

**The Human Resources Strategy for Researchers and Action Plan in Warsaw University of Life Sciences based on the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers**



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## **1. Introduction**

The mission of Warsaw University of Life Sciences (SGGW) is to serve the economic and intellectual development of Polish society with special emphasis on rural areas, the food industry and the environment in a broad sense. The university is committed to maintaining the highest level of research, education and implementation of research results. The basis of identity and the success of the university are values such as professionalism, attention to quality, diligence and innovation.

Therefore, the signing of the declaration of support for the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers was both the means to fulfil the mission of the university, as well as the application of the recommendations of the European Commission. SGGW fully recognises the need to create attractive working conditions so that the scientists employed by the University are motivated to work actively both in the domestic and foreign research environment, and that the university is seen by potential international scientists as a strategic partner for cooperation and an attractive place to work. Thus, SGGW will be able to create strong new research teams and use modern research infrastructure to improve the quality of research and education, as well as increase international competitiveness. Thus, SGGW will accomplish its mission and implement its development strategy.

## **2. Description of the university**

Warsaw University of Life Sciences (SGGW) is one of the largest and most prestigious universities in the country. The origins of SGGW date back to 1816 when the Institute of Agronomy in Marymont (the first agricultural university in Poland and the fourth in Europe after Hungary – 1797, Switzerland – 1804 and Germany – 1806) was established.

Currently, the university conducts research, offers education and implements research results into the economy. As a life sciences university, SGGW focuses primarily on natural sciences, but is active also in technical and economic sciences as well as humanities.

SGGW is a modern university, in first place in the rankings of Polish life science universities and among the top Polish universities. In the competition organised by the Academic Information Centre in 2010-2015, SGGW obtained the opinion of the most innovative and creative Polish university in providing career prospects for its graduates.

SGGW is also recognised internationally – it is among the top 100 universities according to the QS World University Rankings – Top Universities in 2015 in the field of Agriculture & Forestry and the top 1000 European universities according to Webometrics Ranking of World Universities.

The mission of Warsaw University of Life Sciences, as a life sciences university, is to conduct research in natural sciences, but also in technical and economic sciences as well as in humanities. The primary goal of researchers is to serve the economic and intellectual development of the Polish society, with special emphasis on rural areas, the food economy and the environment in a broad sense.

SGGW also conducts activities aimed at the dissemination and implementation of research results into the economy. It is also the tradition of the university to educate its own best academic staff. This is possible thanks to the high level of education at undergraduate,

engineering, master's and doctoral programmes. However, staff members are made up not only from graduates of the university. There are many specialists employed who graduated from other academic institutions both domestic and foreign. SGGW employees are appreciated by public institutions and NGOs – a lot of them hold positions of experts for Polish state, EU or UN bodies.

One of SGGW's priorities in the field of research is intensive cooperation of the university's academic staff with scientists from other research centres in the country and abroad. The participation of the university's staff in research and educational and implementation programs as well as in the supporting programmes promoting cooperation between industry and academia, co-financed from structural and other similar funds is of immense importance. It facilitates the creation of strong research teams and the use of modern research infrastructure.

Warsaw University of Life Sciences is one of the largest higher education institutions in Poland. A first-cycle degree, bachelor or engineering takes, depending on the field of study, 3-4 years, and a second-cycle master's degree takes 1.5-2 years. Additionally, there are dozens of postgraduate courses and doctoral programmes available at SGGW.

The university cooperates, both in research and education, with more than 300 foreign partners on all continents. This enables staff and students to visit partner universities for study, practical placements, academic training, as well as participation in meetings and conferences. Also, the number of foreign students coming to study programmes offered by the university is systematically increasing.

One of the advantages of the university is its highly developed infrastructure. The SGGW campus is one of the best designed and equipped in the country. All buildings (49 in total) as well as education, research and social facilities (dormitories, canteens, swimming pool, tennis courts and other sports facilities) are located within an area of 70 ha.

### 3. Methodology

From 1 July 2015, Warsaw University of Life Sciences – SGGW is a signatory to the Declaration of Support for the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (EC and CC). To apply for and obtain the logo HR Excellence in Research, the following actions have been taken so far:

- 13 of May 2015 – the Rector appoints the team responsible for preparing the Strategy for Human Resources Management for Scientists and Action Plan in Warsaw University of Life Sciences (the Team). The Team consists of the representatives of the Rector, Chancellor and all groups of employees and doctoral students;
- September 2015 – the Team conducts an analysis of the rules and requirements indicated by the EC and CC;
- September-December 2015 – the Team conducts an analysis of existing national and SGGW internal regulations concerning the matters relevant to the compliance with the EC and CC
- December 2015 – the Team prepares a survey to assess the extent to which SGGW staff consider that the rules of the EC and CC are implemented at the university.
- January-June 2016 – the above anonymous survey is conducted among university employees and PhD students. The survey is sent to all employees and doctoral students, approximately 10% respond. The results are considered to be an addition to the internal analysis of existing national and SGGW internal regulations;
- July-August 2016 – the Strategy for Human Resources Management for Scientists and Action Plan in Warsaw University of Life Sciences are developed; it includes a list of recommendations that will help to obtaining the HR Excellence in Research logo. The Strategy and Action Plan is created based on a Gap Analyses (the results of an internal analysis of existing national and SGGW internal regulations and survey results). In the above survey, the implementation of each EC and CC rule was evaluated on a scale from 0 to 5. Answers in the questionnaire: "0", "1" and "2" were considered to be negative, and in the Action Plan three groups of activities were distinguished:
  - a) **most urgent** – rules compliance with which was evaluated as negative by more than 30% of answers (only 3 rules)
  - b) **urgent** – rules compliance with which was evaluated as negative by 16% to 30% of answers
  - c) less important (and not requiring action) – rules compliance with which was evaluated as negative by less than 15% of answers.
- 24 October 2016 – the Strategy for Human Resources Management for Scientists and Action Plan in Warsaw University of Life Sciences is adopted by the SGGW Senate

The following steps in the process leading to obtaining the HR Excellence in Research logo are planned:

- publication in 2016 of the Strategy for Human Resources Management for Scientists and Action Plan in Warsaw University of Life Sciences in Polish and English
- submission of the application documents to the European Commission in the period 1-15 November 2016

The implementation of the Strategy and Action Plan will be supervised and monitored by the Rector's Commission for the Development of the University.

#### **4. Presentation of the Strategy for Human Resources Management for Scientists and Action Plan in Warsaw University of Life Sciences**

The Strategy and Action Plan is based on Gap Analyses (the results of an internal analysis of existing national and SGGW internal regulations and survey results). In the above survey, the implementation of each EC and CC rule was evaluated on a scale from 0 to 5. The answers in the questionnaire: "0", "1" and "2" were considered to be negative and in the Action Plan three groups of activities were distinguished:

- a) **most urgent** – rules compliance evaluated as negative by more than 30% of answers (only 3 rules)
- b) **urgent** – rules compliance evaluated as negative by 16% to 30% of answers
- c) **less important** (and not requiring action) – rules compliance evaluated as negative by less than 15% of answers.

##### **A. Most urgent activities:**

###### **1. ACCESS TO CAREER ADVICE**

###### **Dissemination of the information system:**

- a. **among PhD students – about employment opportunities at the university and beyond, after obtaining a doctoral degree and/or completing doctoral studies; and**
- b. **among academic staff members about the criteria required for scientific career development (for obtaining a subsequent degree or academic title)**

###### Actions to be taken by:

- Ph.D. Study Programme Managers
- Career and Alumni Office
- Science Office
- Human Resources Office
- Faculty Deans

###### Existing regulations:

- Act on Higher Education of 27 July 2005– Official Journal of Laws of 2016, item 1311, as amended

###### **2. TEACHING**

**Introduction of a system of teaching load reduction for staff members with strong involvement in research. Limiting the hours exceeding the defined teaching load in the period preceding a scientific degree defence or when entering the procedure leading to obtaining the title of professor (on a voluntary not obligatory basis). Dissemination of a system rewarding staff members for teaching achievements (for the development of new textbooks, scripts and/or computer programs, for good assessment in student surveys). Reconsidering the number of points possible to be received in the "Evaluation Survey for Academic Staff" for teaching achievements and participation in training raising employee competencies. Introduction of training courses for academic staff on teaching methods.**

Actions to be taken by:

- Faculty Deans
- Student Affairs Office
- Committee for Academic Staff Development
- Committee for Education Quality
- Committee for Education
- Committee for Academic Staff Evaluation
- Faculty of Social Sciences, staff members of the Department of Education and Culture (providing training on education methods including courses leading to teaching certificates)

Existing regulations:

- Act on Higher Education of 27 July 2005– Official Journal of Laws of 2016, item 1311, as amended
- Regulation of the Ministry of Science and Higher Education of 11 December 2013 on the conditions of remuneration and granting other work-related benefits to employees of a public university – Journal of Laws – Official Journal of Laws of 2013, item 1571
- Resolution No. 54-2012/2013 of Warsaw University of Life Sciences Senate of 25<sup>th</sup> February 2013 on the Rules of the academic staff assessment at SGGW, as amended
- Annual Resolutions of Warsaw University of Life Sciences Senate on teaching load
- Resolution No. 72 – 2014/2015 of Warsaw University of Life Sciences Senate of 27<sup>th</sup> April 2015 on the regulation of full-time and part-time doctoral studies
- Warsaw University of Life Sciences Rector’s Decree No. 13 of 24<sup>th</sup> February 2015 on the periodic evaluation of academic staff at Warsaw University of Life Sciences

**3. RECOGNITION OF THE PROFESSION**

**Performance of a detailed analysis how the lack of recognition of scientists as professionals manifests at SGGW (lack of respect and prestige of the research profession, especially in earlier career stages) and whether the introduction of corrective measures will be required: preparation of appropriate regulations and performance of disseminating activities.**

Actions to be taken by:

- Vice-Rector for Science together with PhD Student Council
- Committee for Academic Staff Development

Existing regulations:

No regulations

**B. Urgent activities:**

**1. RESEARCH ENVIRONMENT**

**Conduct of an information campaign about the availability of internal resources at the university (equipment, laboratories, software etc.) – preparation of rules for granting access to the resources for other university units.**

Actions to be taken by:

- Faculty Deans
- Assets Department
- Financial Department

Within: Existing regulations on the components of the Charter – Research environment:

- 1) **Creation of the most stimulating research environment and providing research training (appropriate equipment, facilities and opportunities, observing health and safety regulations) – 2020 Strategy of SGGW (adopted June 2013).**
- 2) **Funders should ensure that adequate resources are provided in support of the agreed work programme – specific provisions in the agreements on the implementation of programmes, tasks in projects, expertise, etc.**

## **2. EVALUATION/ APPRAISAL SYSTEMS**

**Dissemination of results of the "Report from the audit on the system and procedures for evaluation and appraisal of academic staff" based on which the new procedure for academic staff evaluation and improved system for appraisal have been introduced at SGGW by the recommendations for Deans issued by the Senate Committee for Science, Implementation and Knowledge Dissemination.**

Actions to be taken by:

- Faculty Deans
- Committee for Science, Implementation and Knowledge Dissemination
- Committee for Academic Staff Evaluation
- Committee for Academic Staff Development
- Committee for Education

Existing regulations:

- Act on Higher Education of 27 July 2005– Official Journal of Laws of 2016, item 1311, as amended
- Resolution No. 54-2012/2013 of Warsaw University of Life Sciences Senate of 25 February 2013 on the rules of the academic staff assessment at SGGW, as amended
- Warsaw University of Life Sciences Statutes
- Warsaw University of Life Sciences Rector's Decree No. 13 of 24 February 2015 on the periodic evaluation of academic staff at Warsaw University of Life Sciences

### 3. CO-AUTHORSHIP

**Development of a strategy, practices and procedures for scientists to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc. in cooperation with the Committee for Science, Implementation and Knowledge Dissemination**

Actions to be taken by:

- Faculty Deans
- Committee for Academic Staff Development
- Committee for Science, Implementation and Knowledge Dissemination
- Science Office
- Patent Attorney

Existing regulations:

1) Within: Co-authorship being viewed positively by institutions when evaluating staff

- Regulation of the Ministry of Science and Higher Education of 1 September 2011 on criteria for achievements evaluation of the person applying for the *doktor habilitowany* degree – Journal of Laws of 2011, No. 196, item 1165
- Regulation of the Ministry of Science and Higher Education of 1 September 2011 on the education at doctoral studies at universities and research institutions – Official Journal of Laws of 2015, item 172
- Academic Staff Member Code of Ethics (issued by the Polish Academy of Science)
- Resolution No. 16-2012/2013 of Warsaw University of Life Sciences Senate of 24 September 2012 on the PhD Student Code of Ethics at SGGW in Warsaw
- Resolution No. 54-2012/2013 of Warsaw University of Life Sciences Senate of 25 February 2013 on the rules of the academic staff assessment at SGGW, as amended
- Warsaw University of Life Sciences Rector's Decree No. 13 of 24<sup>th</sup> February 2015 on the periodic evaluation of academic staff at Warsaw University of Life Sciences

2) Within: development of 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:

- Act of 4 February 1994 on Copyright and Related Rights – Official Journal of Laws of 2016, item 666, as amended
- Act of 17 September 2013 Industrial Property Law – Official Journal of Laws of 2013, item 1410,
- Academic Staff Member Code of Ethics (issued by the Polish Academy of Science)
- Resolution No. 51-2014/2015 of Warsaw University of Life Sciences Senate of 23 February 2015 on management rules of copyright, related right, sui generis databases right as well as industrial property right and the right for the commercialisation of research and development results created at SGGW

#### 4. FUNDING AND SALARIES

The processes of obtaining financing and shaping the level of remuneration are extremely complex – dependent not only on regulations at the state level (budget, Labour Code, Act on Social Security and many others), but also on the activity of individual units and staff members which influence directly – through the ministerial funds distribution algorithm and receiving external funds in the form of projects – and indirectly (by obtaining by the unit a scientific category which is related to the amount of the ministerial subsidy). There are actions planned to encourage staff members to increase their research activity – the creation of a strong research support office.

##### Actions to be taken by:

- Rector
- Research support office

##### Existing regulations:

- Labour Code – Official Journal of Laws of 2016, item 1666
- Act on Social Security – Official Journal of Laws of 2016, item 963
- Act of 30<sup>th</sup> April 2010 on Principles of financing science - Official Journal of Laws of 2014, item 1620, as amended - in the part concerning the principles of the parametric evaluation of scientific entities and the algorithm determining the amount of subsidies to maintain unit research potential
- Regulation of the Ministry of Science and Higher Education on the conditions of remuneration and granting other work-related benefits to employees of a public university – Official Journal of Laws of 2013, item 1571
- Regulation of the Ministry of Science and Higher Education on the determination of the periods of work and other periods entitling employees of a public university to a jubilee award and the method of its calculation and payment – Official Journal of Laws of 2006, No. 169 item 1211
- Resolution No. 43 – 2015/2016 of Warsaw University of Life Sciences Senate of 30<sup>th</sup> May 2016 on the allocation of subsidies awarded for 2016.
- Warsaw University of Life Sciences Rector's Decree No. 72 of 29 October 2014 on the employment and remuneration of people who perform tasks financed from sources other than those mentioned in art. 94 paragraph 1 of the Act on Higher Education, including European Union funds, as amended

#### 5. RECRUITMENT

**Preparation of a document in Polish and English informing about the entry and admission standards for researchers, as well as facilitated access for disadvantaged groups or for researchers returning to a research career**

##### Actions to be taken by:

- Faculty Deans
- Committee for Academic Staff Development
- Science Office
- Human Resources Office
- International Research Projects Office

Existing regulations:

- **Within: clearly specified entry and admission standards for researchers, particularly at the beginning at their careers:**
  - Resolution No. 36 – 2013/2014 of Warsaw University of Life Sciences Senate of 28<sup>th</sup> April 2014, on the conditions and the admission procedure for third-cycle studies (full-time and part-time doctoral studies)
  - Warsaw University of Life Sciences Statutes – Annex No. 6
- **Within: facilitating access for disadvantaged groups or for researchers returning to a research career** – Warsaw University of Life Sciences Rector's Decree No. 108/2016 of 21 September 2016 on the introduction of regulations for granting assistance benefits and payment to SGGW doctoral students.

## 6. JUDGING MERIT (Code)

**Preparation of a candidate evaluation questionnaire in accordance with the following criteria: assessment of both qualitative and quantitative potential with the emphasis on creativity and level of independence, bibliometric indices, as well as by broader criteria, e.g. teaching, tutoring, teamwork, ethics, contributions to patents, development or inventions etc.**

Actions to be taken by:

- Faculty Deans
- Committee for Academic Staff Development
- Human Resources Office

Existing regulations:

- Act of 18 March 2011 on amending the Act on Higher Education, the Act on Academic Degrees and Titles and on Degrees and Title in Fine Arts as well as certain other Acts – Official Journal of Laws of 2011, No. 84, item 455, as amended
- Act on Higher Education of 27 July 2005– Official Journal of Laws of 2016, item 1311, as amended
- Warsaw University of Life Sciences Statutes – Annex No. 6

## 7. ACCESS TO RESEARCH TRAINING AND CONTINUOUS DEVELOPMENT

**Organisation of training by the employer according to the annual requests presented by the Faculties, creating adequate regulations.**

Actions to be taken by:

- Rector
- Faculty Deans
- Committee for Academic Staff Development
- Multimedia Education Centre
- Language Centre

Existing regulations:

- Labour Code - Official Journal of Laws of 2016, item 1666
- Warsaw University of Life Sciences Statutes – Article No 167

## **8. STABILITY AND PERMANENCE OF EMPLOYMENT**

**Undertaking of actions by various organisations that associate scientific institutions (e.g. CRASP, etc.) to lobby for an amendment to the labour law in respect of employment in projects and increasing employment flexibility (e.g. changing working conditions and remuneration for a certain period).**

### Actions to be taken by:

SGGW employees who are members of various organisations that associate scientific institutions

### Existing regulations:

- Council Directive 1999/70/EC of 28 June 1999 concerning the framework agreement on fixed-term work concluded by ETUC, UNICE and CEEPR
- Labour Code – Official Journal of Laws of 2016, item 1666

## **9. CAREER DEVELOPMENT**

**Preparation a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, also for researchers on fixed-term contracts. It will include the availability of mentors providing individual support and guidance in creating a personal and professional development plan, adjustment of the motivation system as well as encouragement to perform duties other than providing education.**

### Actions to be taken by:

- Faculty Deans
- Committee for Academic Staff Development
- Science Office
- Human Resources Office

### Existing regulations:

No regulations

## **10. CONTINUING PROFESSIONAL DEVELOPMENT**

**Identifying the reason for the poor assessment of opportunities to continue professional development by scientists at all career stages (updating and expanding skills and qualifications in training, workshops, conferences and on-line courses) and the introduction of corrective measures. Organisation by the employer of training in accordance with the annual requests presented by faculties. Preparation of the relevant regulations.**

### Actions to be taken by:

- Rector
- Faculty Deans
- Committee for Academic Staff Development

Existing regulations:

No regulations

## 11. TRANSPARENCY (CODE)

**Introduction to the recruitment procedure an obligation to – prior to the selection- about the recruitment process and the selection criteria, the number of available positions and the career development prospects. After the selection process about the strengths and weaknesses of the candidates’ applications. For this purpose, employing in Human Recourses Office specific specialists who will cooperate with the recruitment committees at Faculties will be necessary.**

Actions to be taken by:

- Faculty Deans
- Committee for Academic Staff Development
- Human Resources Office

Existing regulations:

- Act on Higher Education of 27 July 2005– Official Journal of Laws of 2016, item 1311, as amended
- Warsaw University of Life Sciences Statutes – Annex No. 6

## 12. INTELLECTUAL PROPERTY RIGHTS

**Improvement of the ‘Management rules for copyright, related rights, sui generis database rights as well as industrial property rights and the right for the commercialisation of research and development results created at SGGW’. Dissemination of information about the existing regulations.**

Actions to be taken by:

- Faculty Deans
- Committee for Science, Implementation and Knowledge Dissemination
- Science Office
- Innovation and Technology Transfer Centre
- Patent Attorney
- Rector’s Counsellor for Cooperation with Industry

Existing regulations:

- Act of 4<sup>th</sup> of February 1994 on Copyright and Related Rights– Official Journal of Laws of 2016, item 666, as amended
- Act of 17 September 2013 Industrial Property Law – Official Journal of Laws of 2013, item 1410,
- Resolution No. 51-2014/2015 of Warsaw University of Life Sciences Senate of 23 February 2015 on Management rules for copyright, related rights, sui generis database rights as well as industrial property rights and the right for the commercialisation of research and development results created at SGGW;
- Warsaw University of Life Sciences Rector’s Decree No. 55/2011 of 30 June 2011 on rules for the conclusion of contracts and agreements with the transfer

of copyright as well as the circulation of documents related to those contracts, as amended

### **13. SUPERVISION**

**In order to ensure the selection of mentors who are sufficiently expert in supervising research, who 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, the selection procedure will be prepared including the above criteria.**

Actions to be taken by:

- Faculty Deans
- Committee for Science, Implementation and Knowledge Dissemination
- Science Office

Existing regulations:

- Act on Higher Education of 27 July 2005– Official Journal of Laws of 2016, item 1311, as amended
- Regulation of the Ministry of Science and Higher Education on the education at doctoral studies at universities and research institutions – Official Journal of Laws of 2015, item 172

### **14. COMPLAINTS/ APPEALS**

**Dissemination of information about existing procedures for filing complaints, the existence of the positions: Ombudsman Preventing Mobbing and Disciplinary Proceedings Representative. The establishment of a Mediator position is planned.**

Actions to be taken by:

- Rector
- Faculty Deans
- Rector’s Committee for Preventing Mobbing
- Disciplinary Committee for Academic Staff
- Human Resources Office
- Disciplinary Proceedings Representative
- Ombudsman Preventing Mobbing

Existing regulations:

- Work Regulations at Warsaw University of Life Sciences
- Warsaw University of Life Sciences Rector’s Decree No. 33/2012 of 8 May 2012 on the procedure for receiving and examining complaints, and motions
- Warsaw University of Life Sciences Rector’s Decree No. 31/2013 of 8 May 2013 on the policy for preventing mobbing at Warsaw University of Life Sciences

## 15. VALUE OF MOBILITY

**Taking into account in the career development strategy and evaluation system the need to recognise any kind of mobility (international, sectoral, multi-disciplinary, virtual, etc.). Defining the completion of a national or international internship as an essential criterion for promotion.**

### Actions to be taken by:

- Faculty Deans
- Committee for Academic Staff Development
- Committee for International Cooperation
- Committee for Academic Staff Evaluation

### Existing regulations:

- Council Directive 2004/114/EC of 13 December 2004 on the conditions of the admission of third-country nationals for the purposes of studies, student exchange, unremunerated training or voluntary service
- Council Resolution concerning the reinforcement of the mobility strategy within the European Research Area, 21 December 2001; 2001/C 367/01
- Council Directive 2005/71/EC of 12 October 2005 on a specific procedure for admitting third-country nationals for the purposes of scientific research
- Act of 18 March 2008 on the recognition of professional qualifications acquired in EU Member States – Official Journal of Laws of 2008, No. 63, item 394
- Regulation of the Ministry of Science and Higher Education of 12 October 2006 on commencing and completion of studies and training by foreigners as well as their participation in research and development work, – Official Journal of Laws of 2006, No. 190, item 1406, as amended
- Regulation of the Ministry of Science and Higher Education of 1 September 2011 on the recognition of diplomas obtained abroad – Official Journal of Laws of 2011, No. 196, item 1168
- Act of 12 December 2013 on foreigners – Official Journal of Laws of 2013, item 1650
- Warsaw University of Life Sciences Statutes – Annex No. 6

## 16. PUBLIC ENGAGEMENT

**Conduct of a series of training courses for scientists on how to make their research activities known to society at large in such a way that they can be understood by non-specialists. Inclusion of academic staff in the activities of the Open University, the University of the Third Age and the forthcoming Young Researcher University (in the latter case the preparation of a reward system for being active in this initiative). Participation of SGGW in public consultations organised by the Ministry of Science and Higher Education regarding the project of the Young Researcher University. Preparation of a project on including children and youth in scientific activities at a level understandable to the audience (period 2017-2020). Preparation of relevant regulations.**

Actions to be taken by:

- Faculty Deans
- Committee for Science, Implementation and Knowledge Dissemination
- Committee for Academic Staff Development
- Rector's Counsellor for Cooperation with High Schools
- Faculty of Social Sciences

Existing regulations:

No regulations

## 17. RECRUITMENT (CODE)

**SGGW established recruitment procedures that are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. However, as the results of the survey showed, these are not fully complied with; therefore, dissemination of the recruitment procedures has been planned.**

Actions to be taken by:

- Faculty Deans
- Science Office
- Human Resources Office
- International Research Projects Office

Existing regulations:

- Act on Higher Education of 27 July 2005– Official Journal of Laws of 2016, item 1311, as amended
- – the obligation to publish information on research, academic and science management vacancies in Poland in the on-line database run by the Ministry of Science and Higher Education (<http://www.bazaogloszen.nauka.gov.pl>), at SGGW website and in the EURAXESS portal.
- Act of 18 March 2011 on amending the Act on Higher Education, the Act on Academic Degrees and Titles and on Degrees and Title in Fine Arts as well as certain other Acts – Official Journal of Laws of 2011, No. 84, item 455, as amended
- Warsaw University of Life Sciences Statutes – Annex No. 6

## 18. SELECTION (CODE)

**In order to make sure that the selection committees assessing the candidates for vacancies bring together diverse expertise and competences and have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines an information campaign will be run at the Faculties.**

Actions to be taken by:

- Faculty Deans
- Human Resources Office

Existing regulations:

- Act on Higher Education of 27 July 2005– Official Journal of Laws of 2016, item 1311, as amended
- 
- Warsaw University of Life Sciences Statutes – Annex No. 6

**19. RECOGNITION OF QUALIFICATIONS (CODE)**

**Taking into account in the career development strategy and academic staff evaluation system the need to recognise academic and professional qualifications, including non-formal qualifications, in particular within the context of international and professional mobility.**

Actions to be taken by:

- Faculty Deans
- Committee for Academic Staff Development
- Science Office
- Human Resources Office
- International Relations Office

Existing regulations:

- 1) Within: the appropriate assessment and evaluation by employers and/or funders of academic and professional qualifications –
  - Council Directive 2004/114/EC of 13 December 2004 on the conditions of admission of third-country nationals for the purposes of studies, pupil exchange, unremunerated training or voluntary service.
  - Act of 18 March 2008 on the recognition of professional qualifications acquired in EU Member States – Official Journal of Laws of 2008, No. 63, item 394
  - 
  - Act on Higher Education of 27 July 2005– Official Journal of Laws of 2016, item 1311, as amended
  - 
  - Act of 18 March 2011 on amending the Act on Higher Education, the Act on Academic Degrees and Titles and on Degrees and Title in Fine Arts as well as certain other Acts – Official Journal of Laws of 2011, No. 84, item 455, as amended
  - Act of 12 December 2013 on foreigners – Official Journal of Laws of 2013, item 1650
  - Regulation of the Ministry of Science and Higher Education of 12 October 2006 on the commencement and completion of studies and training by foreigners as well as their participation in research and development work, – Official Journal of Laws of 2006, No. 190, item 1406, as amended
  - Regulation of the Ministry of Science and Higher Education of 1 September 2011 on recognition of diplomas obtained abroad – Official Journal of Laws of 2011, No. 196, item 1168
  - Resolution No. 54-2012/2013 of Warsaw University of Life Sciences Senate of 25 February 2013 on the rules of the academic staff assessment at SGGW, as amended

## 20. PROFESSIONAL RESPONSIBILITY

**In order to ensure that research is relevant to society and does not duplicate research previously carried out elsewhere, the conduct of a series of training courses and seminars on the importance of research to the public, copyright compliance, responsible sharing of results, etc. (in particular in the scope covered by the Academic Staff Member Code and the PhD Student Code of Ethics at SGGW in Warsaw)**

### Actions to be taken by:

- Faculty Deans
- Committee for Science, Implementation and Knowledge Dissemination

### Existing regulations:

- Act of 4<sup>th</sup> of February 1994 on Copyright and Related Rights– Official Journal of Laws of 2016, item 666,, as amended
- Act of 30 June 2013 Industrial Property Law – Official Journal of Laws of 2013, item 1410,
- Academic Staff Member Code of Ethics (issued by the Polish Academy of Science)
- Resolution No. 16-2012/2013 of Warsaw University of Life Sciences Senate of 24 September 2012 on PhD Student Code of Ethics at SGGW in Warsaw
- Resolution No. 51-2014/2015 of Warsaw University of Life Sciences Senate of 23 February 2015 on Management rules of copyright, related rights, sui generis database rights as well as industrial property rights and the right for the commercialisation of research and development results created at SGGW
- Warsaw University of Life Sciences Rector’s Decree No. 4/2011 of 24 January 2011 on the introduction of the Rules of anti-plagiarism of students’ theses at SGGW

## 21. WORKING CONDITIONS

**In order to make sure that the working conditions for researchers, including disabled researchers, where appropriate provide the flexibility deemed essential for successful research in accordance with existing national legislation and with national or sectoral collective-bargaining agreements; lobbying measures will be taken by various organisations that associate scientific institutions (e.g. CRASP, etc.) to amend the labour law in respect of employment in projects and increasing the flexibility of employment**

### Actions to be taken by:

- Rector
- Faculty Deans
- Chancellor
- SGGW employees who are the members of various organizations bringing together scientific institutions

Existing regulations:

- Labour Code – Official Journal of Laws of 2016, item 1666
- Act on Higher Education of 27 July 2005– Official Journal of Laws of 2016, item 1311, as amended
- 
- Act of 27 August 1997 on Occupational and Social Rehabilitation as well as Employment of People with Health Conditions or Impairments – Official Journal of Laws of 2011, No. 127, item 721
- Work Regulations at Warsaw University of Life Sciences
- Regulation of the Minister of Labour and Social Policy of 26 September 1997 on general conditions of safety and health at work, – Official Journal of Laws of 2003, No. 169, item 1650
- Regulation of the Minister of Infrastructure of 12 April 2002 on the technical conditions to be met by buildings and their location, – Official Journal of Laws of 2002, No. 75, item 690
- Regulation of the Ministry of Science and Higher Education of 5 July 2007 on health and safety regulations at higher education institutions, – Official Journal of Laws of 2007, No. 128, item 897,
- Annual Resolutions of Warsaw University of Life Sciences Senate on teaching load
- Resolution No. 36 – 2013/2014 of Warsaw University of Life Sciences Senate of 28 April 2014, on the conditions and the admission procedure for third cycle studies (full-time and part-time doctoral studies)

## 22. ACCOUNTABILITY

**In order to make researchers 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, a series of training sessions has been planned as well as the design of a guide to instruct scientists how to 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.**

Actions to be taken by:

- Faculty Deans
- Financial Department
- Offices responsible for consulting on specific research funds
- Science Office
- Internal Audit

Existing regulations:

- 1) *Within: accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society:*
  - Constitution of the Republic of Poland of 2 April 1997 (Article 31 Point 3, Article 73)
  - Labour Code – Official Journal of Laws of 2016, item 1666

- Act on Higher Education of 27 July 2005– Official Journal of Laws of 2016, item 1311, as amended
- Act of 30 April 2010 on Principles of financing science – Official Journal of Laws of 2014, item 1620, as amended
- Rules of the organisations granting funds
- Work Regulations at Warsaw University of Life Sciences
- Warsaw University of Life Sciences Rector’s Decree No. 41/2006 of 21 November 2011 on the rules and procedures for conducting internal audit at organizational units of SGGW, as amended
- Warsaw University of Life Sciences Rector’s Decree 13/2012 of 10 May 2012 on the Internal Audit Charter at SGGW, as amended
- Warsaw University of Life Sciences Rector’s Decree 11/2012 of 19 March 2012 on the implementation rules of the projects, co-financed from the structural programs not covered by the European Community programs, at SGGW.
- Warsaw University of Life Sciences Rector’s Decree 76/2015 of 27 October 2015 on the implementation rules of the international research and didactic projects, other than projects co-financed from the structural programs and similar

2) *Within: sound, transparent and efficient financial management*

- Act of 27 August 2009 on Public Finance Law – Official Journal of Laws of 2013, item 885,
- Statement No. 23 of the Minister of Finance dated 16 December 2009 on the standards of management control for the public finance sector (Official Journal of the Ministry of Finance No. 15, item 84)
- Act of 30 April 2010 on Principles of financing science – Official Journal of Laws of 2014, item 1620
- Warsaw University of Life Sciences Rector’s Decree 31/2008 of 10 September 2008 on financial control principles of spending SGGW funds
- Warsaw University of Life Sciences Rector’s Decree 85/2011 of 10 November 2011 on the principles of management control at SGGW
- Warsaw University of Life Sciences Rector’s Decree 11/2012 of 19 March 2012 on the implementation rules of the projects, co-financed from the structural programs not covered by the European Community programs, at SGGW.
- Warsaw University of Life Sciences Rector’s Decree 18/2013 of 4 March 2013 on the determination of the Accounting Policy at SGGW, as amended
- Warsaw University of Life Sciences Rector’s Decree 72 of 29 October 2014 on the employment and remuneration of people who perform tasks financed from sources other than those mentioned in art. 94 paragraph 1 of the Act on Higher Education, including the funds of European Union, as amended
- Warsaw University of Life Sciences Rector’s Decree 76/2015 of 27 October 2015 on the implementation rules of the international research and didactic projects, other than projects co-financed from the structural programs and similar

## **23. GENDER BALANCE**

**In order to ensure gender balance at all levels of staff, including at supervisory and managerial levels, a guide will be issued on gender balance and a series of training sessions will be organised for researchers and management.**

**Appointment of a Rector's Counsellor for Equal Treatment is planned.**

### Actions to be taken by:

- Rector
- Committee for Academic Staff Development
- Rector's Counsellor for Equal Treatment
- Human Resources Office
- Faculty of Social Sciences

### Existing regulations:

- Labour Law
- Work Regulations at Warsaw University of Life Sciences
- Labour Code – Official Journal of Laws of 2016, item 1666

## **C. Rules compliance with which was evaluated as positive by the majority of respondents (not requiring actions)**

### **1. RECOGNITION OF MOBILITY EXPERIENCE (CODE)**

#### Existing regulations:

- Resolution No. 54-2012/2013 of Warsaw University of Life Sciences Senate of 25 February 2013 on the rules of academic staff assessment at SGGW, as amended – value of the mobility in the evaluation survey of academic staff member (high scores for internships, foreign cooperation, etc.)

### **2. SENIORITY (CODE)**

#### Existing regulations:

- Act on Higher Education of 27 July 2005– Official Journal of Laws of 2016, item 1311, as amended
- Warsaw University of Life Sciences Statutes – Annex No. 6

### **3. POSTDOCTORAL APPOINTMENTS (CODE)**

#### Existing regulations:

- Act on Higher Education of 27 July 2005– Official Journal of Laws of 2016, item 1311, as amended
- Act of 18 March 2011 on amending the Act on Higher Education, the Act on Academic Degrees and Titles and on Degrees and Title in Fine Arts as well as certain other Acts – Official Journal of Laws of 2011, No. 84, item 455, as amended
- Warsaw University of Life Sciences Statutes – Annex No. 6 point 9

#### **4. RELATIONS WITH SUPERVISORS**

##### Existing regulations:

- Warsaw University of Life Sciences Statutes\_Article 137 point 1 paragraph 1 – Conducting undergraduate, graduate and doctoral seminars, (formalised activity)
- Resolution No. 72 – 2014/2015 of Warsaw University of Life Sciences Senate of 27 April 2015 on the regulation of full-time and part-time doctoral studies
- Regulation of the Ministry of Science and Higher Education of 10 October 2014 on doctoral studies and doctoral scholarships – Official Journal of Laws of 2014, item 1480

#### **5. PARTICIPATION IN DECISION-MAKING BODIES**

##### Existing regulations:

- Act on Higher Education of 27 July 2005– Official Journal of Laws of 2016, item 1311, as amended
- 
- Warsaw University of Life Sciences Statutes (Chapter 3; Article 160 and following; article 62, point 1 paragraphs 4-6, point 2; article 71)

#### **6. NON-DISCRIMINATION**

##### Existing regulations:

- Labour Code – Official Journal of Laws of 2016, item 1666
- Regulation of the Ministry of Science and Higher Education of 11 December 2013 on the conditions of remuneration and granting other work-related benefits to employees of a public university – Official Journal of Laws of 2013, item 1571
- Regulation of the Ministry of Science and Higher Education of 14 September 2006 on the determination of the periods of work and other periods entitling employees of a public university to a jubilee award and the method of its calculation and payment – Official Journal of Laws of 2006, No. 169 item 1211
- Warsaw University of Life Sciences Statutes (Annex No.1 , 2 and 6)

#### **7. SUPERVISION AND MANAGERIAL DUTIES**

##### Existing regulations:

- Act on Higher Education of 27 July 2005– Official Journal of Laws of 2016, item 1311, as amended
- Act of 14 March 2003 on Academic Degrees and Titles and on Degrees and Title in Fine Arts – Official Journal of Laws of 2014, item 1852
- Regulation of the Ministry of Science and Higher Education of 1 September 2011 on the education at doctoral studies at universities and research institutions – Official Journal of Laws of 2015, item 172
- Regulation of the Ministry of Science and Higher Education of 14 September 2011 on the amount and conditions of remuneration payment to the promoter as well

as for the reviews and opinions within the doctoral or habilitation proceedings and proceedings for granting the title of professor – Official Journal of Laws of 2014, item 48

## **8. ETHICAL PRINCIPLES**

### Existing regulations:

- Resolution No. 16-2012/2013 of Warsaw University of Life Sciences Senate of 24 September 2012 on PhD Student Code of Ethics at SGGW in Warsaw
- Academic Staff Member Code of Ethics (issued by the Polish Academy of Science)
- Warsaw University of Life Sciences Rector's Decree No. 31/2013 of 8 May 2013 on the Policy of preventing mobbing at Warsaw University of Life Sciences
- Warsaw University of Life Sciences Rector's Decree No. 99/2016 of 2 September 2016 on appointing the Rector's Committee for Preventing Mobbing
- Warsaw University of Life Sciences Rector's Decree No. 100/2016 of 2 September 2016 on appointing the Ombudsman Preventing Mobbing
- Veterinary Doctor Code of Ethics

## **9. PROFESSIONAL ATTITUDE**

### Existing regulations:

- 1) The strategic objectives of the scientific community:
  - 2020 Strategy of the SGGW (adopted June 2013).
  - the Strategies adopted by faculties, for example: 2013-2020 development strategy of the Faculty of Forestry (adopted by the Faculty Council on 09.07.2013), 2013-2020 development strategy of the Faculty of Horticulture, Biotechnology and Landscape Architecture (adopted by the Faculty Council on 12.04.2013), 2013-2016 development strategy of the Faculty of Social Sciences, 2020 strategy for development of the Faculty of Economic Sciences (adopted by the Faculty Council on 26.11.2013), 2013-2020 development strategy of the Faculty of Agriculture and Biology, etc.
- 2) The licencing of research:
  - Directive 2010/63/EU of the European Parliament and of the Council of 22 September 2010 on the protection of animals used for scientific purposes.
  - Act of 15 of January 2015 on the protection of animals used for scientific or educational purposes – Official Journal of Laws of 2015, item 266
  - Act of 30 of April 2010 on the National Science Centre – Official Journal of Laws of 2015, item 839
  - Act of 30 of April 2010 on the National Centre for Research and Development – Official Journal of Laws of 2014, item 1788
  - Act of 30 April 2010 on Principles of financing science – Official Journal of Laws of 2014, item 1620, as amended
  - Regulation of the Ministry of Science and Informatisation of 29 July 2005 on the qualifications of the personnel supervising, conducting or participation in research

with use of animals as well as on the model of an individual license for conducting such experiments – Official Journal of Laws of 2005, No. 153, item 1273

- Regulation of the Ministry of Agriculture and Rural Development of 12 of July 2013 on fees for activities concerning the approval of active substances, safeners and synergists and activities concerning authorisations to place plant protection products on the market, permits for parallel trade as well as the permits to conduct research – Official Journal of Laws of 2013, item 854
- Regulation of the Ministry of Science and Higher Education of 5 of May 2015 on the National Ethical Commission on Research with Use of Animals and the local ethic committees for research with use of animals with a model application of a candidate to the National Ethical Commission on Research with Use of Animals, to a local ethic committee for research with use of animals; – Official Journal of Laws of 2015, item 630
- Regulation of the Ministry of Science and Higher Education of 5 of May 2015 on the training for the personnel performing activities with use of animals for didactic or research purposes – Official Journal of Laws of 2015, item 628,
- Regulation of the Ministry of Agriculture and Rural Development of 12 of October 2015 on the marking of dogs, cats and non-human primates – Official Journal of Laws of 2015, item 1714
- Regulation of the Ministry of Agriculture and Rural Development of 10 of October 2006 on the detailed conditions of laboratory animals care and maintenance at experimental units, breeding units and suppliers – Official Journal of Laws of 2006, No. 50 item 368
- Recommendations of the National Science Centre Council on research involving humans
- Warsaw University of Life Sciences Rector’s Decree No 27/2016 of 5 May 2016 on the appointment of the Ethics Committee for Research Involving Human Beings at the Faculty of Human Nutrition and Consumer Sciences at SGGW, as amended
- Warsaw University of Life Sciences Rector’s Decree No28/2016 of 5 May 2016 on the appointment of the Appeal Ethics Committee for Research Involving Human Beings at the Faculty of Human Nutrition and Consumer Sciences at SGGW,

## **10. VARIATIONS IN THE CHRONOLOGICAL ORDER OF CVS (CODE)**

### Existing regulations:

- 1) Within: career breaks or variations in the chronological order of CVs regarded as an evolution of a career – no regulations
- 2) Within: candidates being allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which an application is being made, but acquired beyond the academic sector for example in industry.
  - Act on Higher Education of 27 July 2005– Official Journal of Laws of 2016, item 1311, as amended
  - Warsaw University of Life Sciences Statutes – Annex No. 6

## 11. RESEARCH FREEDOM

### Existing regulations:

- 1) Within: 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:
  - Act of 30 April 2010 on the National Science Centre – Official Journal of Laws of 2015, item 839
  - Act of 30 of April 2010 on the National Centre for Research and Development – Official Journal of Laws of 2014, item 1788
  - Act of 30 April 2010 on Principles of financing science – Official Journal of Laws of 2014, item 1620, as amended
  - Act of 30 April 2010 on Research institutes – Official Journal of Laws of 2015, item 1095, as amended
  - Academic Staff Member Code of Ethics (issued by the Polish Academy of Science)
  - Warsaw University of Life Sciences Statutes
  - 2020 Strategy of the SGGW (adopted June 2013).
- 2) Within: respecting 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:
  - Constitution of the Republic of Poland of 2nd of April 1997 (Article No.31 Point No. 3., Article No.73)
  - Act of 16 April 2004 on Nature Conservation – Official Journal of Laws of 2015, item 1651
  - Act of 15 January 2015 on the protection of animals used for scientific or educational purposes – Official Journal of Laws of 2015, item 266

## 12. CONTRACTUAL AND LEGAL OBLIGATIONS

### Existing regulations:

- 1) Within: regulations governing training and/or working conditions:
  - Labour Code – Official Journal of Laws of 2016, item 1666
  - Act on Higher Education of 27 July 2005– Official Journal of Laws of 2016, item 1311, as amended
  - Act of 27 August 1997 on Occupational and Social Rehabilitation as well as Employment of People with Health Conditions or Impairments – Official Journal of Laws of 2011, No. 127, item 721
  - Regulation of the Ministry of Science and Higher Education on the conditions of remuneration and granting other work-related benefits to employees of a public university – Official Journal of Laws of 2013, item 1571
  - Regulation of the Ministry of Science and Higher Education of 14 September 2006 on the determination of the periods of work and other periods entitling employees of a public university to a jubilee award and the method of its calculation and payment – Official Journal of Laws of 2006, No. 169 item 1211

- Regulation of the Ministry of Science and Higher Education of 14 October 2014 on the detailed procedure of preliminary investigation and disciplinary proceedings against academic staff, the methods of disciplinary penalties execution as well as erasing the entries in the register of disciplinary penalties – Official Journal of Laws of 2014, item 1430
  - Work Regulations at Warsaw University of Life Sciences
  - Warsaw University of Life Sciences Rector’s Decree No. 72 of 29 October 2014 on the employment and remuneration of people who perform tasks financed from sources other than those mentioned in art. 94 paragraph 1 of the Act on Higher Education, including European Union funds, as amended
  - Warsaw University of Life Sciences Rector’s Decree No. 31/2013 of 8 May 2013 on the policy on the prevention mobbing at Warsaw University of Life Sciences
- 2) Within: adhering to the regulations set out in the terms and conditions of the contract or equivalent
- Rules of the organisations granting funds

### **13. GOOD PRACTICE IN RESEARCH**

#### Existing regulations:

- Act of 28 of August 1997 on Personal Data Protection – Official Journal of Laws of 2016, item 922
- Labour Code – Official Journal of Laws of 2016, item 1666
  - Act on Higher Education of 27 July 2005– Official Journal of Laws of 2016, item 1311, as amended
- Regulation of the Council of Ministers of 12<sup>th</sup> April 2012 on the National Interoperability Framework, the minimum requirements for public registers and the exchange of information in the electronic form as well as the minimum requirements for ICT systems Official Journal of Laws of 2016, item 113
- Regulation of the Ministry of Science and Higher Education of 5 July 2007 on health and safety regulations at higher education institutions, – Official Journal of Laws of 2007, No. 128, item 897,
- Regulation of the Minister of Infrastructure of 12 April 2002 on the technical conditions to be met by buildings and their location, – Official Journal of Laws of 2002, No. 75, item 690
- Regulation of the Minister of Labour and Social Policy of 26 September 1997 on general conditions of safety and health at work, – Official Journal of Laws of 2003, No. 169, item 1650
- Warsaw University of Life Sciences Rector’s Decree No. 28/2005 of 6 December 2005 on the specific duties and responsibilities of staff members, students and doctoral students within the compliance with health and safety of work and studies.
- Warsaw University of Life Sciences Rector’s Decree No. 27/2007 of 5 July 2007 on the adaptation of the use of the equipment to the minimum requirements for safety and health at work
- Warsaw University of Life Sciences Rector’s Decree No. 33/2008 of 18 September 2008 on the appointment of the Committee for Safety and Health at Work, as amended

- Warsaw University of Life Sciences Rector's Decree No. 70/2010 of 16 November 2010 on providing the staff members with the personal protective equipment as well as protective clothing and safety boots
- Warsaw University of Life Sciences Rector's Decree No. 88/2013 of 3 December 2013 on the Security Policy and the Management guide for information system used to process data
- Warsaw University of Life Sciences Rector's Decree No. 15/2015 of 16 March 2015 on changes in the organizational structure of the University and amendment of the certain regulations (Information Security Administrator)

#### **14. DISSEMINATION, EXPLOITATION OF RESULTS**

##### Existing regulations:

- Act on Higher Education of 27 July 2005– Official Journal of Laws of 2016, item 1311, as amended
- University of Life Sciences Statutes (Chapter IV)
- Resolution No. 109 – 2014/2015 of Warsaw University of Life Sciences Senate of 22 June 2015 on approval of the Regulations of the Centre for Innovation and Technology Transfer at SGGW
- Resolution No. 51-2014/2015 of Warsaw University of Life Sciences Senate of 23 February 2015 on Management rules of copyright, related rights, sui generis database rights as well as industrial property rights and the right for the commercialisation of research and development results created at SGGW
- Warsaw University of Life Sciences Rector's Decree No. 42/2001 of 12 December 2001 on the Regulations of SGGW Publishing House
- Warsaw University of Life Sciences Rector's Decree No. 8/2013 of 14 of February 2013 the introduction of changes in the structure of the central administration at SGGW
- Warsaw University of Life Sciences Rector's Decree No. 59/2014 of 8 August 2014 r. on procedures at the conclusion of a cooperation agreement between SGGW and enterprises .

#### **15. RELATIONS WITH SUPERVISORS**

- Act of 30 April 2010 on Principles of financing science – Official Journal of Laws of 2014, item 1620, as amended
- Act of 13 July 2012 on the criteria and procedure of granting the category of scientific research units – Official Journal of Laws of 2014, item 1126
- Agreement on financing research and development
- Warsaw University of Life Sciences Rector's Decree 11/2012 of 19 March 2012 on the implementation rules of the projects, co-financed from the structural programs not covered by the European Community programs, at SGGW.
- Warsaw University of Life Sciences Rector's Decree 76/2015 of 27 October 2015 on the implementation rules of the international research and didactic projects, other than projects co-financed from the structural programs and similar

SCHEDULE FOR THE ACTION PLAN AT SGGW

No.	Rule	Actions to be taken	Actions to be taken by:	Time limit for completion (mm.yyyy)
<b>A. Most urgent activities:</b>				
1.	<b>ACCESS TO CAREER ADVICE</b>	Dissemination of the information system: <ul style="list-style-type: none"> <li>• among PhD students – about employment opportunities at the university and beyond, after obtaining a doctoral degree and/or completing doctoral studies; and</li> <li>• among academic staff members about the criteria required for scientific career development (for obtaining a subsequent degree or academic title)</li> </ul>	Ph.D. Study Programmes Managers Career and Alumni Office Science Office Human Resources Office Faculty Deans	Regularly 1 time per year from 01.2017
2.	<b>TEACHING</b>	Introduction of a system of teaching load reduction for staff members with strong involvement in research. Limiting the hours exceeding the defined teaching load in the period preceding a scientific degree defence or when entering the procedure leading to obtaining the title of professor (on a voluntary not obligatory basis). Dissemination of a system rewarding staff members for teaching achievements (for the development of new textbooks, scripts and/or computer programs, for good assessment in students' surveys). Reconsidering the number of points possible to be received in the "Evaluation Survey for Academic Staff" for teaching achievements and participation in training raising employee competencies. Introduction of training courses for academic staff on teaching methods.	Faculty Deans Students Affairs Office Committee for Academic Staff Development Committee for Education Quality Committee for Education Committee for Academic Staff Evaluation Faculty of Social Sciences, staff members of the Department of Education and Culture (providing trainings on education methods including courses leading to teaching certificates)	01.2017-06.2017  01.2017-06.2017  01.2017-06.2017  01.2017-10.2017

				01.2018-01.2021
3.	<b>RECOGNITION OF THE PROFESSION</b>	Performance of a detailed analysis how the lack of recognition of scientists as professionals manifests at SGGW (lack of respect and prestige of the research profession, especially in earlier career stages) and whether the introduction of corrective measures will be required: preparation of appropriate regulations and performance of disseminating activities.	Vice Rector for Science together with PhD Students Council Committee for Academic Staff Development	01.2017-01.2021
<b>B. Urgent activities:</b>				
1.	<b>RESEARCH ENVIRONMENT</b>	Conduct of an information campaign about the availability of internal resources at the university (equipment, laboratories, software etc.) – preparation of rules for granting access to the resources for other university units.	Faculty Deans Assets Department Financial Department	01.2018-01.2021

2.	<b>EVALUATION/APPRaisal SYSTEMS</b>	Dissemination of the results of the "Report from the audit on the system and procedures for evaluation and appraisal of academic staff" based on which the new procedure for academic staff evaluation and improved system for appraisal have been introduced at SGGW by the recommendations for Deans issued by the Senate Committee for Science, Implementation and Knowledge Dissemination.	Faculty Deans Committee for Science, Implementation and Knowledge Dissemination Committee for Academic Staff Evaluation Committee for Academic Staff Development Committee for Education	Regularly 1 time per year from 01.2017
3.	<b>CO-AUTHORSHIP</b>	Development of a strategy, practices and procedures for the scientists to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc. in cooperation with the Committee for Science, Implementation and Knowledge Dissemination	Faculty Deans Committee for Academic Staff Development Committee for Science, Implementation and Knowledge Dissemination Science Office Patent Attorney	03.2017-03.2019
4.	<b>FUNDING AND SALARIES</b>	The processes of obtaining financing and shaping the level of remuneration are extremely complex – dependent not only on the regulations at the state level (budget, Labour Code, Act on Social Security and many others), but also on the activity of individual units and staff members which influence directly – through the ministerial funds distribution algorithm and receiving external funds in the form of projects – and indirectly (by obtaining by the unit a scientific category which is related to the amount of the ministerial subsidy). There are actions planned to encourage staff members to increase their	Rector Research support office	From 01.2017

		research activity – the creation of a strong research support office.		
5.	<b>RECRUITMENT</b>	Preparation of a document in Polish and English informing about the entry and admission standards for researchers, as well as facilitated access for disadvantaged groups or for researchers returning to a research career	Faculty Deans Committee for Academic Staff Development Science Office Human Resources Office International Research Projects Office	09.2017-09.2018
6.	<b>JUDGING MERIT (Code)</b>	Preparation of a candidate evaluation questionnaire in accordance with the following criteria: assessment of both qualitative and quantitative potential with the emphasis on creativity and level of independence, bibliometric indices, as well as by broader criteria, e.g. teaching, tutoring, teamwork, ethics, contributions to patents, development or inventions etc.	Faculty Deans Committee for Academic Staff Development Human Resources Office	09.2018-09.2020

7.	<b>ACCESS TO RESEARCH TRAINING AND CONTINUOUS DEVELOPMENT</b>	Organisation of training by the employer according to the annual requests presented by the Faculties, creating adequate regulations	Rector Faculty Deans Committee for Academic Staff Development Multimedia Education Centre Language Centre	Regularly 1 time per year from 01.2018
8.	<b>STABILITY AND PERMANENCE OF EMPLOYMENT</b>	Undertaking of actions by various organisations that associate scientific institutions (e.g. CRASP, etc.) to lobby for an amendment to the labour law in respect of employment in projects and increasing employment flexibility (e.g. changing working conditions and remuneration for a certain period).	SGGW employees who are the members of various organizations bringing together scientific institutions	01.2017-01.2021
9.	<b>CAREER DEVELOPMENT</b>	Preparation of a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, also for researchers on fixed-term contracts. It will include the availability of mentors providing individual support and guidance in creating a personal and professional development plan, adjustment of the motivation system as well as encouragement to perform duties other than providing education.	Faculty Deans Committee for Academic Staff Development Science Office Human Resources Office	01.2017-01.2021

10.	<b>CONTINUING PROFESSIONAL DEVELOPMENT</b>	Identifying the reason for the poor assessment of opportunities to continue professional development by scientists at all career stages (updating and expanding skills and qualifications in training, workshops, conferences and on-line courses) and the introduction of corrective measures. Organisation by the employer of training in accordance with the annual requests presented by faculties. Preparation of the relevant regulations.	Rector Faculty Deans Committee for Academic Staff Development	09.2017-09.2020
11.	<b>TRANSPARENCY (CODE)</b>	Introduction to the recruitment procedure an obligation to – prior to the selection- about the recruitment process and the selection criteria, the number of available positions and the career development prospects. After the selection process about the strengths and weaknesses of the candidates' applications. For this purpose employing in Human Recourses Office specific specialists who will cooperate with the recruitment committees at Faculties will be necessary	Faculty Deans Committee for Academic Staff Development Human Resources Office	01.2018-01.2021
12.	<b>INTELLECTUAL PROPERTY RIGHTS</b>	Improvement of the 'Management rules for copyright, related rights, sui generis database rights as well as industrial property rights and the right for the commercialisation of research and development results created at SGGW'. Dissemination of information about the existing regulations.	Faculty Deans Committee for Science, Implementation and Knowledge Dissemination Science Office Innovation and Technology Transfer Centre Patent Attorney Rectors Counsellor for Cooperation with Industry	01.2017-03.2017

13.	<b>SUPERVISION</b>	In order to ensure the selection of mentors who are sufficiently expert in supervising research, who 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 the selection procedure will be prepared which will including the above criteria	Faculty Deans Committee for Science, Implementation and Knowledge Dissemination Science Office	01.2018-01.2019
14.	<b>COMPLAINTS/ APPEALS</b>	Dissemination of information about existing procedures for filing complaints, the existence of the positions: Ombudsman Preventing Mobbing and Disciplinary Proceedings Representative. The establishment of a Mediator position is planned.	Rector Faculty Deans Rector's Committee for Preventing Mobbing Disciplinary Committee for Academic Staff Human Resources Office Disciplinary Proceedings Representative Ombudsman Preventing Mobbing	01.2017-01.2019
15.	<b>VALUE OF MOBILITY</b>	Taking into account in the career development strategy and evaluation system the need to recognise any kind of mobility (international, sectoral, multi-disciplinary, virtual, etc.). Defining the completion of a national or international internship as an essential criterion for promotion.	Faculty Deans Committee for Academic Staff Development Committee for International Cooperation Committee for Academic Staff Evaluation	01.2017-01.2021

16.	<b>PUBLIC ENGAGEMENT</b>	Conduct of a series of training courses for scientists on how to make their research activities known to society at large in such a way that they can be understood by non-specialists. Inclusion of academic staff in the activities of the Open University, the University of the Third Age and the forthcoming Young Researcher University (in the latter case the preparation of a reward system for being active in this initiative). Participation of SGGW in public consultations organised by the Ministry of Science and Higher Education regarding the project of the Young Researcher University. Preparation of a project on including children and youth in scientific activities at a level understandable to the audience (period 2017-2020). Preparation of relevant regulations.	Faculty Deans Committee for Science, Implementation and Knowledge Dissemination Committee for Academic Staff Development Rector's Counsellor for Cooperation with High Schools Faculty of Social Sciences	01.2017-01.2021
17.	<b>RECRUITMENT (CODE)</b>	SGGW established recruitment procedures that are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. However, as the results of the survey showed, these are not fully complied with; therefore, dissemination of the recruitment procedures has been planned.	Faculty Deans Science Office Human Resources Office International Research Projects Office	Regularly 1 time per year from 01.2017

18.	<b>SELECTION (CODE)</b>	In order to make sure that the selection committees assessing the candidates for vacancies bring together diverse expertise and competences and have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines an information campaign will be run at the Faculties.	Faculty Deans Human Resources Office	Regularly 1 time per year from 01.2017
19.	<b>RECOGNITION OF QUALIFICATIONS (CODE)</b>	Taking into account in the career development strategy and academic staff evaluation system the need to recognise the academic and professional qualifications, including non-formal qualifications, in particular within the context of international and professional mobility.	Faculty Deans Committee for Academic Staff Development Science Office Human Resources Office International Relations Office	01.2017-01.2021
20.	<b>PROFESSIONAL RESPONSIBILITY</b>	In order to ensure that research is relevant to society and does not duplicate research previously carried out elsewhere, the conduct of a series of training courses and seminars on the importance of research to the public, copyright compliance, responsible sharing of results, etc. (in particular in the scope covered by the Academic Staff Member Code and the PhD Student Code of Ethics at SGGW in Warsaw)	Faculty Deans Committee for Science, Implementation and Knowledge Dissemination	01.2018-01.2021

21.	<b>WORKING CONDITIONS</b>	In order to make sure that the working conditions for researchers, including for disabled researchers, where appropriate provide the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements; lobbying measures will be taken by various organisations that associate scientific institutions (e.g. CRASP, etc.) to amend the labour law in respect of employment in projects and increasing the flexibility of employment	Rector Faculty Deans Chancellor SGGW employees who are the members of various organizations bringing together scientific institutions	From 01.2017
22.	<b>ACCOUNTABILITY</b>	In order to make researchers 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, a series of training sessions has been planned as well as the design of a guide to instruct scientists how to 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.	Faculty Deans Financial Department Offices responsible for consulting on specific research funds Science Office Internal Audit	01.2017-01.2021
23.	<b>GENDER BALANCE</b>	In order to ensure gender balance at all levels of staff, including at supervisory and managerial levels, a guide will be issued on gender balance and a series of training sessions will be organised for researchers and management. Appointment of a Rector's Counsellor for Equal Treatment is planned.	Rector Committee for Academic Staff Development Rector's Counsellor for Equal Treatment Human Resources Office Faculty of Social Sciences	01.2017-01.2021

## Appendix 2

Composition of the team responsible for preparing the Strategy for Human Resources Management for Scientists and Action plan in Warsaw University of Life Sciences:

1. Rector's Attorney for International Research Projects – Prof. Kazimierz Banasik Ph.D. – Chairman
2. Chairwoman of the Committee for Science, Implementation and Knowledge Dissemination – Prof. Katarzyna Niemirowicz – Szczytt Ph.D.,
3. Vice Chairman of the Rector's Committee for the University Development – Prof. Michał Pietrzak Ph.D.,
4. Head of International Research Projects Office – Agnieszka Wojciechowska De Cokere,
5. Head of Human Resources Office – Małgorzata Miedzierska,
6. Head of Science Office – Dr. Rafał Korbal,
7. Director of the Center for Innovation and Technology Transfer – Anna Kula,
8. Head of Legal Counsel Office – Agnieszka Kuśmierz,
9. Internal Auditor – Ewa Sławińska- Tomtała,
10. The representative of assistant professors – Joanna Wyleżątek Ph.D. (member of the Committee for Academic Staff Development),
11. The representative of engineering and technical staff – Magdalena Jarecka,
12. The representative of PhD Students Olena Kulykovets (member of the Committee for International Cooperation),
13. International Research Projects Office Staff Member- Sylwia Kosmala.