience, should be considered as a valuable contribution to the professional development of a researcher.

Relevant national legislation:

The Act of 27 July 2005 Law on Higher Education – regarding competitive procedures
<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160001842>

Existing institutional rules and practices:

Competition notices contain requirements for candidates regarding not only their scientific achievement but also other aspects of their activity and performance.

<https://euraxess.ec.europa.eu/my/offer-postings>

The AWF Senate Resolution No. 25/2017 of 28 March 2017 on the adoption of the evaluation criteria of research, didactic and organizational activity of scientific-didactic employees of the Poznań University of Physical Education

http://www.awf.poznan.pl/files/administracja/akty_prawne/senat/uchwaa_25_2017_Senatu_AWF_kryteria_oceny_.pdf

The AWF Senate Resolution No. 34/2017 of 25 April 2017 on the approval of the document entitled "Regulation on the Transnational Traineeship Grants at the Poznań University of Physical Education"

http://www.awf.poznan.pl/files/administracja/akty_prawne/senat/uchwala_nr_34_2017_stypendia_na_naukowe_staze_zagraniczne_.pdf

Actions required:

None

3.19. Recognition of qualifications (Code)

Principle of the Code:

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

Relevant national legislation:

Regulation of the Minister of Science and Higher Education of 8 August 2011 on the Nostrification of Academic Degrees and Degrees in the Area of Art Obtained Abroad (Journal of Laws, No. 179, item 1067)

<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20111791067>

Existing institutional rules and practices:

Nostrification process carried out by authorised units in line with legal provisions
The AWF Senate Resolution No. 25/2017 of 28 March 2017 on the adoption of the evaluation criteria of research, didactic and organizational activity of scientific-didactic employees of the Poznań University of Physical Education

http://www.awf.poznan.pl/files/administracja/akty_prawne/senat/uchwaa_25_2017_Senatu_AWF_kryteria_oceny_.pdf

Actions required:

None

3.20. Seniority (Code)

Principle of the Code:

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

Relevant national legislation:

The Act of 27 July 2005 Law on Higher Education

<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160001842>

Existing institutional rules and practices:

Competition notices contain requirements for candidates regarding not only their scientific achievement but also other aspects of their activity and performance.

<http://www.bazaogloszen.nauka.gov.pl/>; <https://euraxess.ec.europa.eu/my>

Actions required:

None

3.21. Postdoctoral appointments (Code)

Principle of the Code:

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

development opportunities for a research career in the context of long-term career prospects.

Relevant national legislation:

The Act of 27 July 2005 Law on Higher Education – article 120

<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160001842>

The Act of 30 April 2010 on the principles of financing science regarding the support of research conducted by early-stage researchers (competitions financed with funds set forth in the Act)

<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960615>

Existing institutional rules and practices:

§67 of the Poznan University of Physical Education Statute

http://www.awf.poznan.pl/files/administracja/akty_prawne/uchwala_88-15statut_17-03-2015.pdf

The AWF Senate Resolution No. 26/2017 of 28 March 2017 on the criteria of career advancement of didactic and scientific-didactic employees of the Poznań University of Physical Education

http://www.awf.poznan.pl/files/administracja/akty_prawne/senat/uchwaa_26_2017_Senatu_AWF_kryteria_awansu_zawodowego.pdf

Actions required:

None

Working conditions and social security

3.22. Recognition of the profession

Principle of the European Charter:

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 national legislation:

The Labour Code <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141>

Existing institutional rules and practices:

The AWF Rector's order No. 45/15 of 20 October 2015 on introducing staff regulations and employee pay and reward regulations at the Poznan University of Physical Education.

<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/806-bip-akty-rektor-2015>

Actions required:

Defining in the university documents the status of doctoral student.

3.23. Research environment

Principle of the European Charter:

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 national legislation:

Regulation of the Minister of Science and Higher Education of 5 July 2007 on occupational health and safety regulations in higher schools

<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20071280897>

Existing institutional rules and practices:

The AWF Rector's order No. 42/12 of 9 May 2012 on the appointment of the University's Health and Safety Committee

<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/82-bip-akty-rektor-2012>

Agreements concluded between the Poznan University of Physical Education and sponsors e.g. National Centre for Research and Development (LIDER programme)

http://www.ncbr.gov.pl/gfx/ncbir/userfiles/public/programy_krajowe/lider_viii/zalacznik_nr_4_wz_or_umowy_lider_viii.pdf;

the Ministry of Science and Higher Education (DIALOG programme) <http://www.nauka.gov.pl/projekty-i-inicjatywy/dialog.html>

The AWF Rector's order No. 45/16 of 3 October 2016 on reducing the teaching quotas for scientific-didactic employees in the academic year 2016/2017

<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/1474-bip-akty-rektor-2016>

Actions required:

Developing principles of usage of the University's laboratories and equipment by researchers working in various departments.

3.24. Working conditions

Principle of the European Charter:

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 national legislation:

The Act of 27 July 2005 Law on Higher Education – regarding the working hours

<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160001842>

The Labour Code <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141>

Existing institutional rules and practices:

The AWF Rector's order No. 45/15 of 20 October 2015 on introducing staff regulations and employee pay and reward regulations at the Poznan University of Physical Education.

<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/806-bip-akty-rektor-2015>

The AWF Rector's order No. 45/16 of 3 October 2016 on reducing teaching quotas for scientific-didactic employees in the academic year 2016/2017

<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/1474-bip-akty-rektor-2016>

Actions required:

Implementation of e-learning

3.25. Stability and performance of employment

Principle of the European Charter:

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

Relevant national legislation:

The Act of 27 July 2005 Law on Higher Education

<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160001842>

The Labour Code <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141>

Existing institutional rules and practices:

The AWF Rector's order No. 45/15 of 20 October 2015 on introducing staff regulations and employee pay and reward regulations at the Poznan University of Physical Education.

<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/806-bip-akty-rektor-2015>

Actions required:

None

3.26. Funding and salaries

Principle of the European Charter:

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 national legislation:

The Act of 27 July 2005 Law on Higher Education

<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160001842>

The Act of 13 October 1998 on the social insurance system Journal of Laws 1998, No. 137 item 887.

<http://isap.sejm.gov.pl/DetailsServlet?id=WDU19981370887>

The Labour Code <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141>

Existing institutional rules and practices:

The AWF Rector's order No. 45/15 of 20 October 2015 on introducing staff regulations and employee pay and reward regulations at the Poznan University of Physical Education.

<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/806-bip-akty-rektor-2015>

Agreements with institutions financing research (sponsors) e.g. National Centre for Research and Development (LIDER program)

http://www.ncbr.gov.pl/gfx/ncbir/userfiles/_public/programy_krajowe/lider_viii/zalacznik_nr_4_wz_or_umowy_lider_viii.pdf;

the Ministry of Science and Higher Education (DIALOG programme)

<http://www.nauka.gov.pl/projekty-i-inicjatywy/dialog.html>

Actions required:

None

3.27. Gender balance

Principle of the European Charter:

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.

Currently there are 54% women and 46% men amongst researchers at the Poznan University of Physical Education.

Relevant national legislation:

The Labour Code <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141>

Existing institutional rules and practices:

The AWF Rector's order No. 45/15 of 20 October 2015 on introducing staff regulations and employee pay and reward regulations at the Poznan University of Physical Education.

<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/806-bip-akty-rektor-2015>

Actions required:

None

3.28. Career development

Principle of the European Charter:

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 national legislation:

The Labour Code

<http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141>

Existing institutional rules and practices:

The AWF Senate Resolution No. 78/10 of 23 November 2010 on the approval of the document entitled "The University Development Strategy for the years 2010-2020"

<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/69-bip-uchwaly-senat-2010>

The Poznan University of Physical Education Statute

http://www.awf.poznan.pl/files/administracja/akty_prawne/uchwala_88-15statut_17-03-2015.pdf

The rules of appointing associate supervisors at the Faculty of Physical Education, Sport and Rehabilitation and branch Faculty of Physical Culture in Gorzów Wielkopolski
http://www.awf.poznan.pl/files/wydzial_wfsir/nauka/akty_prawne/Uchwaa_nr_1wspowoywania_pr omotora_pomocniczego.pdf

Actions required:

Creation of a mentoring system

3.29. Value of mobility

Principle of the European Charter:

Employers and/or funders must recognize the value of geographical, intersectoral, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher's career. Consequently, they should build such options into the specific career development strategy and fully value and acknowledge any mobility experience within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation.

Relevant national legislation:

Programmes of funding institutions both from Poland and abroad which enhance mobility e.g. UWERTURA programme <https://www.ncn.gov.pl/finansowanie-nauki/konkursy/typy> Mobility Plus Programme <http://www.nauka.gov.pl/projekty-i-inicjatywy/mobilnosc-plus.html>

Existing institutional rules and practices:

Participation of employees in various programmes enhancing mobility (e.g. Erasmus +; Mobility Plus Programme; MCS EC programmes etc.)

The AWF Senate Resolution No. 26/2017 of 28 March 2017 on the criteria of career advancement of didactic and scientific-didactic employees of the Poznań University of Physical Education

http://www.awf.poznan.pl/files/administracja/akty_prawne/senat/uchwaa_26_2017_Senatu_AWF_kryteria_awansu_zawodowego_.pdf

The AWF Senate Resolution No. 34/2017 of 25 April 2017 on the approval of the document entitled "Regulation on the Transnational Traineeship Grants at the Poznań University of Physical Education"

http://www.awf.poznan.pl/files/administracja/akty_prawne/senat/uchwala_nr_34_2017_stypendia_na_naukowe_staze_zagraniczne_.pdf

Actions required:

None

3.30. Access to career advice

Principle of the European Charter:

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.

Existing institutional rules and practices:

Both academic employees and doctoral students have access to professional career advice.

Actions required:

None

3.31. Intellectual Property Rights

Principle of the European Charter:

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 national legislation:

The Act of 4 February 1994 on Copyright and Related Rights Journal of Laws 1994 No. 24 item 83

<http://isap.sejm.gov.pl/DetailsServlet?id=WDU19940240083>

Existing institutional rules and practices:

The AWF Senate Resolution No. 40/13 of 24 September 2013 on the regulations of management of copyrights and related rights as well as industrial property right and the principle of commercialisation of R&D results conducted at the Eugeniusz Piasecki University of Physical Education in Poznań.

<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/72-bip-uchwaly-senat-2013>

Actions required:

Delivering trainings and organising information meetings for researchers about copyright and industrial property right which they are entitled to.

3.32. Co-authorship

Principle of the European Charter:

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.

Relevant national legislation:

The Act of 4 February 1994 on Copyright and Related Rights. Journal of Laws 1994 No. 24 item 83

<http://isap.sejm.gov.pl/DetailsServlet?id=WDU19940240083>

Existing institutional rules and practices:

The university grants all its researchers, including doctoral students, the right to co-authorship in the context of actual input into academic paper, patent etc.

Actions required:

None

3.33. Teaching

Principle of the European Charter:

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

Relevant national legislation:

The Act of 27 July 2005 Law on Higher Education – awards fund
<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160001842>

Regulation of the Minister of Science and Higher Education of 15 January 2013 on the awards for outstanding scientific achievements and achievement in scientific and teaching supervision (Journal of Laws 2013 item 101)

<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20130000101>

Existing institutional rules and practices:

The AWF Rector's order No. 45/16 of 3 October 2016 on reducing teaching quotas for scientific-didactic employees in the academic year 2016/2017

<http://www.awf.poznan.pl/pl/pracownicy/bip/15-administracja/1474-bip-akty-rektor-2016>

Actions required:

None

3.34. Complains / appeals

Principle of the European Charter:

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

Relevant national legislation:

The Act of 27 July 2005 Law on Higher Education – disciplinary liability

<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160001842>

Existing institutional rules and practices:

Chapter 6 of the Statute of the Poznan University of Physical Education

http://www.awf.poznan.pl/files/administracja/akty_prawne/uchwala_88-15statut_17-03-2015.pdf

Actions required:

Appointing a Disciplinary Spokesperson for the Staff of the Poznan University of Physical Education

3.35. Participation in decision-making bodies

Principle of the European Charter:

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

Relevant national legislation:

The Act of 27 July 2005 Law on Higher Education – the authorities of a higher education institution

<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160001842>

Existing institutional rules and practices:

Researchers have their representatives in the Senate, Faculty Councils, Rector's and Senate's Committees – Chapter 3 of the Statute of the Poznan University of Physical Education.

http://www.awf.poznan.pl/files/administracja/akty_prawne/uchwala_88-15statut_17-03-2015.pdf

Actions required:

None

Training

3.36. Relation with supervisors

Principle of the European Charter:

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 national legislation:

The Act of 27 July 2005 Law on Higher Education –regarding subordinate relationship

<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160001842>

The rules of appointing associate supervisors at the Faculty of Physical Education, Sport and Rehabilitation and branch Faculty of Physical Culture in Gorzów Wielkopolski

http://www.awf.poznan.pl/files/wydzial_wfsir/nauka/akty_prawne/Uchwaa_nr_1wspowoywania_pr_omatora_pomocniczego.pdf

Actions required:

Annual evaluation of doctoral students' progress during meetings and seminars

3.37. Supervision and managerial duties

Principle of the European Charter:

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

Relevant national legislation:

Existing institutional rules and practices:

The AWF Senate Resolution No. 25/2017 of 28 March 2017 on the adoption of the evaluation criteria of research, didactic and organizational activity of scientific-didactic employees of the Poznań University of Physical Education

http://www.awf.poznan.pl/files/administracja/akty_prawne/senat/uchwaa_25_2017_Senatu_AWF_kryteria_oceny_.pdf

Actions required:

None

3.38. Continuing Professional Development

Principle of the European Charter:

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

Relevant national legislation:

The Act of 27 July 2005 Law on Higher Education - regarding the requirement to further develop professional competencies (Article 111)

<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160001842>

Existing institutional rules and practices:

At every stage of their professional development employees of the university participate in trainings, courses, workshops, conferences, etc.

Actions required:
None

3.39. Access to research training and continuous development

Principle of the European Charter:

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

Relevant national legislation:

The Act of 27 July 2005 Law on Higher Education - regarding the requirement to further develop professional competencies (Article 111)
<http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160001842>

Existing institutional rules and practices:

At every stage of their professional development employees of the university participate in trainings, courses, workshops, conferences, etc.

Actions required:
None

3.40. Supervision

Principle of the European Charter:

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.

Existing institutional rules and practices:

The Statute of the Poznan University of Physical Education
http://www.awf.poznan.pl/files/administracja/akty_prawne/uchwala_88-15statut_17-03-2015.pdf
The rules of appointing associate supervisors at the Faculty of Physical Education, Sport and Rehabilitation and branch Faculty of Physical Culture in Gorzów Wielkopolski

The AWF Senate Resolution No. 29/2017 of 28 March 2017 on the principles and mode of accepting candidates for full-time and part-time doctoral studies at the faculty of physical education, sport and rehabilitation of the Poznań University of Physical Education in the academic year 2017/2018

[http://awf.poznan.pl/files/wydzial_wfsir/doktoranci_www/AWF_Poznan - Zasady i Tryb - Rekrutacja na Studia Doktoranckie.pdf](http://awf.poznan.pl/files/wydzial_wfsir/doktoranci_www/AWF_Poznan_-_Zasady_i_Tryb_-_Rekrutacja_na_Studia_Doktoranckie.pdf)

The AWF Senate Resolution No. 43/2017 of 28 March 2017 on the adoption of educational effects of doctoral courses at the Faculty of Physical Education, Sport and Rehabilitation of the Poznań University of Physical Education

http://www.awf.poznan.pl/files/administracja/akty_prawne/senat/uchwaa_43_2017_Oglne_efe_kty_kszta_cenia_dla_studiu_w_trzeciego_stopnia.pdf

The AWF Senate Resolution No. 44/2017 of 23 May 2017 on the approval of the Doctoral Studies Regulations at the Poznań University of Physical Education

http://www.awf.poznan.pl/files/administracja/akty_prawne/senat/uchwaa_44_2017_Regulamin_Studiu_w_Doktoranckich_.pdf

Actions required:

None

4. Conclusions and action plan

Actions undertaken to implement the European Charter for Researchers and the Code of Conduct at our university may be regarded as valuable for three reasons. Firstly, they proved to the Group that, in great majority, the criteria of evaluating higher education institutions assumed by the European Union member states are adhered to – the Poznań University of Physical Education has regulations which correspond to the recommendations of the Charter. Secondly, the survey which was developed, conducted, and interpreted at the university revealed that knowledge concerning some of the existing regulations is insufficient among the staff. These findings shall motivate members of the Group to undertake actions aimed at improving communication between the school's authorities and employees as well as doctoral students. It seems that this lack of knowledge concerning existing legislation is a fundamental source of certain amount of dissatisfaction amongst early-stage researchers and doctoral students with how several areas within the university function. Thirdly, in a few aspects of its functioning the university failed to meet the requirements presented in the Charter. Among them are a) absence of the code of ethics defining the principles of scientific work at the University, b) necessity to establish priorities for undertaking research and the related need to intensify research activity in research teams set up to deal with priority research subjects, c) adoption of employment and promotion policy directed at equal treatment of men and women.

In order to monitor the activities undertaken to implement the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers and to prepare necessary university regulations, which are presented in the Action Plan below,

a committee made up of three people will be formed. The committee will track the progress of work in particular areas of activity. It will be composed of Vice-Rector of Science, Head of Human Resources Division and Head of Department of Science. The committee will analyse actions undertaken by persons responsible for particular areas. The analysis will be conducted every three months to prevent delays in the implementation process. At the end of every year (2017, 2018, 2019) the committee will draw up a list of tasks already executed and an action plan for the following year. This information will be passed to people responsible for execution of the tasks. A detailed action programme is presented below listing not only actions designed to eliminate areas where the university failed to meet the recommendations but also actions aimed at improving those areas which did not receive negative evaluation within the framework of the Charter's criteria.

Task No	Action Plan	Responsible	Deadline
I Ethical and Professional Aspects			
1.2. Ethical principles	<p>Development of the Code of Ethics for the Doctoral Students at the Poznań University of Physical Education</p> <p>Posting on the university website the code of ethics developed by doctoral students and the code of ethics for researchers, especially among early stage researchers</p> <p>Mandatory acknowledgement of the Code of Ethics and its approval confirmed with the signature of doctoral students</p>	Head of Doctoral Programme	January 2018
1.3. Professional responsibility	<p>Doctoral studies programmes should be complemented with classes during which students will present assumptions and results of their research. Additionally, ethics courses which would tackle the issue of plagiarism should also be introduced.</p>	Head of Doctoral Programme	January 2018
1.4. Professional attitude	<p>Trainings and discussions on the issues of financing scientific research, access to obtained funds and responsibilities stemming from grant agreements.</p> <p>Informing research teams and individual researchers about funds which have not been used two months before the end of the project.</p> <p>Formulating and updating development strategies for particular academic units (faculties)</p> <p>Disseminating via the university's website information regarding available competitions for grants and scholarship opportunities</p>	Vice-Rector of Science, Heads of Departments and Deans of Faculties	June 2019

	<p>Informing via the university's website about grants, allocation system and the amount of financial sources granted to individual research teams</p> <p>Updating Rector's Order No. 47/09 concerning the principles of employment and remuneration of persons participating in the projects funded with financial means other than the sources defined in Article 94 of the Act of 27 July 2005 – Law on Higher Education</p>		
1.5. Contractual and legal obligations	Conducting trainings regarding Intellectual Property Rights and Copyright regulations and the commercialisation of research results	Vice-Rector of Science and Deans of Faculties	January 2019
1.6. Accountability	Publication of the information (via website) about the research which is conducted in particular Chairs and Departments and presentation of scientific achievements of individual researchers. Delivering trainings on existing financial regulations for researchers applying for research project financing	Vice-Rector of Science, Bursar and Heads of Departments and Finance Division	January 2019
1.7. Good practice in research	Delivering trainings on electronic data protection and informing the staff about the possibility of making backup copies of their research	Head of IT Department	January 2019
1.8. Dissemination, exploitation of results	<p>Developing and updating electronic database of research teams and performed research projects.</p> <p>Introducing an electronic register of scientific achievements.</p> <p>Updating motivational systems promoting high quality of publications.</p>	Heads of Departments, Head of IT Department, Head of Marketing Department	January 2019

	Defining the principles of assistance in the promotion and dissemination of research results e.g. in the form of a cycle of lectures.		
1.9. Public engagement	Creating a website (also in English) presenting popularised summaries of conducted research projects	Head of Marketing Department	January 2019
1.10. Non discrimination	Establishing the position of the spokesperson for equal treatment Establishing a procedure of reporting infringements of the principle of non-discrimination	Rector of the Poznań University of Physical Education	January 2019
II Recruitment			
2.13. Recruitment (Code)	Making public the existing hiring procedures, publishing appropriate selection documents and written justifications of the final decision on selected candidates Development of job application forms in English.	Vice-Rector of Science, Deans of Faculties and Head of Human Resources Division	January 2019
2.14. Selection (Code)	Making public the composition of the selection committee members	Vice-Rector of Science and Deans of Faculties	January 2018
2.15. Transparency (Code)	Providing feedback for applicants informing them about recruitment process and strengths and weaknesses of their applications	Vice-Rector of Science and Deans of Faculties	January 2018
III Working conditions and social security			
3.22. Recognition of the profession	Defining in the university documents the status of doctoral student	Rector and Head of Doctoral Programme	January 2019
3.23. Research environment	Developing principles of usage of the University's laboratories and equipment by researchers working in various teams.	Vice-Rector of Science	January 2019
3.24. Working conditions	Implementation of e-learning	Vice-Rector for Education and Deans of Faculties	January 2019

3.28. Career development	Creation of a mentoring system	Vice Rector of Science and Deans of Faculties	January 2019
3.31. Intellectual Property Rights	Delivering trainings and organising information meetings for researchers about copyright and industrial property right which they are entitled to	Vice-Rector of Science	January 2019
IV Training			
4.34. Complains / appeals	Appointing a Disciplinary Spokesperson for the Staff of the Poznan University of Physical Education	Rector of the Poznań University of Physical Education	January 2018
4.36. Relation with supervisors	Annual evaluation of doctoral students' progress during meetings and seminars	Head of Doctoral Programme	January 2018



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