

HR STRATEGY OF MARIA CURIE-SKŁODOWSKA UNIVERSITY (HRS4R)

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

Lublin, November 2016



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INTRODUCTION

BASIC INFORMATION ABOUT THE UNIVERSITY

Maria Curie-Skłodowska University in Lublin is the largest university in eastern Poland whose operations are driven by a pursuit of constant development, while facing contemporary challenges, based on tradition and ethos of university and achievements of the past generations of eminent researchers of UMCS.

The history of University is inseparably related to post-war history of Lublin and south-eastern regions of Poland. It was established on 23 October 1944 several months before the end of World War II, at times of great hope in connection with gradual freeing from the Nazi occupation, and, at the same time uncertainty of the future of the Polish State.

At that time, the University comprised four faculties, and academic personnel of forty two professors, among others, from the universities of Vilnius and Lvov. The University's development resulted in creation of two other universities of Lublin: Medical University and University of Life Sciences, as well as contributed to establishing and gaining independence of the Lublin University of Technology and, in 2006, the University of Rzeszów.

Currently, ca. 20.000 students are educated at twelve faculties of Maria Curie-Skłodowska University, including almost 1.500 foreigners from whom the most numerous group are Ukrainians (80% of all foreign students). On the other hand, the number of participants of doctoral studies and students of postgraduate study programmes is accordingly 753 and 1.478 persons.

The university staff of Maria Curie-Skłodowska University (UMCS) consists of less under 1,800 employees. To the group of employees, in order to present a full picture of researchers at UMCS, young researchers - participants of doctoral studies - should be added. In connection with this, in total there are 2,394 of them, including
full professor Hab. PhD/ associate professor Hab. PhD Eng. – 185 people
Hab. PhD/ Hab. PhD Eng.– 418 people
MSc Eng. (MSc, Eng.) – 13 people
MSc (MSc)– 993 people

They carry out world-level research, not only creatively pushing the limits of cognition, but also share their knowledge and experience with the entire Lubelszczyzna region, neighbouring regions and with the entire Polish and European research community. They support thereby the dynamic growth of socio-economic environment of the University.

At this point it is worth underlining the establishment of UMCS Analytical-Programming Centre of Advanced Environmentally Friendly Technologies – Ecotech-Complex. This project – undertaken together with four partners – is supposed to consolidate a scientific, an educational and an industrial potential of south-eastern Poland in areas such as: sustainable agriculture, environmental protection, health protection and safety.

The next generations of UMCS community members try to match their most eminent predecessors. As a result, the University has become well-known for its scientific schools, e.g.: Lublin School of Optic Fibres, Lublin School of Adsorption and Lublin School of Chromatography which fame exceeded the boundaries of Poland. One of key examples of advanced research works on future technologies is development of photonic technology. The first optical fibres in this part of Europe were constructed in the 70's in Lublin. In 1979, in Lublin, optic fibre and fibre-optic cable was developed for the first time in the countries of socialist regime. Only several other laboratories worldwide may boast of similar achievements. Fibre-optic technology developed in Lublin constitutes a core of currently implemented Polish and European research projects. The results being achieved distinctly indicate the numerous possibilities of implementation of studies and products.

When talking about the largest successes of researchers from Maria Curie-Skłodowska University it is impossible not to mention those recently achieved, namely: development of industrial technology of mutanase production, issuing the publication "Lubelskie", a part of the series "Polish Song and Folk Music. Sources and Materials", or discovery of 13th-century "Treasures of Czeremno-Czerwień" by the team of archaeologists.

UMCS researchers out many research projects supervised by the National Science Centre, the National Centre for Research and Development and the Minister of Science and Higher Education, as well as a few dozen projects supporting young researchers, opening them a way to academic career and several dozen projects from programmes of the European Union and other international sources. Doctoral candidates and young researchers also achieve numerous successes, successfully taking part in prestigious programmes of the Minister of Science and Higher Education, such as: "Diamond Grant" and "Top 500 Innovators"; they also carry out independent projects and take internships owing to the National Science Centre programmes: "Preludium", "Étude" and Fugue".

Throughout the whole period of their functioning, Maria Curie-Skłodowska University put emphasis on international cooperation necessary for exchange of thoughts, ideas and common research. Owing to contacts established with many academic and scientific-research centres, as well as institutions of political and social life and entities focused on cultural

activities, many units actively operates at our University, including: Centre of Russian Language and Culture, Centre of Portuguese Language, British Centre, or Centre for European Documentation. Activity of UMCS scientific staff resulted in signing many cooperation agreements with universities and higher schools in Ukraine, and, among others, with partners from China, Thailand and Brazil. International cooperation has already translated into development, carried out together with foreign centres, research projects, participation of our researchers in foreign conferences and symposiums, as well as organisation of scientific events in particular UMCS units in which guests from abroad take part.

The most important values of Maria Skłodowska-Curie University in Lublin, contained also in the adopted UMCS Development Strategy 2012-2021, are:

- rational pursuit of truth,
- participation of scientific staff in the best systems of scholarship all around the world,
- innovative training in service of development of civilisation and society,
- mutual respect and trust,
- tolerance of different views,
- solidarity of the entire academic community;

A mission of the University is education of graduates appreciated on the educational market, by equipping them with the most important tools: knowledge, skills and competencies - a triad so important for social and economic life at every latitude. Furthermore, which is equally important, the role of university is constant crossing limits of cognition in order to solve the most important problems of contemporary, dynamically changing world. Following years of functioning of Maria Curie-Skłodowska University will be strictly related to achievement of subsequent, more and more higher quality levels in the field of education, research and cooperation with its social and economic environment.

Maria Curie Skłodowska University in Lublin, bearing in mind its potential, initiates and supports initiatives concentrated on the development of science in scientific-research centers of south-eastern Poland. Development of reaserch, introduction of new study majors in consultation with social and economic environment of the University, as well as development of scientific-research and didactic infrastructure will allow Maria Curie-Skłodowska University to confirm its position of one of the most important universities in Poland and the leader in Eastern Poland.

INTERNATIONAL COOPERATION UNDER AGREEMENTS

Currently (as at 29 September 2016), UMCS has 186 agreements/arrangements/letters of intent concerning international cooperation. Nowadays, the great majority of them has been concluded with universities (148 contracts), 25 agreements with other research and educational units (e.g. Russian Academy of Sciences, Deutsches Archäologisches Institut in Berlin, University Center for Euro-Mediterranean Studies in Portorož, Slovenia O. Czujek Institute of Surface Science of the Ukrainian National Academy of Sciences in Kiev, Moroccan Polytechnic Research and Innovation Center in Kentira (Morocco), the Institute of Social Sciences of the Slovak Academy of Sciences in Bratislava), 7 agreements with non-governmental organisations (including Polish organisations), 3 agreements with local government units (Vicenza Province in Italy, Hajduboszormeny Varos (Hungary), Vest-Adger Fylkeskommune Kristiansand (Norway), 1 agreement with governmental administration (Ministry of Foreign Affairs of Italy).

Moreover, UMCS concluded an agreement with the European Community concerning the establishment of the Centre for European Documentation (CDE) and Agreement concerning awarding assistance for Spanish language teachers with the Spanish Agency for International Cooperation (AECI). One of agreements concerns cooperation with the UMCS Centre of Eastern Europe, three – with the Centre of Polish Language and Culture for Polish Emigrants and Foreigners.

More than 100 agreements were initiated by employees of particular Faculties:

1. Faculty of Humanities – 25 agreements
2. Faculty of Political Science – 14 agreements
3. Faculty of Economics – 13 agreements
4. Faculty of Earth Sciences and Spatial Development – 11 agreements
5. Faculty of Arts – 9 agreements
6. Faculty of Pedagogy and Psychology – 9 agreements
7. Faculty of Chemistry – 8 agreements
8. Faculty of Law and Administration – 8 agreements
9. Faculty of Biology and Biotechnology – 6 agreements
10. Faculty of Mathematics, Physics and Computer Science – 4 agreements

11. Faculty of Philosophy and Sociology – 3 agreements

The most numerous group UMCS foreign partners are units from Ukraine (67 entities).

The next positions in terms of the number of concluded agreements are held by:

- Russia – 15 agreements
- France – 11 agreements
- Brazil – 9 agreements
- USA – 8 agreements
- Belarus – 6 agreements
- China – 5 agreements
- Slovakia – 5 agreements
- Italy – 5 agreements
- Spain – 3 agreements
- Germany – 3 agreements
- Portugal – 3 agreements

The rest of agreements have been concluded with entities from the following states: Angola, Armenia, Austria, Belgium, Benin, Bulgaria, Cyprus, Czech Republic, Greece, Georgia, Netherlands, Iceland, Israel, Canada, Kirghizia, Lithuania, Macedonia, Morocco, Mexico, Moldova, Norway, Serbia, Singapore, Slovenia, Sweden, Thailand, Taiwan, Turkey, Hungary and UK.

INTERNATIONALISATION

Maria Curie-Skłodowska-Curie University in Lublin, in *the Development Strategy 2012-2021* adopted on 23 May 2012 by Resolution of the Senate, indicates a support for internationalisation of the University as one of its major activities. Putting a strategic pressure on supporting internationalisation in the area of education and scientific research and identification of operational goals in the aforementioned areas will allow the University to educate at a high level, providing graduates with knowledge and skills necessary to start work or scientific career, as well as carry out research significantly contributing to scientific and economic development. Development of the University will strengthen its position in Poland and abroad and will also contribute to implementation of its formulated mission and vision.

From among operational goals indicated in the documents, which improve internationalisation in the area of education the following should be mentioned:

- increase in the share of foreigners among the students,
- increase in the share of foreigners in scientific-didactic staff,
- improvement in the level of the employees' competence for conducting didactic classes in foreign languages,
- increase in the number of majors in English,
- increase activity of foreign students

Focusing on development of University's educational offer in the Polish language actions are undertaken aimed at development of majors in foreign languages, which is consistent with the internationalization strategy of the University.

UMCS educational offer comprises nearly 80 university majors, including several in a foreign language. The following should be mentioned:

- 1) International Relations – second degree studies (Faculty of Political Science)
- 2) Applied Linguistics – first degree studies (Faculty of Humanities) – English-Russian path under Applied Linguistics major
- 3) English Studies – first degree studies (Faculty of Humanities)
- 4) Business Management – first degree studies (Faculty of Economics)

- 5) Tourism Management – first degree studies (Faculty of Earth Sciences, Faculty of Political Science and Faculty of Philosophy and Sociology)
- 6) Science and Technology – first and second degree studies (Faculty of Mathematics, Physics and Computer Science)
- 7) Material Chemistry – specialisation under 2nd degree studies at Chemistry major – available in the offer in the previous years
- 8) Graphic Arts – second degree studies (Faculty of Arts) – available in the offer in the previous years

The offer of particular majors includes blocks of classes in foreign languages, e.g. 1st and 2nd degree cognitivistics studies at the Faculty of Philosophy and Sociology, or majors of the Faculty of Political Science e.g. first degree studies in international relations.

When discussing the educational offer of UMCS one may not forget about philological majors. The Faculty of Humanities offers to choose from, e.g. English Studies, Romance Studies, Hispanic Studies, Ukrainian Studies or German Studies. Every major has a wide range of specialisations.

In the current calendar year an English speaking path will be likely prepared for biology major, medical biology specialisation.

At this point it is necessary to mention the offer of PhD or postgraduate studies. 3rd degree studies include nearly 20 majors, also those in a foreign language: Literature and Linguistics (studies established by Regulation no. 32/2013 of the President of UMCS from 8 May 2013 on establishing at the Faculty of Humanities stationary PhD studies in linguistics and literary studies in English since the academic year 2013/2014 – the studies were started for the first time since the academic year 2014/2015). In the case of postgraduate studies – an offer of which is very broad, covering nearly 100 majors - this year we have created under the Centre of Eastern European Studies a major of Self-Government Administration in the EU countries (studies in Ukrainian).

University has been conducting for several years an active policy of attracting foreign students and can take pride in an increase in their number.

Table 1.1 Information on number of foreign students

Year	2012	2013	2014	2015
Number of foreign students	469	633	1131	1458
% share of foreign students in the overall number of students	1,98%	2,90%	5,14%	6,67%

According to the Development Strategy of UMCS the University supports international mobility of its students and employees under actions aiming at improvement in quality of educational offer of university and increase in its internationalisation. UMCS, every year since 1998, takes part in international projects of exchanges under the Erasmus+ educational mobility in higher education - a programme covering exchange of students and teachers and several-month professional internships for students and graduates, as well as short foreign trainings for administrative employees. A part of exchanges is possible as a result of bilateral agreements signed by the University's authorities with partner universities abroad and owing to the scholarship offer of the Office of Academic Recognition and International Exchange, based on signed government agreements.

Over the recent few years the University has organized and co-financed under Erasmus+ programme trips for semester or annual studies for ca. 150 students – mostly to Spain, Portugal, Germany, France and Bulgaria. To a smaller extent, the University supports from its own means student trips to non-European countries such as Brazil, USA, the Russian Federation. Internal regulations of UMCS enable all students of the University, regardless of their nationality, to make use of the opportunity to enrol in partial studies or to transfer to recognise educational results abroad. Student mobility in particular years is presented in Table 1.2.

Table 1.2. Student mobility under short-term programmes.

The scope of mobility	Academic year			
	2012/13	2013/14	2014/15	2015/16
increase in the share of foreigners among the students; short-term study trips under the Erasmus programme and other exchange or admission programmes, e.g. Kirkland Scholarship Programme)	71	70 +7 Kirkland	88 +7 Kirkland	91 +7 Kirkland

increase in activity of foreign students; short-term study trips under the Erasmus programme and other exchange programmes and foreign professional internships.	159	162	206	176
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Every year ca. 40 academic teachers and other employees of the University benefit from foreign trips under the Erasmus to improve their professional skills – teaching and administrative. Principles adopted at UMCS treat as a priority employees taking part in programme for the first time, as well as those employees who additionally, as international coordinators, act for development of international cooperation of its faculties. During trips employees improve language skills in the field of their work, first of all, in English.

At this point we must not forget about numerous implemented projects from the EU funds under the European Social Fund, e.g. Human Capital Operational Programme under which educational projects were completed for 439 students and graduates, involving 103 trips, among others, for: student internships, study trips and graduate internships, to such places as: Germany, Italy, the Balkans, Russia, Belgium, France, UK, Bulgaria, Georgia, Romania, Ukraine, Armenia, Cyprus, the Netherlands.

Internationalisation of scientific research is supposed to consist in, e.g.:

- increase in the number of foreign scientific employees with considerable scientific output,
- increase in the number of University publications in foreign scientific magazines,
- increase in the number of research projects implemented together with foreign scientific centres.

Internationalisation of research will allow to improve in the quality of research works, will consolidate relations of the University with the society and the position of UMCS.

One of the diagnosed methods of internationalisation of scientific research is an increase in the number of scientific publications presented in respected widely circulated magazines. In connection with the above, the University constantly motivates their employees to place scientific research results in, among others, the database of Journal Citation Reports or the European Reference Index for the Humanities. Table no. 1.3 presents the number of scientific publications published in the years 2012-2015 by employees of Maria Curie-

Skłodowska University. On the basis of the information collected in the table it should be noted that the University systematically works on increasing the range of published scientific works, a result of which is growing percentage share of works published in, among others, the database of JCR or ERIH. Additionally, in the years 2012-2015, Maria Curie-Skłodowska University in Lublin prepared and published 133 scientific monographs and 1.300 chapters in scientific monographs in English, German, French, Spanish, Russian and Italian.

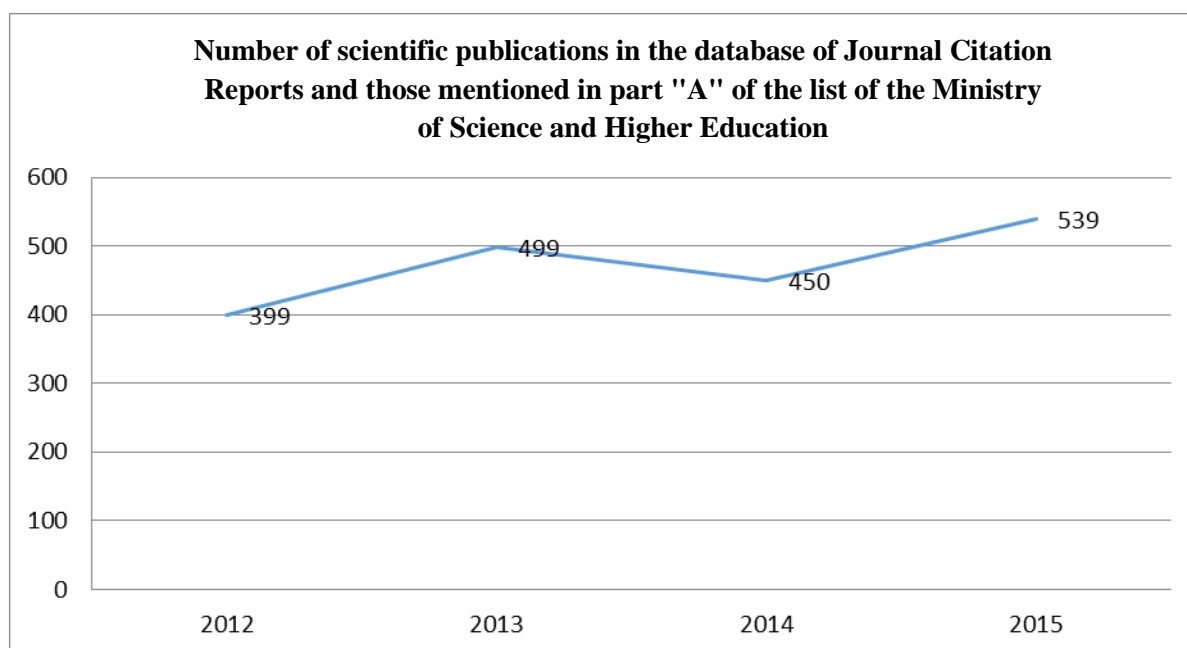
Table 1.3. Scientific works published by UMCS employees.

No.	Year	Number of works published by UMCS employees in 2012-2015		% share of publications specified in the column no. 5 in relation to the general number of publications
		Total number of works	publications placed in the database of Journal Citation Reports (JCR), European Reference Index for the Humanities (ERIH), in foreign magazines, in reviewed materials from international conferences included in the Web of Science and listed in part A, B and C of the list of the Ministry of Science and Higher Education	
1	2	3	4	5
1.	2012	3131	1135	36,25%
2.	2013	3364	1336	39,71%
3.	2014	3139	1324	42,18%
4.	2015	3490	1346	38,57%

Source: Data from reports from scientific-operations research for the years 2012-2015.

Chart no. 1 demonstrates an increase in the number of scientific publications in the database of Journal Citation Reports and those listed in part "A" of the list of the Ministry of Science and Higher Education in the years 2012-2015. Over 4 years the University increased by 35% the number of its publications published in scientific magazines having impact factor.

Chart 1.1 Number of scientific publications in the database of Journal Citation Reports and those mentioned in part "A" of the list of the Ministry of Science and Higher Education



Source: Data from reports from scientific-operations research for the years 2012-2015.

Maria Curie-Skłodowska University in Lublin supports processes of internationalization of scientific research also through organisation of international conferences. The total of 164 international conferences organized in the years 2012-2015 (Table no. 1,4) and delivery of 3.858 speeches by representatives of foreign scientific centres contributed to significant flow of knowledge and to extending networks of contacts of scientific employees of the University. Such projects enable an expansion of scientific cooperation in Poland and abroad, as well as improvement in flow of information concerning conducted research and the latest scientific discoveries.

Table 1.4. International conferences organized by scientific units of UMCS in the years 2012-2015

No.	Year	Number of international conferences organized by scientific units of UMCS	Number of participants delivering speeches, representing foreign centres
1.	2012	46	662
2.	2013	30	1174
3.	2014	51	1024
4.	2015	37	998

Source: Data from reports from scientific-research operations for the years 2012-2015.

PARTICIPATION IN INTERNATIONAL PROGRAMMES OR SCIENTIFIC-RESEARCH PROJECTS

UMCS researchers are active and benefit from the possibilities of submitting applications to international programmes with regard to both institutional cooperation (mobility) and acquisition of funds on implementation of specific scientific-research projects and activities popularising science, e.g. conferences, symposiums.

In 2012 six applications were submitted (including two to the 7th EU Framework Programme – hereinafter: 7. PR EU, one to the Leonardo da Vinci Programme, one for Life+ Programme, one to the International Visegrad Fund and one to the Executive Programme for the period 2013-2014 as part of cooperation of the Ministry of Science and Higher Education with the Austrian Federal Ministry of Science and Scientific Research), **in 2013 – the number of application increased to fifteen** (of which seven applications were submitted to PR EU, one to the Cross-Border Cooperation Programme "Poland-Belarus-Ukraine", five to the Polish Norwegian Research Programme, one to the International Visegrad Fund and one to the international EUREKA/EUROSTARS Programme).

In 2014 twenty three applications were submitted (including ten to the Horizon 2020 Programme: hereinafter: H-2020, five for the International Visegrad Fund and one to the Polish-German Beethoven cooperation, one to the Cooperation with Polonia and Poles abroad in 2015 (competition), one to the DAAD Polish-German Mobility Programme, one to the Terra Foundation for American Art programme and one to ERA-NET Bioenergy programme, one to a grant programme of the US Embassy and one to Homing Plus Programme (from the funds of the Innovative Economy Operational Programme) and one to the European Fund for the Integration of Third-Country Citizens).

Twenty four applications were submitted in 2015 (including fourteen applications to the H-2020, three to the international HERA Programme "Uses of the past" and one to the ERA-NET Bioenergy programme, one to the NATO Science for Peace Security Programme and one to the Core 2015 Programme of Polish-Luxembourgian projects, one to the Fullbright Senior Award, one to the European Social Innovation, one to the Interreg Europe and one to the Polish-Italian competition Canaletto).

In the current year, **2016**, (from 1 January to 30 September) **twenty applications**, were already submitted (including six to H-2020, four to Erasmus Plus Utilization

Programme, three to the International Visegrad Fund, two to the ERA NET Smart Urban Futures Partner, one to the ERA-NET Joint Call, one to the Norface thERA NET, one to the Norface Dial, one to the Fullbright Visiting Scholar Programme and one to the Programme of US National Institute of Health).

One application received funding in 2012 (from the Leonardo da Vinci Programme). In 2013 financial support was given to eight applications (four from the 7th PR EU, one from the International EUREKA/EUROSTARS Programme, one from the Polish-Norwegian Research Programme, one from the International Visegrad Fund and one from the Cross-Border Cooperation Programme "Poland-Belarus-Ukraine"). In 2014 financial support was given to five applications (two under the International Visegrad Fund, one from the Homing Plus Programme from the funds of the Innovative Economy Operational Programme), one under the grant of the US Embassy and one under the Terra Foundation Programme for American Art). In 2015 one application received financial support (the ERA-NET Bioenergy programme), like in 2016 (Maria Skłodowska-Curie Individual Fellowship Programme - one application).

Applications were submitted to consortia with 278 institutions from 41 countries, including: Germany (26 institutions), UK (25), Spain (22), Italy (21), Hungary (14), Finland (14), Czech Republic (14), Slovakia (11), Greece (10), the Netherlands (9), Ukraine (9), Belgium (8), Portugal (7), Lithuania (7), Norway (6), Romania (6), Austria (5), Estonia (5), Sweden (5), Denmark (5), Austria (5), Cyprus (4), France (4), Moldova (4), Russia (3), Bulgaria (3), Slovenia (3), Israel (3), Iceland (3), Latvia (2), USA (2), Croatia (2), Nigeria (2), Fiji (2), Salomon Islands (1), Ireland (1), Turkey (1), Australia (1), Georgia (1), Luxembourg (1) and Switzerland (1).

The number of applications submitted by particular faculties is as follows: Faculty of Political Science (15 applications), Faculty of Mathematics, Physics and Computer Science (12), Faculty of Biology and Biotechnology (11), Faculty of Chemistry (10), Faculty of Humanities (10), Faculty of Biology and Earth Sciences (6), Faculty of Economics (4), Faculty of Philosophy and Sociology (2), Faculty of Pedagogy and Psychology (2), Faculty of Law and Administration (1) and Faculty of Arts (1). Moreover, 14 applications were submitted by non-faculty units of UMCS.

The subject matter of applications related to issues of physics (solar spicules), chemistry (nanostructured bioactive materials), humanities (migrations pan-European and

their effect on Central Europe, innovations in humanities), biology and biotechnology (cognition of molecular mechanisms of liver, application of biomarkers in diagnosing liver diseases, exploration of proteins), chemistry (use of nanophotonic and nanophotocatalyst composites in innovative methods of food packing), political sciences (identity in contemporary information societies, research on referenda in the countries of the Visegrád Group) and economic sciences (using the potential of young people in economy, analysis of expenditures of households in comparison with the EU selected countries).

IMPLEMENTATION OF INTERNATIONAL SCIENTIFIC-RESEARCH GRANTS

UMCS researchers effectively benefit from the possibilities created by international programmes, pursuing innovative projects in international consortia covering also non-European countries.

44 international projects were implemented in the years 2012-2016, also under: 7. EU Framework Programme (13 application), Lifelong Learning Programme (6), TEMPUS Programme (7), Innovative Economy Operational Programme (5), the Polish-Swiss Research Programme (2), the Polish-Norwegian Research Cooperation (1), the International Visegrad Fund (3), Grant of the US Embassy (1), Mobility Plus Programme (1), Terra Foundation Programme for American Arts (1), EUREKA/EUROSTARS Programme (1), the ERA-NET Bioenergy Programme (1), The EMPIR Programme (1) and the US National Institute of Health (1). The amount of means obtained by UMCS in the years 2012-2016 is PLN 26.321.273.53.

International project consortia were dominated so far by institutions from Germany (28 institutions) and UK (17 institutions). Project consortiums, implementing projects in cooperation with UMCS, include also institutions from: Greece (16 institutions), Spain (16), the Netherlands (15), Russia (14), Ukraine (13), Italy (12) France (10), Hungary (10), Finland (9), Armenia (8), Belgium (7), Switzerland (6), Austria (5), Tajikistan (5), Denmark (4), Romania (4), Estonia (4), Turkey (4), Israel (4), the Czech Republic (4), Portugal (3), Norway (3), Slovakia (3), Ireland (3), Belarus (3), Cyprus (3), Latvia (2), Lithuania (2), Sweden (2),

USA (2), Slovenia (1), Croatia (1), Moldova (1), Iceland (1), Austria (1), Mexico (1) and China (1). In total, under project consortia, UMCS cooperates with 248 foreign institutions.

44 projects were/are implemented at UMCS faculties. At the Faculty of Mathematics, Physics and Computer Science (13 projects), Chemistry (12), Biology and Biotechnology (4), Political Science (3), Humanistyki (2), Earth Sciences and Spatial Development (1), Economics (1), Philosophy and Sociology (1), Law and Administration (1) and beyond faculties (6).

The subject matter of international projects includes mainly border-line issues of chemical, biological, physical and computer sciences (nanotechnologies, nanomaterials, fuel cells, ecological solutions in industry, polymer optical fibres, molecular spectroscopy, radiophysics of the Sun, nucleus structure, telemedicine), but also health (use of genic therapy in treatment) and migration (alternative approach to human rights). Researchers from UMCS, as part of implemented projects, share also good practices related to education (system of effective teaching of students, natural education, idea of open education, impact of new technologies on competencies with regard to learning) or good management.

It is important so that good practices are transferred first of all to eastern countries, mainly the Eastern Partnership, which contributes not only to establishing and sustaining good international cooperation, but provides very good contacts, among others, with Ukraine, which participated so far in 6 project consortia UMCS (22 institutional partners).

THE SHARE OF SCIENTIFIC EMPLOYEES IN INTERNATIONAL SCHOLARSHIPS AND RESEARCH INTERNSHIPS

In the period from 1 January 2015 to 30 September 2016 academic employees of UMCS, jointly left for 26 scientific internships (13 in 2015 and 13 in 2016) and 8 scholarships (5 in 2015 and 3 in 2016)

INTERNATIONAL MOBILITY OF SCIENTIFIC EMPLOYEES

In the period from 1 July 2011 to 30 September 2016 4.649 foreign trips was organized for academic employees of UMCS (trips of administration employees were also included for the years 2015-2016).

According to popularity, purposes of trips can be ordered as follows:

- conferences
- scientific research, consultations and queries
- trainings, internships, projects, performances
- teaching

The most active in terms of mobility are faculties of: Humanities, Chemistry and Mathematics, Physics and Computer Science, which record more than 100 trips every year, and the Faculty of Humanities in the case of which more than 200 trips are recorded.

As regard the direction, the highest number of trips for academic employees of UMCS registered in the period from 1 January 2015 to 30 September 2016 was recorded for:

- Ukraine: 230 trips
- Italy: 137 trips
- Germany: 128 trips
- Romania: 109 trips

In the period from 1 July 2011 to 30 September 2016 the arrival of 742 foreign guests was recorded. As regard the direction, the highest number of arrivals of guests registered in the period from 1 January 2015 to 30 September 2016 was recorded for the guests from Ukraine, USA, France and Russia.

MOST IMPORTANT SCIENTIFIC-RESEARCH ACHIEVEMENTS

Discovery of medieval woman's jewellery in Czeremno

The first place in the category "Scientific discovery of the year" in National Geographic TRAVELERY 2011 competition.



Prof. Andrzej Kokowski from the UMCS Institute of Archeology, with his co-workers, Marcin Piotrowski and Artur Tronic discovered silver woman's jewelry from the 13th century. Ca. 40 items were found – rings, temple rings, pauldrons, various types of bracelets and earrings. Jewellery made of fine

silver is a very rare example of early medieval Russian art of goldsmithing. Finding treasures in Czeremno served also as another argument supporting the theory that the town was a capital city of Grody Czerwieńskie which medievalists have been searching for years. Apart from jewelry, the archaeological works resulted also in discovering of liturgical furnishings and thousand daily use objects.



Technology of producing microstructural polymer optical fibers

Gold Medal with honours during 63rd International Innovation, Scientific Research and of New Techniques Fairs BRUSSELS INNOVA in Brussels.

Researchers from the UMCS Laboratory of Optic Fibre Technology developed a technology for producing microstructural polymer optical fibres. Owing to different material properties, polymer microstructural optical fibres may, in many applications, demonstrate better utility parameters than commonly known optical fibres made of silica glass. They can be worked substantially easier by target recipients and, first for all, are biocompatible, namely they can be used in a broad spectrum of applications from medicine, directly in the human body, to industries related to environmental protection. Solutions awarded with the gold medal were a result of common research conducted by researchers from UMCS and the

Wrocław University of Technology under the "NanoMat" project - use of nanotechnologies in modern materials" of the Wrocław Centre for Research EIT+. Owing to innovative technology, several inventions reported to the Patent Office of the Republic of Poland and EPO have already been patented.

The Lubelszczyzna region is deemed a cradle of optical fibers in Poland, and the research team of the Laboratory of Optic Fibre Technology are the creators of Polish version of this technology. As a result of intensive research works in 1979, an optical fibre telecommunication line was established in Lublin - a first one within the former socialist countries, and fifth in Europe.



Such a great success of the Lublin researchers pioneered a considerable development of "fibre-optic industry" in the region. In the years 1980-83, in Lublin at ul. Energetyków, the Production-Implementation Plant of Optical Fibres was established where optical fibres were produced until 1992. More than ten optical fibre technology companies were established at that time. Some of them deal with broadly understood optical fibre technology to this day. The UMCS Laboratory of Fibre Optic Technology still actively operates in the European space, pursuing numerous projects, and "Lublin's photonics", primarily owing to works of this team – is leading in the country.

PlasmoVax, ribosomal proteins of *P Plasmodium falciparum* as a potential ingredient malaria vaccine

The third place in the category "Scientific discovery of the year" in National Geographic Traveler 2011 competition

Gold Medal at the Eureka Contest 2013 during the International Innovation, Scientific Research and New Techniques Fairs BRUSSELS INNOVA

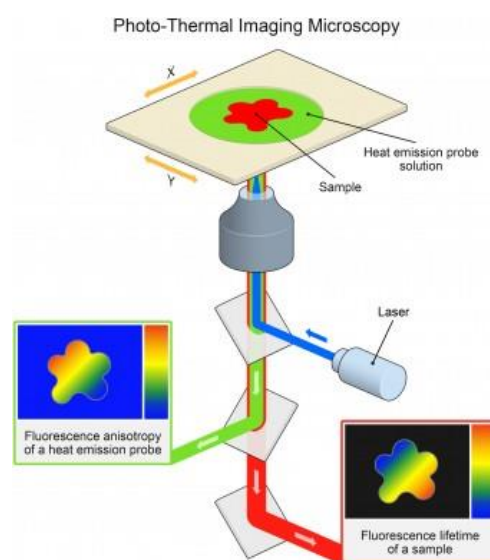
Malaria is currently one of the most dangerous and most rapidly spreading infectious diseases constituting a threat for more than a half of human population. It kills approximately 1 million people a year, mainly children under five years of age. The most serious cases of disease are caused by infections with a plasmodium called *Plasmodium falciparum* showing

the great resistance to known drugs. The only effective method for counteracting malaria is thus the application of vaccines containing a proper antigen resulting in a type of specified immunological resistance protecting the body against clinical symptoms of malaria. Research carried out in the UMCS Molecular Biology Plant focuses on development of PlasmoVax - a malaria vaccine based on highly immunogenic proteinous antigen, a complex of ribosomal P proteins. P proteins appear as surface antigen in all development forms of Plasmodium parasite. High titres of specific anti-P antibodies observed in people from malarial regions were correlated with resistance to the development of disease. PlasmoVax is soluble and stable form of P protein antigen, easy for production and showing strong immunostimulant properties with no toxicity to human cell lines. The antigen causes the strongest and preferably balanced immunological reaction, both at the cellular and humoral level, being an extremely important step towards development of effective vaccine against malaria. Discovery protected with EPO patent (EP2409987).

Method of submicroscopic imaging based on the photo-thermal effect

"Maria Curie" Scientific Award 2015

Researchers from the UMCS Biophysics Plant developed an innovative method of submicroscopic imaging based on the photo-thermal effect. This method is implemented by means of specialised Photo Thermal Imaging Microscopy (PTIM). It is a modern technique of imaging molecular objects on the basis of emission of heat emitted thereby. Heat emitted by imaged objects comes from partial conversion of laser light used for scanning to thermal energy. This solution enables to go down to the nano level in imaging objects based on heat emission, namely it is a nanoscopic option of thermovision imaging. The proposed technique is, for the time being, the only approach allowing analysis of heat emission by nano-objects.



The method of submicroscopic imaging based on the photo-thermal effect has a high potential of application in the field of biomedical and material tests. This method can be used

in the broadly understood scientific tests in the field of life sciences, including biology, biotechnology or bioengineering, chemistry, physics, as well as in the field of material technologies.

A team under prof. Wiesław Gruszecki broke a world record in infrared microscopy resolution. Test results carried out by his team have been announced in "Nanoscale" and Analytical Chemistry" magazines.

Mutanase – a unique enzyme effective in fighting dental caries

"Maria Curie" Scientific Award 2012.

Researchers from the Industrial Microbiology Plant of the UMCS Faculty of Biology and Biotechnology headed by prof. dr hab. Janusz Szczodrak managed to develop a technology for production of unique enzyme - mutanase. Mutanase is the only enzyme capable of degrading specific polysaccharides building dental plaque. Dental plaque (a sediment forming on teeth) is a biofilm consisting of bacteria and polysaccharides, which protects and connects cariogenic organisms. It is a direct cause of caries. It was proven in the research that mutanase specifically and rapidly degrade biofilm polysaccharides insoluble in water, whereby breaking the structure of plaque and enabling its mechanical removal. Mutanase works also prophylactically, preventing the accumulation of plaque on the surface of teeth. Considering the above, it can be used in dentistry to prevent and combat caries and for biological cleaning of dental braces. The effectiveness of enzyme was confirmed in preclinical tests.

There are no preparations containing mutanase on the European market of oral hygiene products. It is a biotechnological solution, competitive in relation to other methods of oral hygiene protection. Mutanase is a natural product, coming from controlled microorganism cultures, safe for people and animals. It works effectively and specifically, and, at the same time, gently, without side effects.

A potential application of offered mutanase may be its use as an active substance in oral hygiene products, such as mouth rinses, toothpastes, dental gels and dental plates, etc. The enzyme can also be used in fluids for washing and storing dental prostheses and dental braces in order to remove a microbiological sediment causing onerous yeast infections.

Another possibility of using the enzyme is its use as an active, anticariogenic component of chewing gums, candies and jellybeans. A solution is protected by patents.

The Centre of Portuguese Language/Camões was created in November 2005 under the Cooperation Agreement signed with the Camões Institute in Lisbon.

It is the first and so far the only centre of this type in Poland. The purpose of the said institution is broadly understood popularisation of Portuguese language and transferring knowledge about Portugal and cultures of lusophone countries (Brazil, African countries Portuguese-speaking, communities in Asia, Timor). It subjects to the Camões Institute in Lisbon and to the rector of UMCS, strictly cooperating with the Portugal Embassy in Warsaw and other Embassies of lusophone countries.

The centre conducts intensive cultural, academic and educational activities. As part of cultural-scientific activities it organises:

- lectures and scientific readings in the Portuguese (conducted by researchers from Portugal and Brazil) and Polish language (conducted by specialists from Poland) for students and other persons interested in language and culture of lusophone countries,
- special events such as, e.g. International Congress of Portuguese Language,
- projections of feature and documentary films,
- music concerts and music evenings,
- book promotional campaigns,
- poetry evenings,
- exhibitions, slideshows, dancing shows, etc.

Establishment of international publishing house ToKnowPress (www.toknowpress.net) under cooperation of the UMCS Faculty of Economics, the International School for Social and Business Studies in Celje (Slovenia) and the Kasetsart University in Bangkok (Thailand). The publishing house deals with publication of monographs, periodicals and conference materials, it is also a platform designed to publish and promote the latest results from various fields of science.

UMCS Polar Station in Calypsobyen (Belsund, Spitsbergen).

Pursuant to a permit of the governor of Svalbard from 1986, buildings in Calypsobyen are the main base of UMCS Polar Expeditions. An initiator and leader of the first expedition was prof. Kazimierz Pękała. 85 persons took part in 27 summer UMCS Polar Expeditions organized in the years 1986-2015. The research carried out during particular expeditions had a complex and interdisciplinary character covering such fields of science as: geomorphology, geology, soil science, hydrology, climatology and meteorology, environmental protection, botanics and biochemistry and radiochemistry. Results of tests carried out on Spitsbergen were presented at conferences in Poland and abroad. Many of them were included in volumes of special UMCS publication "Geographic expeditions to Spitsbergen" issued since 1987.

UNIVERSITY IN NATIONAL AND INTERNATIONAL RANKINGS

RANKING OF UNIVERSITIES "PERSPEKTYWY"

In this year's (2016) edition of Ranking of Universities, prepared by the Educational Foundation "Perspektywy", UMCS was ranked 26th. The University remained on last year's high position. The University's position in the ranking of universities has been growing systematically in recent years:

2010 – 34th position,

2011 – 32nd position (2-position rise),

2012 – 21st position (1-position rise),

2013 – 30th position (1-position rise),

2014 – 29th position (1-position rise),

2015 – 26th position (3-position rise),

2016 – 26th position (unchanged).

Source: <http://www.perspektywy.pl/RSW2016/ranking-uczelni-akademickich>

On the other hand, according to the Ranking of Universities, UMCS occupies a high 9th place.

It is worth adding that UMCS, for several years, invariably occupies the 1st place in this ranking in the Lubelskie Voivodeship in the category "Prestige of Employers".

NATURE INDEX RISING STARS

Our efforts with regard to internationalisation were appreciated by a prestigious journal Nature which in the report "Nature Index Rising Stars" indicated Poland as a country the position of which grew spectacularly over the last 4 years. The ranking concerning states of Southern and Eastern Europe (Top 25 institutions /South East Europe) included among twenty five scientific units as much as eight Polish institutions. A fact particularly worth highlighting is that this group included Maria Curie-Skłodowska University in Lublin ranked 22nd. Articles which gave UMCS such a high position in the ranking come from the Faculty of Mathematics, Physics and Computer Science.

http://www.natureindex.com/supplements/nature-index-2016-rising-stars/tables/southeast-europe?utm_source=nature.com&utm_medium=Supplement-TOC&utm_campaign=Rising-Stars-2016

THE PRESENCE OF THE UNIVERSITY AT INTERNATIONAL INFORMATION-COMMUNICATION PORTALS

UMCS is present on the following international portals:

- **CORDIS:** <https://cordis.europa.eu/partners/web/mariacuriesklodowskauniversity>
- European Science Events Association (EUSEA): <http://www.eusea.info/Members/Maria-Curie-Sklodowska-University>.
- ERASMUS Plus <http://ec.europa.eu/epale/>
- INTERREG Europa <http://www.interregeurope.eu>

METHODOLOGY

UMCS expressed its support for principles included in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers by signing by the Rector, prof. dr hab. Stanisław Michałowski, PhD a declaration of support for the said principles on 6 September 2016. On 9 September 2016 the Vice-Rector for Scientific Research and International Cooperation, prof. dr hab. Radosław Dobrowolski, PhD invited key persons representing the academic staff and administration of the University (28 persons) for a meeting initiating the University's actions aimed at achieving the logo "**Human Resources Excellence in Research**", during which an idea of implementation was presented. Then, on the basis of Regulation no. 53/2016 of the Rector of UMCS (Appendix 1) the Team for Implementation of the European Charter for Researchers and the Code of Conduct for Recruitment of Researchers at Maria Curie-Skłodowska University was established. To ensure the best implementation of the said principles, on 6 September 2016 the team employed representatives of scientific employees and a wide group of administration employees responsible for analysis and verification of legal regulations, procedures and practices, preparation of a document describing the HR Strategy and the Plan of Actions and promotion and dissemination of developed documents at the University.

Table 2.1. Members of the Team for Implementation of the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers at Maria Curie-Skłodowska University

Item	Full name	Organisational unit of the University
	Head of the Team	
1.	prof. dr hab. Marek Pietraś, PhD	The Faculty of Political Science
	Vice-President of the Team	
2.	dr hab. Anna Rakowska associate prof., PhD	The Faculty of Economics
	Team Coordinator	
3.	mgr (MSc) Grzegorz Narolski	Legal and Organization Department
	Team Secretary	
4.	mgr (MSc) Paweł Kucharski	Legal and Organization Department
	<u>Members of the Team:</u>	

- | | | |
|-----|------------------------------------|---|
| 5. | mgr (MSc) Agnieszka Krukowska | HR-Payroll Centre |
| 6. | mgr (MSc) Hanna Jaworska | HR-Payroll Centre |
| 7. | mgr (MSc) Ewa Kwiatkowska | Payroll Office |
| 8. | mgr (MSc) Karina Kasperek | Centre for Scientific Research and
International Cooperation |
| 9. | mgr (MSc) Anna Polaczek-Skiba | Centre for Scientific Research and
International Cooperation |
| 10. | mgr (MSc) Anna Grzegorzczak | Centre of Transfer of Knowledge and
Technology Patent Attorney |
| 11. | mgr (MSc) Maria Brodzicka | Internal Auditor |
| 12. | mgr (MSc) Grzegorz Kseniak | Promotion Centre |
| 13. | mgr (MSc) Marcin Gołębowski | Promotion Office |
| 14. | mgr (MSc) Katarzyna Kołbut | Press Spokesperson |
| 15. | mgr (MSc) Aneta Adamska | Lubman UMCS |
| 16. | mgr (MSc) Wojciech Widelski | Team of Internal Legislation |
| 17. | mgr (MSc) Sylwia Pawłowska-Jachura | |

Representatives of scientific

employees:

- | | | |
|-----|--|---|
| 18. | prof dr hab. Zbigniew Hubicki, PhD | The Branch Faculty in Puławy, |
| 19. | dr hab. Anna Żukowska, associate prof.,
PhD | The Faculty of Pedagogy and Psychology |
| 20. | dr hab. Wojciech Janicki, PhD | The Faculty of Earth Sciences and Spatial
Development |
| 21. | dr hab. Andrzej Kapusta, PhD | The Faculty of Philosophy and Sociology |
| 22. | dr hab. Piotr Łuczkiwicz, PhD | The Faculty of Humanities |
| 23. | dr Karol Dąbrowski, PhD | Faculty of Law and Administration |
| 24. | dr Agata Kusto, PhD | The Faculty of Arts |
| 25. | dr Joanna Reszko-Zygmunt, PhD | The Faculty of Chemistry |
| 26. | dr Robert Zubel, PhD | The Faculty of Biology and Biotechnology |
| 27. | mgr (MSc) Anna Tudruj | The Faculty of Mathematics, Physics and
Computer Science |
| 28. | mgr (MSc) Marcin Sanakiewicz | Doctoral Student Self-Government |

PROGRAMME OF WORKS PERFORMED BY THE IMPLEMENTATION TEAM

The first activity after appointing the Implementation Team, undertaken by its members was to review the guidelines contained in the Charter and the Code and looking at methods of their implementation in different institutions running their operations both in Poland and abroad.

The first meeting of the Implementation Team took place on 19 September 2016. Under the guidance of the Chairman, prof. Marek Pietraś, the Team has developed a concept of implementation of principles of the Charter and the Code and defined a form of implementation of internal analysis of legal acts and internal documents binding at Maria Curie-Skłodowska University.

An important element of the first meeting of the Implementation Team was the presence of Vice-Rector for Scientific Affairs and International Cooperation – prof. Radosław Dobrowolski, who expressly declared his support for implementation of principles of the Charter and the Code at the University and for undertaking actions aimed at creation of even more friendly and stimulating environment for scientific research at the university and providing researchers with stable working conditions and professional development.

In the period from September to November 2016 9 meetings were held covering: a meeting initiating works on implementation, meetings of the Implementation Team, during which the most important actions were agreed, aiming at implementation of the Charter and the Code at the University and meetings of smaller working teams which implemented particular tasks assigned in accordance with competence areas.

Table 2.2. The schedule of meetings under implementation of principles of the Charter and the Code

Date	Purpose of meeting
9 September 2016	Presentation by the Vice Rector for Scientific Research and International Cooperation an idea of implementation of principles of the Charter and the Code at Maria Curie-Skłodowska University
19 September 2016	Preparation of the detailed concept of implementation of principles of the Charter and the Code, discussion on forms of implementation of internal analysis, discussion on the principles of developing the

	HR strategy and the Plan of activities, as well as preparation of assumptions for a survey and presentation of schedule of works (meeting of the Implementation Team)
20 September 2016	Thorough discussion on principles and forms of preparation of internal analysis of documentation (meeting of the working team responsible for internal analysis)
22-23 September 2016	During the meetings an exact verification binding legislation and internal regulations of the University was made (meeting of the Working Team responsible for internal analysis)
26 September 2016	Presentation and discussion on thoroughly supplemented standard table of internal analysis of documentation (meeting of the Implementation Team)
27 September 2016	Approval of the final content of survey questions concerning the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at Maria Curie-Skłodowska University in Lublin addressed to scientific-teaching, scientific-research, engineering-technical, engineering-research employees and to doctoral students (meeting of the Implementation Team)
1 October 2016	Discussion on procedures of analysis of survey results and appointment of the Working Team responsible for the survey
17 October 2016	An initial analysis of the results of survey was made and division of responsibilities was determined between different members of the Working Team responsible for the survey (meeting of the Implementation Team and members of the Working Team responsible for the survey)
21 November 2016	The Team for Implementation appointment – a summary of the HR Strategy and Action Plan being prepared

14 February 2017	The Team for Implementation analysed the remarks contained in the Consensus report form to UMCS Application for the "HR Excellence in Research" award submitted by: Maria Curie-Skłodowska University (UMCS), received on 10 February 2017.
23 February 2017	An appointment of the Team monitoring implementation of the principles concerning the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at Maria Curie-Skłodowska University in Lublin

INFORMATION CAMPAIGN

An information campaign has been initiated on 27 September 2016 in connection with undertaken actions related to implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at Maria Curie-Skłodowska University in Lublin.

Apart from an informational nature of campaign it was also intended to encourage doctoral students and scientific employees of UMCS to setting out their views on the conditions of work and professional development as part of the conducted survey. Extensive information regarding the UMCS's support for principles of the Charter and the Code were published on the website dedicated to implementation. UMCS allocated a webpage dedicated to the HRS4R process: <http://www.umcs.pl/en/en-logo-hr.htm>. The text with additional annexes can be found on: <http://phavi.umcs.pl/at/attachments/2016/1117/071456-hr-strategy-of-maria-curie-sklodowska-university-hrs4r-.pdf>. The page describes what the Charter and the Code are, and the benefits of obtaining the logo "Human Resources Excellence in Research" for the University and its scientific employees. It also presents actions taken by the University in connection with preparation for implementation of principles of the Charter and the Code and contact persons indicated under the project. The website updated on a regular basis with the information concerning implementation works.

Moreover, insofar as the commenced survey is concerned, an additional promotional campaign was conducted with the use of various communication channels taking into account, e.g.:

- sending e-mails to responders (e-mails repeated many times),

- a letter from the Vice Rector for Scientific Affairs and International Cooperation – prof. dr. hab. Radosław Dobrowolski, PhD addressed to heads of scientific-teaching units of UMCS, containing a request to mobilise employees/doctoral students to participate in the survey,
- notification in the University's survey system,
- information leaflet included in the October issue of "Wiadomości Uniwersyteckie" (Annex 6), posts published on university profiles of UMCS on social networking platforms: Twitter, Facebook, <http://phavi.umcs.pl/at/attachments/2016/1117/071456-hr-strategy-of-maria-curie-sklodowska-university-hrs4r-.pdf>
- whisper marketing:
 - representatives of faculties in the Implementation Team for principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at UMCS encouraged their co-workers to participate in the survey;
 - administration employees - members of the Team, visited/spoke on the phone with authorities of particular UMCS Faculties in order to encourage academic teachers and doctoral students to participate in the survey;
 - representatives of the Doctoral Student Self-Government of UMCS mobilised young researchers to participate in the survey.

Employees and doctoral students invited to participate in the survey, after its completion, received gratitude e-mails for filling out the survey and sharing their opinions on the issues raised therein. It was also underlined that such information will contribute to setting directions of development of work environment for researchers at Maria Curie-Skłodowska University, as well as will bring it closer to reaching its goal, which is to obtain the logo "Human Resources Excellence in Research".

INTERNAL ANALYSIS

INTERNAL ANALYSIS OF DOCUMENTATION

An internal analysis was carried out by comparing guidelines contained in the Charter and Code with applicable national legal acts as well as Maria Curie-Skłodowska University's internal regulations. The Standard Internal Analysis Table available on the EURAXESS website was used to carry out the analysis.

In the first phase of the process the analysis was carried out by individual organisational units carrying out actions within their competence areas in cooperation with research workers' representatives from all UMCS Faculties and the Doctoral Student Self-Government. The Team for Implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at UMCS, during an appointment, which took place on 14 February 2017, analysed the remarks contained in the Consensus report form to UMCS Application for the "HR Excellence in Research" award submitted by: UNIVERSITY MARIA CURIE-SKŁODOWSKA (UMCS), received on 10 February 2017. The members of the Team made a unanimous decision that it was necessary to comply with the EURAXESS Right Team experts' suggestions. Extending the composition of a Working Team to include researchers will fundamentally and positively affect the progress of implementation work which involves the necessity of taking into account a wide range of normative acts covered by the analysis. The researchers' active participation in the work of the team fundamentally affected the progress and effectiveness of its work because:

1. researchers are subjects to whom individual – existing or necessary to be introduced in connection with the adaptation of legislation to the requirements of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers – legal solutions apply,
2. the specificity of individual faculties, resulting, e.g., from: the number of groups of students covered by education and the number of research projects in progress, affects the necessity to analyse existing and planned legal solutions, based on the practical side of their implementation and the needs of fundamental UMCS units-Faculties;

The principles of the analysis and the form of carrying it out were thoroughly discussed during one of the Team for Implementation appointments. Material prepared by individual organisational units was collected under one document of the Standard Internal Analysis Table. In the next step, the analysis of legal acts and the University's internal

regulations put down in the document was initially verified as well as the action plan in this respect prepared by the group with the participation of, e.g., the Coordinator of the Team for Implementation, MSc Grzegorz Narolski, researchers' representatives from all UMCS Faculties, employees of the HR-Payroll Centre and of the Research and International Cooperation Centre, and also an Internal Auditor. For thorough verification of the drawn up internal analysis taking into account practices applicable at the University, an independent working team was appointed – Table 3.1. It consists of the representatives of organisational units and researchers from individual UMCS Faculties involved in the project of implementation of the principles the Charter and Code at the University, and the work of the team was led by UMCS Legal and Organization Department Director, MSc Grzegorz Narolski.

Table 3.1. Members of the working team appointed for detailed verification of internal analysis documentation

No.	Name	University's Organisational Unit
	Chairman	
1.	MSc Grzegorz Narolski	Legal and Organization Department
	Team Members	
2.	prof. Hab. PhD Zbigniew Hubicki	UMCS Branch Faculty in Puławy
3.	Hab. PhD Anna Żukowska, associate	Faculty of Education and Psychology
4.	professor Hab. PhD Wojciech Janicki	Faculty of Earth Sciences and Spatial Management
5.	Hab. PhD Andrzej Kapusta	Faculty of Philosophy and Sociology
6.	Hab. PhD Piotr Łuczkiwicz	Faculty of Humanities
7.	PhD Karol Dąbrowski	Faculty of Law and Administration
8.	PhD Agata Kusto	Faculty of Arts
9.	PhD Joanna Reszko-Zygmunt	Faculty of Chemistry
10.	PhD Robert Zubel	Faculty of Biology and Biotechnology
11.	MSc Anna Tudruj	Faculty of Mathematics, Physics and Computer Science
12.	MSc Marcin Sanakiewicz	Doctoral Student Self-Government
13.	MSc Agnieszka Krukowska	HR-Payroll Centre
14.	MSc Hanna Jaworska	Human Resources Office
15.	MSc Ewa Kwiatkowska	Pay Office

16.	MSc Karina Kasperek	Research and International Cooperation Centre
17.	MSc Anna Polaczek-Skiba	Research and International Cooperation Centre
18.	MSc Grzegorz Kseniak	Internal Auditor

During working appointments, which took place on 22 and 23 September 2016, applicable legal acts and the University's internal regulations were thoroughly verified. The Standard Internal Analysis Table filled out in detail was finally presented and discussed with all members of the Team for Implementation, and conclusions drawn from it were used to prepare the HR Strategy and Action Plan.

In the course of the work – the working team participants being researchers' representatives – made many remarks and suggestions concerning practical functioning of individual UMCS internal regulations legal acts. They also highlighted weaknesses and strengths of the solutions being discussed from the point of view of specificity of individual UMCS Faculties.

Furthermore, the researchers' representatives participation in the work of the Team for Implementation and of the Working Team will have a fundamental impact on these members' future work connected with the introduction of legal solutions at Maria Curie-Skłodowska University to adapt the university legal acts to the requirements of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. Their suggestions, remarks and proposals of specific solutions being brought forward will positively affect the substantive and practical side of applied legal regulations, taking into account the specificity of individual Faculties.

Table 3.2. Standard table of internal analysis

1. Freedom of scientific research Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere. Does scientific research at Maria Curie-Skłodowska University in Lublin allow you to enjoy freedom of beliefs and expression and to identify methods of solving problems in accordance with recognised ethical principles and practices?			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Act - Law on Higher Education Act - Industrial Property Law Act on Copyright and Related Rights Act on Protection of Databases Act on Counteracting Unfair Competition Act on the Terms of Financing Science Act on Public Finance Act on Responsibility for Violation of Public Finance Discipline	The Charter of UMCS of 14 June 2015 (as amended) adopted by Resolution no. XXI-9.2/06 of 14 June 2006 on adoption of the Charter of UMCS Resolution no. XXIII – 26.1/15 of the Senate of Maria Skłodowska-Curie University in Lublin of 27 May 2015 on adopting the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers	actions not required	-

<p>The Code of National Science Centre concerning reliability of scientific research and applying for research funding adopted by Resolution no. 20/2016 of the Council of NCS</p> <p>Code of ethical conduct for scientific employee adopted by Resolution no. 10/2012 of the General Assembly Polish Academy of Sciences</p> <p>The Code of Good Practices in Higher Education Institutions, KRASP FRP 2007</p> <p>Code of ethical conduct for laureates and beneficiaries of the Foundation for Polish Science adopted by the Foundation Board, 2008</p> <p>Reliability in scientific research and enforcement of intellectual property rights, the Ministry of Science and Higher Education 2012.</p> <p>Recommendations of the Council of the National Science Centre concerning studies in humanities, 2016</p>	<p>Resolution no. XXIII – 25.1/15 of the Senate of Maria Skłodowska-Curie University in Lublin of 22 April 2015 on acceptance of the Regulations of management of copyrights and related rights, industrial property rights and principles of commercialisation at Maria Curie-Skłodowska University in Lublin</p> <p>Resolution no. XXIII – 25.2/15 of the Senate of Maria Skłodowska-Curie University in Lublin of 22 April 2015 on acceptance of the Regulations of commercial use the University's property to provide commissioned scientific-research services and commercialisation of research and development works</p> <p>Resolution No. XXII –40.11/12 of the Senate of Maria Curie Skłodowska University in Lublin of 23 May 2012 on development strategy of Maria Curie-Skłodowska University in Lublin</p>		
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	<p>Circular Letter no. 1/2013 of the Rector of Maria Curie-Skłodowska University in Lublin of 13 March 2013 at the University employees' compliance with the university ethical norms – the Code of Good Practices in Higher Education Institutions</p> <p>Order No. 107/2013 of the Rector of Maria Curie-Skłodowska University in Lublin of 25 November 2013 on appointment of the Audit Committee and the Scientific Research Ethics Commission of Maria Curie-Skłodowska University</p>		
2. Ethical principles Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional codes of ethics.			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Act - Law on Higher Education The Code of National Science Centre concerning reliability of scientific research and applying for research funding adopted By Resolution no. 20/2016 the Council of NCS	The Charter of UMCS of 14 June 2015 (with later amendments) adopted by Resolution no. XXI-9.2/06 of 14 June 2006 on adoption of the Charter of UMCS	Making available on the UMCS website a set of nationwide guidelines concerning the issue of ethics in the area of Higher Education	2 month / Organisational-Legal Department of UMCS

<p>the Code of Ethical Conduct for Scientific Employee adopted by Resolution no. 10/2012 of the General Assembly of Polish Academy of Sciences</p> <p>The Code of Good Practices in Higher Education Institutions, KRASP FRP 2007</p> <p>Code of ethical conduct for laureates and beneficiaries of FNP adopted by the Foundation Board, 2008</p> <p>Good academic practices in hiring and in superior-subordinate relations, the Ministry of Science and Higher Education 2014</p> <p>Good practice in review procedures in science, the Ministry of Science and Higher Education 2011.</p> <p>Reliability in scientific research and enforcement of intellectual property rights, the Ministry of Science and Higher Education 2012.</p> <p>Recommendations of the Council of the National Science Centre concerning studies in humanities, 2016</p>	<p>Resolution no. XXIII – 26.1/15 of the Senate of Maria Skłodowska-Curie University in Lublin of 27 May 2015 on adopting the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers</p> <p>Circular Letter no. 1/2013 of the Rector of UMCS in Lublin of 13 March 2013 concerning the obligation for the University's employees to adhere to ethical values binding at the University, in particular to the Code of Good Practices in Higher Education Institutions</p> <p>Order No. 107/2013 of the Rector of Maria Curie-Skłodowska University in Lublin of 25 November 2013 on appointment and functioning of the Scientific Research Ethics Commission of Maria Curie-Skłodowska University).</p>		
3. Professional responsibility			

Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere.

They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers.

The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.

Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Labour Code Act - Law on Higher Education Act - Industrial Property Law Act on Protection of Databases Act on Counteracting Unfair Competition Act on Copyright and Related Rights Act - Intellectual Property Right The Code of National Science Centre concerning reliability of scientific research and applying for research funding adopted By Resolution no. 20/2016 of the Council of NCS Code of ethical conduct for scientific employee adopted by Resolution no. 10/2012 of the	The Charter of UMCS of 14 June 2015 (with later amendments) adopted by Resolution no. XXI- 9.2/06 of 14 June 2006 on adoption of the Charter of UMCS Resolution no. XXIII – 25.1/15 of the Senate of Maria Skłodowska- Curie University in Lublin of 22 April 2015 on acceptance of the Regulations of management of copyrights and related rights, industrial property rights and principles of commercialisation at Maria Curie-Skłodowska University in Lublin Resolution no. XXIII – 25.2/15 of the Senate of Maria Skłodowska- Curie University in Lublin of 22 April 2015 on acceptance of the	not required actions	-

<p>General Assembly Polish Academy of Sciences</p> <p>Code of ethical conduct for laureates and beneficiaries of FNP adopted by the Foundation Board, 2008</p> <p>Good Practices in Higher Education Institutions, KRASP FRP 2007.</p> <p>Good Practices of Scientific Research. Recommendations, Team of Ethics in Science at the Minister of Science, 2004</p> <p>Good Academic Practices in hiring and superior - subordinate relations, the Ministry of Science and Higher Education 2014</p> <p>Reliability in scientific research and enforcement of intellectual property rights, the Ministry of Science and Higher Education 2012.</p>	<p>Regulations of commercial use the University's property to provide commissioned scientific-research services and commercialisation of research and development works</p> <p>Order No. 107/2013 of the Rector of Maria Curie-Skłodowska University in Lublin of 25 November 2013 on appointment of the Audit Committee and the Scientific Research Ethics Commission of Maria Curie-Skłodowska University</p> <p>Regulations of innovative activities at UMCS introduced by Order No. 40/2006 of the Rector of Maria Curie-Skłodowska University of 29 November 2006</p> <p>According to the Act - Law on Higher Education all academic teachers are subject to evaluation, in particular in the scope of due performance of obligations referred to in Article 111 Of the Act and observance of copyright</p>		
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	<p>and related rights, as well as industrial property rights.</p> <p>The provisions of the Act were reflected in the Charter of UMCS where in paragraph 116 an obligation to observe copyright and related rights, as well as industrial property rights is listed among the evaluation criteria of academic teachers concerning fulfilling obligations specified in the Act.</p>		
4. Professional attitude Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Act - Law on Higher Education Act on Public Finance Act on the Terms of Financing Science Act on Responsibility for Violation of Public Finance Discipline Act on the National Science Centre Act on National Centre of Research and Development	RESOLUTION NO. XXIII – 19.6/14 of the Senate of Maria Curie-Skłodowska University in Lublin of 24 September 2014 on optimisation of the management system at Maria Curie-Skłodowska University by implementing a reform in the area of education quality and introducing strategic management under the quality management model	Preparation and implementation of process of notifying employees and doctoral students about currently implemented projects, grants etc. through Intranet (when submitting a project under the NCS competition, research workers mark in the application whether research data require approval of, e.g. a competent commission, ethical committee for animal experiments, permit for conducting tests on protected species or in the protected areas, etc.) This is	1 year/Centre of Scientific Research and International Cooperation; The Centre of Transfer of Knowledge and Technology

<p>The Code of National Science Centre concerning reliability of scientific research and applying for research funding adopted by Resolution no. 20/2016 of the Council of NCS</p> <p>Recommendations of the Council of the National Science Centre concerning studies in humanities, 2016</p> <p>Good practice in review procedures in science,</p> <p>The Ministry of Science and Higher Education 2011.</p> <p>Reliability in scientific research and enforcement of intellectual property rights, the Ministry of Science and Higher Education 2012</p> <p>Regulation of the Minister of Science and Higher Education of 27 October 2015 on the detailed criteria and mode of granting and settlement research scholarships for outstanding young researchers</p> <p>Regulation of the Minister of Science and Higher Education of 8 September 2016 on particular criteria and mode of granting funds for activities popularising science</p> <p>Regulation of the Minister of Science and</p>	<p>ORDER No. 33/2014 of the Rector of Maria Curie-Skłodowska University in Lublin of 29 May 2014 on conducting a study of education quality at Maria Curie-Skłodowska University in Lublin</p> <p>ORDER no. 21/2015 of the Rector of Maria Curie-Skłodowska University in Lublin of 31 March 2015 on introduction of the Regulations of management of projects financed or co-financed from European and international aid funds</p> <p>CIRCULAR LETTER No. 2/2016 of the Rector of Maria Curie-Skłodowska University in Lublin of 30 May 2016 on procedures disposing of funds under indirect costs billed as a lump sum in the educational projects co-financed from structural funds of the European Union implemented under the Operational Programme Knowledge, Education, Development by Maria Curie-Skłodowska University in Lublin</p>	<p>an obligatory part of application which clearly confirms that, currently, employees of the Centre inform about the obligation of having consents for research at the stage of preparation of the application for research project funding)</p> <p>Preparation and implementation of internal legislative acts of UMCS governing processes of application preparation, as well as principles of implementation of scientific research financed from national funds.</p>	
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<p>Higher Education of 27 October 2015 on the detailed criteria and mode of granting and settlement of funds for science under the "Diamontowy Grant" programme</p> <p>Regulation of the Minister of Science and Higher Education of 8 October 2015 on the detailed criteria and mode of granting and settlement of funds for investments used for the needs of scientific research or development works</p> <p>Regulation of the Minister of Science and Higher Education of 9 September 2015 on the detailed criteria and mode of evaluation of applications for awarding a prize for excellent scientific or scientific-technical achievements</p> <p>Regulation of the Minister of Science and Higher Education of 11 September 2015 on the detailed criteria and mode of granting and settlement of funds for maintenance of special testing device, of special testing device related to IT infrastructure of science, providing access to scientific information, including the Virtual Library of Science and for covering cost of restructuring scientific units</p> <p>Regulation of the Minister of Science and</p>	<p>ORDER No. 2/2012 of the Rector of Maria Curie-Skłodowska University in Lublin of 25 January 2012 on determination of the amount of overheads of indirect costs</p> <p>ORDER No. 40/2011 of the Rector of Maria Curie-Skłodowska University in Lublin of 16 September 2011 on introduction of principles of conduct with regard to issuing opinions and signing research work contracts with national or foreign entities and contracts for co-ownership and commercialisation of results of research works</p> <p>ORDER No. 65/2015 of the Rector of Maria Curie-Skłodowska University in Lublin of 21 October 2015 amending Regulation no. 67/2013 of the President of UMCS (Marie Curie Skłodowska University) of 28 June 2013 on introduction of the Regulations of performing the works commissioned under research performed by Maria Curie-Skłodowska</p>		
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Higher Education of 11 September 2015 on the method of determining the amount of subsidies and settlement of funds for maintenance of research potential and for scientific research or development works and tasks related thereto, used for development of young researchers and participants of doctoral studies	Order No. 47/2014 of the Rector of UMCS of 15 July 2014 on introduction of the Regulations of granting doctoral scholarships and increasing the amount of doctoral scholarship from earmarked subsidy for pro-quality tasks		
Act of 30 April 2010 on the National Science Centre	Order No. 47/2011 of the Rector of UMCS of 30 November 2011 on introduction of the Management Control System		
Regulations of granting research scholarships for young researchers under research projects and regulations of granting research scholarships for young researchers under ETIUDA doctoral scholarships financed from the funds of the National Science Centre	Order No. 33/2013 of the Rector of Maria Curie-Skłodowska University in Lublin of 8 May 2013 amending Order No. 47/2011 of the Rector of UMCS of 30 November 2011 on introduction of the Management Control System		
Act of 30 April 2010 on the National Centre for Research and Development	Order No. 103/2013 of the President of UMCS of 8 November 2013 on organisation and principles of carrying out financial economy of the University, with later amendments		
The Statute of the Foundation for Polish Science			
Regulation of the Minister of Science and Higher Education of 17 July 2015 on scholarships for excellent achievements granted to students	Order No. 72/2015 of the Rector of Maria Curie-Skłodowska University		

	in Lublin of 15 December 2015 amending Order No. 103/2013 of the Rector of UMCS of 8 November 2013 on organisation and principles of carrying out financial economy of the University		
5. Contractual and legal obligations Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions. This includes intellectual property rights regulations, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis, publications, patents, reports, new products development, etc.) as set out in the terms and conditions of the contract or equivalent document.			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Act - Industrial Property Law Act on Copyright and Related Rights Act on Protection of Databases Act - Public Procurement Law	RESOLUTION No.XXII –40.11/12 of the Senate of Maria Curie Skłodowska University in Lublin of 23 May 2012 on development strategy of Maria Curie-Skłodowska University in Lublin Resolution no. XXIII – 25.1/15 of the Senate of Maria Skłodowska-Curie University in Lublin of 22 April 2015 on acceptance of the Regulations of management of copyrights and related rights, industrial property rights and principles of commercialisation at Maria Curie-Skłodowska University in Lublin	Preparation of the plan of notifying scientific employees about regulations binding in this respect Preparation and implementation of internal legislative acts of UMCS governing processes of application preparation, as well as principles of implementation of scientific research financed from national funds.	1 year /Centre of Scientific Research and International Cooperation, the Organisational-Legal Department; The Centre of Transfer of Knowledge and Technology

	<p>Resolution no. XXIII – 25.2/15 of the Senate of Maria Skłodowska-Curie University in Lublin of 22 April 2015 on acceptance of the Regulations of commercial use the University's property to provide commissioned scientific-research services and commercialisation of research and development works</p> <p>ORDER no. 21/2015 of the Rector of Maria Curie-Skłodowska University in Lublin of 31 March 2015 on introduction of the Regulations of management of projects financed or co-financed from European and international aid funds</p> <p>Regulations of innovative activities at UMCS introduced by Order No. 40/2006 of the Rector of Maria Curie-Skłodowska University of 29 November 2006</p> <p>Order No. 41/2014 of the Rector of Maria Curie-Skłodowska University in Lublin of 16 April 2014 on introduction of the Regulations of awarding public procurement contracts at Maria Curie-Skłodowska University with the value exceeding EUR 30.000 and the Regulations of awarding public</p>		
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	procurement contracts at Maria Curie-Skłodowska University with the value not exceeding EUR 30.000 or contracts to which of the Public Procurement Law Act does not apply		
6. Accountability Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees. Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Act - Law on Higher Education Act on Principles of Financing Science Act on Public Finance Act on Responsibility for Violation of Public Finance Discipline	<p>The Charter of UMCS of 14 June 2015 (with later amendments) adopted by Resolution no. XXI-9.2/06 of 14 June 2006 on adoption of the Charter of UMCS</p> <p>RESOLUTION No.XXII –40.11/12 of the Senate of Maria Curie Skłodowska University in Lublin of 23 May 2012 on development strategy of Maria Curie-Skłodowska University in Lublin</p> <p>Order No. 103/2013 of the Rector of</p>	actions not required	-

	<p>UMCS of 8 November 2013 on organisation and principles of carrying out financial economy of the University</p> <p>Order No. 72/2015 of the Rector of Maria Curie-Skłodowska University in Lublin of 15 December 2015 amending Order No. 103/2013 of the Rector of UMCS of 8 November 2013 on organisation and principles of carrying out financial economy of the University</p> <p>Order No. 47/2011 of the Rector of Maria Curie-Skłodowska University in Lublin of 30 November 2011 on introduction of the Management Control System</p> <p>MESSAGE of the Rector of Maria Curie-Skłodowska University in Lublin of 23 November 2015 on foreign business trips of employees of UMCS in Lublin and delegated foreign trips of employees of UMCS in Lublin.</p> <p>ORDER no. 8/2014 of the Rector of</p>		
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	<p>Maria Curie-Skłodowska University in Lublin of 13 February 2014 on introduction of the Regulations of using business numbers of mobile phones and packet data transmission devices being a property of Maria Curie-Skłodowska University in Lublin</p> <p>Regulations on management of projects financed or co-financed from European and international aid funds introduced by Order No. 21/2015 of the Rector of UMCS of 31 March 2015</p> <p>Resolution no. XXIII -24.2/15 of the Senate of UMCS of 25 March 2015 on conditions and mode of sending employees, doctoral candidates and students of Maria Skłodowska-Curie University in Lublin abroad for scientific, teaching and training purposes</p> <p>Card of internal audit of UMCS appended to Circular Letter No. 3/2016 of 29 August 2016</p> <p>Order No. 52/2014 of the Rector of Maria Skłodowska-Curie University in Lublin of 4 August 2014 on the</p>		
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	<p>introduction of the Instruction of management of programmes, projects and risk in programmes and strategic projects at Maria Curie-Skłodowska University</p> <p>Order No. 1/2008 on introducing the Office Instruction and the Instruction on organisation of the UMCS Archive and the scope of its activities</p> <p>Order No. 41/2014 of the Rector of Maria Curie-Skłodowska University in Lublin of 16 April 2014 on introduction of the Regulations of awarding public procurement contracts at Maria Curie-Skłodowska University with the value exceeding EUR 30.000 and the Regulations of awarding public procurement contracts at Maria Curie-Skłodowska University with the value not exceeding EUR 30.000 or contracts to which of the Public Procurement Law Act does not apply</p>		
7. Good practice in research			

<p>Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfil them at all times.</p>			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
<p>Labour Code along with executive regulations with regard to OHS and fire safety</p> <p>Regulation of the Minister of Labour and Social Policy concerning general health and safety regulations</p> <p>Fire Protection Act</p> <p>Act on Preventing and Counteracting Infections and Infectious Diseases in Humans</p> <p>Act on Chemical Substances and their Mixes</p> <p>Act on Genetically Modified Organisms</p> <p>Act on Protection of Secret Information</p> <p>Act on Protection of Databases</p> <p>Regulation of the Ministry of Science and Higher Education on personal data processing and technical and organisational conditions to be met by IT systems and devices used for personal data processing</p> <p>Reliability in scientific research and respect for intellectual property, the Ministry of Science and Higher Education 2012</p> <p>Good practice in review procedures in science, the Ministry of Science and Higher</p>	<p>UMCS Work Regulations</p> <p>Order No. 8/2010 of the Rector of Maria Skłodowska-Curie University in Lublin of 1 February 2010 on introduction of the Organizational Regulations of Maria Skłodowska-Curie University in Lublin</p> <p>Order No. 14/2013 of the Rector of Maria Skłodowska-Curie University in Lublin of 7 March 2013 on introduction of the Regulations on personal data protection of Maria Skłodowska-Curie University in Lublin</p> <p>Order No. 33/2008 of the Rector of UMCS of 4 July 2008 on providing proper protection of software and data in IT systems functioning in protected IT network of UMCS</p>	<p>Preparation and implementation of a new Work Regulations</p> <p>Conducting occupational risk assessment for missing work positions and updating documentation of occupational risk assessment</p>	<p>2 years /the HR-Payroll Centre, the Organisational-Legal Department</p> <p>2 years /Occupational Health and Safety Department</p>

Education 2011.	<p>Order No. 6/2012 of the Rector of Maria Curie-Skłodowska University in Lublin of 7 February 2012 on protection of personal data processed in Maria Curie-Skłodowska University in Lublin</p> <p>Order No. 6/2007 of the Rector of Maria Curie-Skłodowska University of 6 March 2007 on determination of detailed principles of training of employees and students of Maria Curie-Skłodowska University in the field of OHS and fire protection.</p> <p>Order No. 5/2007 of the Rector of Maria Curie-Skłodowska University of 6 March 2007 on control of occupational health and safety conditions and fire protection</p> <p>Order No. 42/2012 of the Rector of Maria Skłodowska-Curie University in Lublin of 28 September 2012 on principles of appointing and the scope of competences of the Occupational Health and Safety Commission</p>		
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	<p>Order no. 16/2013 of the Rector of Maria Curie-Skłodowska University in Lublin of 13 March 2013 on appointing the Laboratory Team at Maria Curie-Skłodowska University in Lublin</p> <p>Circular Letter No. 1/2015 of the Rector of Maria Curie-Skłodowska University in Lublin of 12 February 2015 on appointing the Information Security Administrator of Maria Curie-Skłodowska University in Lublin</p> <p>Circular Letter no. 8/2013 of the Rector of Maria Curie-Skłodowska University in Lublin of 30 August 2013 on procedures related to the University's IT systems processing personal data</p> <p>Order No. 50/2011 of the Rector of Maria Curie-Skłodowska University in Lublin of 20 December 2011 on introduction of Procedure P/03/BHP/2011 "Organisation of first aid provision system"</p> <p>Order No. 82/2013 of the Rector of Maria Curie-Skłodowska University in Lublin of 2 August 2013 amending Order No. 33/2008 of the</p>		
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	<p>Rector of UMCS of 4 July 2008 on providing proper protection of software and data in IT systems operating in UMCS protected IT network</p> <p>Order No. 113/2013 of the Rector of Maria Curie-Skłodowska University in Lublin of 12 December 2013 on introduction of Procedure P/04/BHP/2013 "Occupational risk assessment"</p>		
8. Dissemination, use of results All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Act - Law on Higher Education Act on the National Centre of Science Act on the National Centre for Research and Development Act - Industrial Property Law Act on Copyright and Related Rights Act on Protection of Databases Act on Access to Public Information	<p>Resolution no. XXIII – 25.1/15 of the Senate of Maria Skłodowska-Curie University in Lublin of 22 April 2015 on acceptance of the Regulations of management of copyrights and related rights, industrial property rights and principles of commercialisation at Maria Curie-Skłodowska University in Lublin</p> <p>Resolution no. XXIII – 25.2/15 of the</p>	Undertaking actions aimed at establishment of a contact point. The purpose of the contact point would be to coordinate activities of organisational units/departments of the University in the process technology transfer, with particular focus on handling contacts with researchers and entrepreneurs interested in transfer of technology from UMCS to the economy	1 year /the UMCS Centre of Transfer of Knowledge and Technologies

	<p>Senate of Maria Skłodowska-Curie University in Lublin of 22 April 2015 on acceptance of the Regulations of commercial use the University's property to provide commissioned scientific-research services and commercialisation of research and development works</p> <p>RESOLUTION No.XXII –40.11/12 of the Senate of Maria Curie Skłodowska University in Lublin of 23 May 2012 on development strategy of Maria Curie-Skłodowska University in Lublin</p> <p>Regulations on innovative activities at UMCS introduced by Order No. 40/2006 of the Rector of Maria Curie-Skłodowska University in Lublin of 29 November 2006</p> <p>Order No. 40/2011 of the Rector of Maria Curie-Skłodowska University in Lublin of 16 September 2011 on introduction of principles of conduct with regard to issuing opinions and signing research work contracts with national or foreign entities and contracts for ownership and commercialisation of results of research works</p>		
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	<p>Order No. 40/2016 of the Rector of Maria Curie-Skłodowska University in Lublin of 8 July 2016 on establishing the UMCS Centre of Transfer of Knowledge and Technologies</p> <p>Regulations of the UMCS Centre of Transfer of Knowledge and Technologies</p> <p>Regulations of the Centre for Research and Development "e-Humanistyka" - Appendix to the Order No. 41/2014 of the Rector of Maria Curie-Skłodowska University in Lublin of 1 July 2014 on establishing the Centre for Research and Development e-Humanistyka</p> <p>Regulations of the Centre for Computer Games Research - an appendix to Order No. 78/2014 of the Rector of Maria Curie-Skłodowska University in Lublin of 17 December 2014 on establishing the UMCS Centre for Computer Games Research</p> <p>Resolution no. XXIII-27.2/15 of the Senate of Maria Curie-Skłodowska University in Lublin of 24 June 2015 expressing a consent for establishment ECOTECH-COMPLEX management company</p>		
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	<p>Resolution no. XXIII-18.12/14 of the Senate of Maria Curie-Skłodowska University in Lublin of 25 June 2014 expressing a consent for concluding by the University a cooperation agreement in order to create the Technology Cluster called: “KLASTER BUDOWNICTWO DROGOWE LUBELSZCZYŹNY”</p> <p>Resolution No. XX-6.2/03 of the Academic Senate of Maria Curie-Skłodowska University in Lublin of 26 March 2003 at the University's accession to Lubelski Park Naukowo-Technologiczny Sp. z o.o. or establishing of the company</p> <p>Resolution no. XXIII-19.5/14 of the Senate of Maria Curie-Skłodowska University in Lublin of 24 September 2014 expressing a consent for establishment of the spin-off company which aim will be to make use of results of scientific research and patents related to the way of producing an application of mutanase for commercial use in industry</p> <p>Regulations of the Botanical Garden</p>		
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	<p>of Maria Curie-Skłodowska University appended to Order No.53/2014 of the Rector of UMCS</p> <p>Regulations of the UMCS Research Centre constituting an appendix to Resolution No.13.3/03 of the Academic Senate of UMCS of 17 December 2003</p> <p>Resolution no. XXIII-9.7/13 of the Senate of UMCS of 26 June 2013 on development of spin-off companies involving UMCS</p> <p>ORDER no. 21/2015 of the Rector of Maria Curie-Skłodowska University in Lublin of 31 March 2015 on introduction of the Regulations of management of projects financed or co-financed from European and international aid funds</p> <p>Order No. 14/2014 of the Rector of Maria Curie-Skłodowska University of 4 March 2014 on principles of preparation, conclusion and registration of civil-law contracts along with amendments introduced by Order No. 4/2016 of the Rector of</p>		
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	<p>Maria Skłodowska-Curie University in Lublin of 20 January 2016</p> <p>CIRCULAR LETTER No. 3/2014 of the Rector of Maria Curie-Skłodowska University in Lublin of 8 July 2014 amending Circular Letter No. 6/2013 of the Rector of Maria Curie-Skłodowska University in Lublin of 3 July 2013 on principles of keeping registers of granted allowances and allowances for the nature of work and introducing the template of application for granting allowances</p>		
9. Public engagement Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Act - Law on Higher Education Act on Access to Public Information Provisions of ECHE (Erasmus University Charter for Higher Education)	RESOLUTION No.XXII –40.11/12 of the Senate of Maria Curie Skłodowska University in Lublin of 23 May 2012 on development strategy of Maria Curie-Skłodowska University in Lublin Lublin Science Festival	actions not required	-

	Open doors Children's University University of the Third Age Regulations of the Botanical Garden of Maria Curie-Skłodowska University appended to Order No. 53/2014 of the Rector of UMCS		
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Additional good practices applied at the university

UMCS uses good practices concerning promotion of science, e.g. Lublin Science Festival organized in September every year jointly organized with public higher education institutions of Lublin.

10. Non-discrimination principle

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.

Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Labour Code Act - Law on Higher Education	UMCS Work Regulations Order No. 43/2010 of the Rector of Maria Curie-Skłodowska University in Lublin of 9 September 2010 on introduction of the Regulations on internal antimobbing policy of Maria Skłodowska-Curie University in Lublin	Preparation and implementation of a new Work Regulations	2 years /the HR- Payroll Centre, the Organisational-Legal Department

	RESOLUTION No.XXII –40.11/12 of the Senate of Maria Curie Skłodowska University in Lublin of 23 May 2012 on development strategy of Maria Curie-Skłodowska University in Lublin		
11. Employee appraisal systems Employers and/or funders of researchers should introduce employee appraisal systems for all researchers, including senior scientific employees, for regular evaluation of their professional achievements conducted in a clear manner by an independent committee (and, in the case of senior scientific employees, preferably by an international committee). This type of employee appraisal procedure should duly take account of general scientific creativity, as well as laboratory test results of researchers, e.g. publications, patents, management of scientific research, teaching/lecturing, academic care, consulting, national or international cooperation, administrative responsibilities, actions with regard to dissemination of scientific awareness in the society and mobility, moreover, they should be also taken into account in the context of professional development.			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Act - Law on Higher Education	The Charter of UMCS UMCS Work Regulations RESOLUTION No.XXII –40.11/12 of the Senate of Maria Curie Skłodowska University in Lublin of 23 May 2012 on development strategy of Maria Curie-Skłodowska University in Lublin	Adjustment of assessment cards to the new wording of regulations, including modification of assessment criteria Preparation and implementation of a new Work Regulations	2 years/the HR-Payroll Centre, the Organisational-Legal Department 2 years /the HR-Payroll Centre, the Organisational-Legal Department

	<p>Resolution No. XXI – 21.4/07 of the Senate of Maria Curie-Skłodowska University in Lublin of 19 December 2007 on "Card of periodical assessment of academic teachers, magisters and doctors"</p> <p>Resolution No. XXI – 26.5/08 of the Senate of Maria Curie-Skłodowska University in Lublin of 28th May 2008 on "Card of periodical assessment of academic teachers with an academic title"</p> <p>Resolution No. XXI – 26.4/08 of the Senate of Maria Curie-Skłodowska University in Lublin of 28th May 2008 on "Card of periodical assessment of academic teachers with a habilitated doctor degree"</p> <p>ORDER no. 47/2016 of the Rector of Maria Curie-Skłodowska University in Lublin of 28 July 2016 on the introduction of assessment sheet for scientific-technical, engineering-technical and technical</p>		
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	<p>employees handling the scientific-research and teaching process as well as for employees involved in publishing activities, as well as the mode of assessment</p> <p>ORDER No. 33/2014 of the Rector of Maria Curie-Skłodowska University in Lublin of 29 May 2014 on conducting a study of education quality at Maria Curie-Skłodowska University in Lublin</p> <p>Resolution No. XXIII – 27.6/15 of the Senate of Maria Curie-Skłodowska University in Lublin of 24 June 2015 on the Regulations on awarding the Rector's prizes for academic teachers of Maria Curie-Skłodowska University</p> <p>Order No. 5/2012 of the Rector of Maria Curie-Skłodowska University in Lublin of 7 February 2012 on the introduction of the Regulations for Maria Curie Prize</p>		
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12. Recruitment

Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning at their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to an academic career, including teachers (of any level) returning to an academic career. Employers and/or funders of researchers should comply with the principles specified in the Code of Conduct for the Recruitment of Researchers during appointment or recruitment of researchers.

Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Labour Code Act - Law on Higher Education Regulation of the Minister of Labor and Social Policy on the procedure and conditions concerning issuance of work permits for foreigners	<p>The Charter of UMCS adopted on the meeting of the Senate on 14 June 2006</p> <p>RESOLUTION No. XXIII – 9.3/13 of the Senate of Maria Curie-Skłodowska University in Lublin of 26 June 2013 on hiring policy for the group of academic teachers of Maria Curie-Skłodowska University in Lublin</p> <p>Order No. 40/2012 of the Rector of UMCS of 18 September 2012 on determination criteria and procedures for employment of retired academic teachers in Maria Curie-Skłodowska University in Lublin and amending Order No. 38/2013 of the Rector of Maria Curie-Skłodowska University in Lublin of 20 May 2013</p> <p>Resolution No. XXII -10.3/09 of the</p>	Adjusting the hiring policy to amendment of the Act - Law on Higher Education	6 months/the Statute Committee

	<p>Senate of Maria Curie-Skłodowska University in Lublin of 29 June 2009 on determining obligations of academic teachers, type of classes covered by the scope of these obligations, including the amount of teaching classes and principles of calculating teaching hours, as well as principles of entrusting conduct of classes outside of normal working hours</p> <p>ORDER No. 53/2016 of the Rector of Maria Curie-Skłodowska University in Lublin of 19 September 2016 on appointing the Implementation Team for principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at Maria Curie-Skłodowska University</p> <p>Order No. 27/2007 of the Rector of Maria Curie-Skłodowska University of 27 July 2007 on determination of principles for recruitment of employees not being academic teachers</p>		
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13. Recruitment (Code)

Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions offered. 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.

Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Labour Code Act - Law on Higher Education	<p>The Charter of UMCS adopted on the meeting of the Senate on 14 June 2006</p> <p>RESOLUTION No. XXIII – 9.3/13 of the Senate of Maria Curie-Skłodowska University in Lublin of 26 June 2013 on hiring policy for the group of academic teachers of Maria Curie-Skłodowska University in Lublin</p> <p>Order No. 40/2012 of the Rector of UMCS of 18 September 2012 on determination criteria and procedures for employment of retired academic teachers in Maria Curie-Skłodowska University in Lublin and amending Order No. 38/2013 of the Rector of Maria Curie-Skłodowska University in</p>	Update of internal regulations within the scope of recruitment	

	<p>Lublin of 20 May 2013</p> <p>Order No. 27/2007 of the Rector of Maria Curie-Skłodowska University of 27 July 2007 on determination of principles for recruitment of employees not being academic teachers</p> <p>Circular Letter No. 3/2015 of the Rector of Maria Curie-Skłodowska University in Lublin of 23 April 2015 on announcing information about competitions for a post of academic teacher</p>		
14. Staff selection (Code) Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries, having 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 board should be adequately trained.			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Law on Higher Education	The Charter of Maria Curie-Skłodowska University adopted by the Senate of UMCS at the meeting on 14 June 2006	Undertaking actions to ensure a proper representation of selection boards	2 years/Team appointed by the Rector

15. Transparency (Code) Prior to the selection, candidates should be informed 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.			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Labour Code Act - Law on Higher Education	<p>The Charter of Maria Curie-Skłodowska University adopted by the Senate of UMCS at the meeting on 14 June 2006</p> <p>RESOLUTION No. XXIII – 9.3/13 of the Senate of Maria Curie-Skłodowska University in Lublin of 26 June 2013 on hiring policy for the group of academic teachers of Maria Curie-Skłodowska University in Lublin</p> <p>Order No. 40/2012 of the Rector of UMCS of 18 September 2012 on determination criteria and procedures for employment of retired academic teachers in Maria Curie-Skłodowska University in Lublin and amending Order No. 38/2013 of the Rector of Maria Curie-Skłodowska University in Lublin of 20 May 2013</p> <p>Order No. 27/2007 of the Rector of</p>	Preparation of an institution-wide procedure in regard to informing the candidates about the strengths and weaknesses of their applications	2 years /Team appointed by the Rector

	Maria Curie-Skłodowska University of 27 July 2007 on determination of principles for recruitment of employees not being academic teachers		
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Additional good practices applied at the university

Good practice with regard to the preparation of minutes of contests: containing detailed justification of criteria determining the selection of the victorious candidate.

16. Judging merits (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 and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
	<p>The Charter of Maria Curie-Skłodowska University adopted by the Senate of UMCS at the meeting on 14 June 2006</p> <p>Resolution no. XXII –40.11/12</p> <p>Of the Senate of Curie-Skłodowska University in Lublin</p>	Popularization of the good practices for the application of the diverse criteria concerning the scientific accomplishments and achievements in the recruitment process	2 years /Team appointed by the Rector

	of 23 May 2012 on the development strategy of Maria Curie-Skłodowska University in Lublin		
17. Variations in the chronological order of CVs (Code) Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
	The Charter of Maria Curie-Skłodowska University adopted by the Senate of UMCS at the meeting on 14 June 2006 Resolution no. XXII –40.11/12 Of the Senate of Curie-Skłodowska University in Lublin of 23 May 2012 on the development strategy of Maria Curie-Skłodowska University in Lublin	actions not required	-

18. Recognition of mobility experience (Code) Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
ECHE charter (Erasmus University Charter for the Higher Education)	RESOLUTION No. XXII –40.11/12 of the Senate of Maria Curie Skłodowska University in Lublin of 23 May 2012 on development strategy of Maria Curie-Skłodowska University in Lublin	actions not required	-
19. Recognition of qualifications (Code) Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Act on higher education The Act on scientific degrees and scientific title, and on degrees and titles in Arts The Regulation of the Ministry of Science and Higher Education on the criteria of assessing the accomplishments of a person applying for the conferment of the degree of habilitated doctor The Regulation of the Ministry of Science and Higher Education on detailed course of action and requirements for conducting activities in the	The Charter of UMCS adopted on the meeting of the Senate on 14 June 2006 RESOLUTION No.XXII –40.11/12 of the Senate of Maria Curie Skłodowska University in Lublin of 23 May 2012 on development strategy of Maria Curie-Skłodowska	actions not required	-

PhD conferment procedure, habilitation proceedings and to award the title of professor Department of International Exchange of the Ministry of Science and Higher Education,	University in Lublin		
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Additional good practices applied at the University

The announcements regarding employment are published at the University's website, on the website of the office providing services for the Ministry of Science and Higher Education, and the English-language version, on the website of the European Commission in the European EURAXESS portal for mobile researchers.

20. Seniority (Code) The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications maybe gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised.			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
The Act on higher education	The Charter of Maria Curie-Skłodowska University adopted by the Senate of UMCS at the meeting on 14 June 2006 Resolution no. XXII –40.11/12 Of the Senate of Curie-Skłodowska University in Lublin of 23 May 2012 on the development strategy of Maria Curie-Skłodowska University in Lublin	actions not required	-

21. Postdoctoral appointments (Code) Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long term career prospects.			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
The Act on scientific degrees and scientific title, and on degrees and titles in Arts Regulation of the Ministry of Science and Higher Education on the criteria of assessing the accomplishments of a person applying for the conferment of the degree of habilitated doctor.	The Charter of Maria Curie-Skłodowska University adopted by the Senate of UMCS at the meeting on 14 June 2006 RESOLUTION No. XXIII – 9.3/13 of the Senate of Maria Curie-Skłodowska University in Lublin of 26 June 2013 on hiring policy for the group of academic teachers of Maria Curie-Skłodowska University in Lublin	actions not required	-
22. Recognition of the profession All researchers engaged in a research career should be recognised 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).			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
The Act on higher education Act on scientific degrees and scientific title,	The Charter of Maria Curie-Skłodowska University adopted by the Senate of UMCS at the meeting	actions not required	-

and on degrees and titles in Arts Act on the rules governing recognition of professional qualifications acquired in the European Union Member-States	on 14 June 2006 Resolution no. XXII –40.11/12 of the Senate of Curie-Skłodowska University in Lublin of 23 May 2012 on the development strategy of Maria Curie-Skłodowska University in Lublin Resolution no. XXIII – 16.16/14 of the Senate of Curie-Skłodowska University in Lublin of 23 April 2014 on the regulations of postgraduate studies.		
23. Research environment Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Labour Code Act on higher education Act on financing science Fire Protection Act Act on occupational health service Act on preventing and combating infections and infectious diseases among people	The Charter of Maria Curie-Skłodowska University adopted by the Senate of UMCS at the meeting on 14 June 2006 The Regulation of the Rector no. 26/2005 of 18 July 2005 on introduction of the Work	Preparation and implementation of a new Work Regulations	2 years /Payroll Centre, The

<p>Act on chemical substances and their mixtures</p> <p>Act on genetically modified organisms</p> <p>Regulation of the Minister of Labor and Social Policy on general health and safety regulations</p> <p>Regulation of the Minister of Infrastructure on technical conditions that should be met by buildings and their location</p>	<p>Regulations</p> <p>Resolution no. XXIII – 16.16/14 of the Senate of Maria Curie-Skłodowska University in Lublin of 23 April 2014 on the regulations of postgraduate studies.</p> <p>Order No. 5/2007 of the Rector of Maria Curie-Skłodowska University of 6 March 2007 on control of occupational health and safety conditions and fire protection</p> <p>Regulation no. 69/2015 on professional qualification improvement of the UMCS (Marie Curie-Skłodowska University) employees (amending 19/2016)</p> <p>Resolution no. XXIII-24.2/15 of the Senate of the UMCS of 25 March 2015 on conditions and procedure regarding abroad studies for scientific purposes and training for the personnel, doctoral students and students of Maria Curie-Skłodowska University in Lublin, as amended</p>	<p>Preparation of the procedures concerning application of equipment and facilities of the UMCS, including but not limited to the ECOTECH COMPLEX</p>	<p>Organizational-legal Department</p> <p>THE ECOTECH COMPLEX</p>
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24. Working conditions

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

Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Labour Code Act on higher education Act on the professional and social rehabilitation of disabled and the employment of the disabled Act on financing science Act on monetary benefits from social assistance in the case of illness and maternity	The Charter of Maria Curie-Skłodowska University adopted by the Senate of UMCS at the meeting on 14 June 2006 The Regulation of the Rector no. 26/2005 of 18 July 2005 on introduction of the Work Regulations The Regulation of the Rector no. 39/2011 of Maria Curie-Skłodowska University in Lublin of 16 September 2011 on the introduction of the Regulations granting support within the subsidy for tasks connected with educating students with disabilities and disbursement of subsidies, which is in force at Maria Curie-Skłodowska University Resolution no. XXIII – 16.16/14 of the Senate of Curie-Skłodowska University in Lublin of 23 April	Preparation and implementation of a new Work Regulations	2 years /the HR- Payroll Centre, the Organisational-Legal Department

	2014 on the regulations of postgraduate studies. Resolution no. XXII-28.4/11 of the Senate of Maria Curie- Skłodowska University of 25 May 2011 on annual leave of university teachers		
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Additional good practices applied at the University

For the purpose of the scientific studies, in particular development of the IT environment supporting the research process, the staff and computer units, they will provide access to tools and services, which ensure research conduct at different times and from different locations. UMCS has signed an agreement with a nursery, which operates inside a UMCS facility and provides care for the children of the staff, doctoral students and students.

25. Stability and permanence of employment Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in Council Directive 1999/70/EC.			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Labour Code Act - Law on Higher Education	The Charter of Maria Curie-Skłodowska University adopted by the Senate of UMCS at the meeting on 14 June 2006 The Regulation of the Rector no. 26/2005 of 18 July 2005 on introduction of the Work Regulations	Preparation and implementation of a new Work Regulations	2 years /the HR-Payroll Centre, the Organisational-Legal Department

26. Funding and salaries Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Labour Code Act on higher education The Act on the social security system Regulation of the Ministry of Science and Higher Education on conditions for the remuneration and eligibility for and other work-related benefits of employees for public higher education institutions Act on promotion and labour market institutions Regulation of the Ministry of Science and Higher Education on detailed conditions and procedures for the award and payment of the minister's scholarship for excellence Regulation of the Ministry of Science and Higher Education on doctoral studies for and doctoral scholarships Regulation of the Ministry of Science and Higher Education on doctoral scholarships Act on monetary benefits from social assistance in the case of illness and maternity Regulation of the Minister of Labor and Social Policy on the determination of	The Charter of Maria Curie-Skłodowska University adopted by the Senate of UMCS at the meeting on 14 June 2006 The Remuneration Regulations of Maria Curie-Skłodowska University in Lublin, Appendix to Regulation no. 56/2013 of the Rector of UMCS Regulation no. 116/2013 of the Rector Maria Curie-Skłodowska University in Lublin of 12 December 2013 on calculating the average remuneration across the range of different work groups and revalued amounts	actions not required	-

<p>evidence providing the basis for granting and payment of social security benefits in the case of illness and maternity</p> <p>The Act on copyrights and related rights</p> <p>The Regulation of the Minister of Labor and Social Policy on establishment of remuneration for a period of non-performance as the basis for calculation of damages, severance, compensatory salary supplements and other benefits provided by the Labour Code</p> <p>The Regulation of the Minister of Science and Higher Education on the method of calculating the remuneration for a period of holiday leave and the pay for a period of holiday leave not taken by academic staff</p> <p>The Act on additional annual bonus for employees in the State-budget sector</p>	<p>Resolution no. XXII 27.6/15 of the Senate of Maria Curie-Skłodowska University in Lublin of 24 June 2015 on the Regulations on granting the rector's awards to academic staff of Maria Curie-Skłodowska University</p> <p>Regulation no. 103/2013 of the Rector of UMCS of 8 November 2013 on organization and the principles of running financial affairs of the University</p> <p>Resolution no. XXII -22.1/10 of 27 of October 2010 on establishment of the amount of honorarium for the transfer of author's economic rights to the work</p> <p>Regulation no. 53/2010 of the Rector of Maria Curie-Skłodowska University in Lublin of 26 November 2010 on detailed principles of establishing and calculating the remuneration for the staff of Maria Curie-Skłodowska University in Lublin for performance of works which are the object of copyright with the application of 50% of the tax</p>		
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	<p>deductible costs</p> <p>Regulation no. 92/2013 of the Rector of Maria Curie-Skłodowska University in Lublin of 27 September 2013 on remuneration for overtime duties performed by the academic staff</p> <p>Regulation no. 73/2015 of the Rector Maria Curie-Skłodowska University in Lublin of 17 December 2015 calculating the average remuneration across the range of different work groups being the basis for calculation of the 15% growth in the remuneration at the request of the employees retired in 2016</p> <p>Regulation no. 47/2014 on introducing the Regulations on granting doctoral scholarships and increasing the scholarship for the subsidies granted for the fund for promotion of excellence (amending 41/2015)</p> <p>Regulation no. 16/2015 of the</p>		
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	<p>Rector of Maria Curie-Skłodowska University of 16 March 2015 on the conditions of granting doctoral scholarships</p> <p>Regulation no. 14/2014 of the Rector of Maria Curie-Skłodowska University in Lublin of 4 March 2014 on principles of drafting, concluding and registering civil-law contracts with amendments</p>		
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Maria Curie-Skłodowska University in Lublin employs research-teaching staff, as well as the research-technical staff under a contract of employment together with resulting benefits thereunder (social security, maternity and parental leave, social benefits) in accordance with binding national and European regulations. The University has, in its structure, the Social Affairs Office, thanks to which employees have been provided with such privileges as financial support for paid annual leave, material aid, benefits, the financial support for cultural events and sport activities. Conditions for financing and the remuneration at Maria Curie-Skłodowska University along with appropriate and just benefits with regards to the social security are compliant both with the national legislation and the internal regulations. Remuneration system is integrated and includes the following remunerations:

Basic remuneration – principles of classification, including the requirements with regard to education and professional experience according to type, quantity and quality of performed work

Length of service allowance – including the obtained experience during the period of employment

Function-related allowance - payable to the functional staff

Special allowance - in connection with periodical increase in obligations

In addition, the University encourages and provides administrative support to the staff on the basis of funds for conducting research and additional remuneration from external funds.

27. Gender balance Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, in for selection staff and evaluation candidates there should be suitable gender balance.			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Labour Code	The Regulation of the Rector no. 26/2005 of 18 July 2005 on introduction of the Work Regulations	Preparation and implementation of a new Work Regulations	2 years /Payroll Centre, The Organizational-legal Department
28. Career development Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Labour Code Act on higher education Act on scientific degrees and scientific title, and on degrees and titles in Arts Regulation of the Ministry of Science and Higher Education on the doctoral studies carried out by the organizational unit of a higher education institutions	The Charter of Maria Curie-Skłodowska University adopted by the Senate of UMCS at the meeting on 14 June 2006 RESOLUTION No. XXIII – 9.3/13 of the Senate of Maria Curie-Skłodowska University in Lublin of 26 June 2013 on hiring policy for the group of academic teachers of Maria	actions not required	-

	<p>Curie-Skłodowska University in Lublin</p> <p>Regulation no. 40/2012 of the Rector of UMCS of 18 September 2012 on determination of employment criteria and procedure at Maria Curie-Skłodowska University in Lublin of the retired academic staff and amending Regulation no. 38/2013 of the Rector of Maria Curie-Skłodowska University in Lublin of 20 May 2013.</p> <p>Regulation no. 16/2015 of the Rector of Maria Curie-Skłodowska University of 16 March 2015 on the conditions of granting doctoral scholarships</p> <p>Regulation no. 69/2015 of the Rector of Maria Curie-Skłodowska University in Lublin of 30 November 2015 on professional qualification improvement of the staff of Maria Curie-Skłodowska University with amending Regulation no. 19/2016 of the Rector of Maria Curie-Skłodowska University of 30 November 2015.</p>		
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29. Value of mobility

Employers and/or funders must recognise 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.

Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Act on higher education Regulation of the Ministry of Science and Higher Education on conditions delegating of persons abroad for the purpose of research, teaching and training, and specific rights of such persons Regulation of the Ministry of Science and Higher Education on admission and following degree programmes and training courses by foreigners and their participation in scientific research and development works ECHE charter (Erasmus University Charter for Higher Education)	The Charter of Maria Curie-Skłodowska University adopted by the Senate of UMCS at the meeting on 14 June 2006 Resolution no. XXIII-24.2/15 of the Senate of the UMCS of 25 March 2015 on conditions and procedure regarding abroad studies for scientific purposes and training for the personnel, doctoral students and students of Maria Curie-Skłodowska University in Lublin, with amendments Resolution no. XXIII – 16.16/14 of the Senate of Curie-Skłodowska University in Lublin of 23 April 2014 on the regulations of postgraduate studies.	Development of regulations with regard to the acknowledgement of values of mobility in the assessment and recruitment process	2 years /Team appointed by the Rector

30. Access to career advice Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Act - Law on Higher Education	-	Implementation of a system for the distribution of information concerning career advice	1 year /The Career Office

Career Office of UMCS conducts vocational guidance for doctoral candidates and young researchers

The Continuing Education Office of UMCS conducts trainings for the University's staff on social skills useful during conducting scientific research, including but not limited to team building, communication, personal development training or managerial skills workshops. Information about the organized training sessions/workshops are announced on the website of UMCS.

31. Intellectual property rights Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&D results through legal protection and, in particular, through appropriate protection of intellectual property rights, including copyrights. Policy or traineeship should define that, shall be entitled to the right to researchers and/or, if applicable, employers and to other parties, including to external organisations commercial or industrial which are probably defined agreement with regard to or other types of agreements.			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Act on higher education Industrial Property Law Act Act on Copyrights and Related Rights Act on protection of databases Integrity of scholarly research and respect for intellectual property, the Ministry of Science and Higher Education, 2012.	Resolution no. XXIII – 25.1/15 of the Senate of Maria Skłodowska-Curie University in Lublin of 22 April 2015 on acceptance of the Regulations of management of copyrights and related rights, industrial property rights and principles of commercialisation at Maria Curie-Skłodowska University	actions not required	-

	<p>in Lublin</p> <p>Resolution no. XXIII – 25.2/15 of the Senate of Maria Skłodowska-Curie University in Lublin of 22 April 2015 on acceptance of the Regulations of commercial use the University's property to provide commissioned scientific-research services and commercialisation of research and development works</p> <p>Regulation no. 67/2013 on introducing the Regulations of performing the works commissioned under research projects implemented by staff of UMCS</p>		
<p>32. Co-authorship</p> <p>Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc., or to publish their own research results independently from their supervisor(s).</p>			
<p>Proper legislation (enabling or hindering implementation of the above criterion)</p>	<p>Current institutional regulations and/or practices</p>	<p>Required actions</p>	<p>Deadline/Person responsible</p>
<p>Act on higher education</p> <p>Industrial Property Law Act</p> <p>Act on Copyrights and Related Rights</p> <p>Act on scientific degrees and scientific title, and on degrees and titles in Arts</p> <p>Resolution no. 20/2016 of the National</p>	<p>Resolution no. XXIII – 25.1/15 of the Senate of Maria Skłodowska-Curie University in Lublin of 22 April 2015 on acceptance of the Regulations of management of copyrights and related rights, industrial property rights and</p>	<p>actions not required</p>	<p>-</p>

<p>Center for Science on adoption of rules governing integrity of scientific research</p>	<p>principles of commercialisation at Maria Curie-Skłodowska University in Lublin</p> <p>Resolution no. XXIII – 25.2/15 of the Senate of Maria Skłodowska-Curie University in Lublin of 22 April 2015 on acceptance of the Regulations of commercial use the University's property to provide commissioned scientific-research services and commercialisation of research and development works</p> <p>Regulation no. 67/2013 on introducing the Regulations of performing the works commissioned under research projects implemented by staff of UMCS</p>		
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33. Teaching

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

Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Act on higher education Act on scientific degrees and scientific title and on degrees and titles in Arts Regulation of the Ministry of Science and Higher Education on conditions for the remuneration and eligibility for other work- related benefits of employees for public higher education institutions Regulation of the Ministry of Science and Higher Education on the criteria of assessing the accomplishments of a person applying for the conferment of the degree of habilitated doctor	The Charter of Maria Curie- Skłodowska University adopted by the Senate of UMCS at the meeting on 14 June 2006 Resolution no. XXII -10.3/09 of the Senate of Curie-Skłodowska University in Lublin of 29 June 2009 on establishment of duties of academic staff, type of lectures covered by the scope of these duties, including the amount of teaching load and the rules for calculation of teaching hours, as well as the rules governing teaching on an overtime basis (as amended) amended) Resolution no. XXIII – 16.16/14 of the Senate of Curie-Skłodowska University in Lublin of 23 April 2014 on the regulations of doctoral programme	actions not required	-

	<p>Regulation no. 18/2016 of the Rector of Maria Curie-Skłodowska University in Lublin of 1 April 2016 amending Regulation no. 33/2014 of the Rector of UMCS of May 29, 2014 on studying the quality of teaching at Maria Curie-Skłodowska University in Lublin.</p> <p>Regulation no. 43/2013 of the Rector of Maria Curie-Skłodowska University in Lublin of 29 May 2013 amending Regulation no. 55/2009 of the Rector of UMCS of 13 August 2009 on principles and method of cost accounting of lectures in UMCS in Lublin</p> <p>Regulation no. 14/2012 of the Rector of Maria Curie-Skłodowska University in Lublin from 26 March 2012, amending Regulation no. 37/2011 of the Rector of UMCS of 21 July 2011 on the rules of remuneration of the staff of the University, including overtime duties, granting additional annual bonuses and allowances to remuneration of the staff of the University</p>		
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34. Complaints /appeals

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

Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Act on higher education Regulation of the Ministry of Science and Higher Education on detailed regulatory procedure for enquiries and disciplinary proceedings towards academic staff	The Charter of Maria Curie-Skłodowska University adopted by the Senate of UMCS at the meeting on 14 June 2006 Regulation no. 43/2011 on receiving, organising and handling of complaints and of the proposals at Maria Curie-Skłodowska University Order No. 43/2010 of the Rector of Maria Curie-Skłodowska University in Lublin of 9 September 2010 on introduction of the Regulations on internal anti-mobbing policy of Maria Skłodowska-Curie University in Lublin Circular Letter no. 1/2013 of the Rector of Maria Curie-Skłodowska University in Lublin of 13 March 2013 at the University employees'	actions not required	-

	compliance with the university ethical norms – the Code of Good Practices in Higher Education Institutions		
35. Participation in decision-making bodies Employers and/or funders of researchers should recognise 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.			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Act on higher education The Act on trade-unions	The Charter of Maria Curie-Skłodowska University adopted by the Senate of UMCS at the meeting on 14 June 2006	actions not required	-
36. Relation with supervisors Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Labour Code Act on higher education Good academic practices in recruitment and in with supervisor - subordinate relationships, the Ministry of Science and Higher Education, 2014.	The Charter of Maria Curie-Skłodowska University adopted by the Senate of UMCS at the meeting on 14 June 2006 Resolution No. XXI – 21.4/07 of the Senate of Maria Curie-Skłodowska University in Lublin of 19 December	actions not required	-

	<p>2007 on "Card of periodical assessment of academic teachers, magisters and doctors"</p> <p>Resolution No. XXI – 26.5/08 of the Senate of Maria Curie-Skłodowska University in Lublin of 28th May 2008 on "Card of periodical assessment of academic teachers with an academic title"</p> <p>Resolution No. XXI – 26.4/08 of the Senate of Maria Curie-Skłodowska University in Lublin of 28th May 2008 on "Card of periodical assessment of academic teachers with a habilitated doctor degree"</p>		
<p>37. Supervision and managerial duties</p> <p>Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.</p>			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Act - Law on Higher Education	<p>Resolution no. XXIII – 16.16/14 of the Senate of Curie-Skłodowska University in Lublin of 23 April 2014 on the regulations of postgraduate studies.</p> <p>Circular Letter no. 1/2013 of the</p>	actions not required	-

	Rector of Maria Curie-Skłodowska University in Lublin of 13 March 2013 at the University employees' compliance with the university ethical norms – the Code of Good Practices in Higher Education Institutions		
38. Continuing professional development Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.			
Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Labour Code Act on higher education Regulation of the Ministry of Science and Higher Education on conditions delegating of persons abroad for the purpose of research, teaching and training, and specific rights of such persons	The Charter of Maria Curie-Skłodowska University adopted by the Senate of UMCS at the meeting on 14 June 2006 Resolution no. XXIII – 16.16/14 of the Senate of Curie-Skłodowska University in Lublin of 23 April 2014 on the regulations of doctoral programme Resolution no. XXIII-24.2/15 of the Senate of the UMCS of 25 March 2015 on conditions and procedure regarding abroad studies for scientific purposes and training for the personnel, doctoral students and students of Maria Curie-Skłodowska University in Lublin, with	Examination and possible extension of educational offer (courses, trainings, postgraduate studies) addressed to the staff of the University	3 years /Payroll Centre, Education and University Services Centre

	amendments Regulation no. 69/2015 of the Rector of Maria Curie-Skłodowska University in Lublin of 30 November 2015 on professional qualification improvement of the staff of Maria Curie-Skłodowska University with amending Regulation no. 19/2016 of the Rector of Maria Curie-Skłodowska University of 30 November 2015.		
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Additional good practices applied at the University

UMCS implemented for the staff a postgraduate studies on "Training for the academic staff for the role of lecturers of the protection of intellectual property subject."

The Research and International Cooperation Centre informs the staff about scholarship offers and UE projects in the context of possible development of teaching-research potential of the academic staff, including but not limited to scholarships for postgraduate students. UMCS offers interdisciplinary postgraduate studies, lectures given by visiting professors. The Erasmus + Programme supports professional development of researchers through funding abroad study periods to improve professional qualifications.

39. Access to research training and the possibility of continuous professional development

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

Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Labour Code Act on higher education Regulation of the Ministry of Science and Higher Education on conditions delegating of	The Charter of Maria Curie-Skłodowska University adopted by the Senate of UMCS at the meeting	Preparation and implementation of procedure in regard to organization and dissemination of training for	2 years /Payroll Centre

<p>persons abroad for the purpose of research, teaching and training, and specific rights of such persons</p>	<p>on 14 June 2006</p> <p>RESOLUTION No.XXII –40.11/12 of the Senate of Maria Curie Skłodowska University in Lublin of 23 May 2012 on development strategy of Maria Curie-Skłodowska University in Lublin</p> <p>Resolution no. XXIII-24.2/15 of the Senate of the UMCS of 25 March 2015 on conditions and procedure regarding abroad studies for scientific purposes and training for the personnel, doctoral students and students of Maria Curie-Skłodowska University in Lublin, with amendments</p> <p>Regulation no. 69/2015 of the Rector of Maria Curie-Skłodowska University in Lublin of 30 November 2015 on professional qualification improvement of the staff of Maria Curie-Skłodowska University with amending Regulation no. 19/2016 of the Rector of Maria Curie-Skłodowska University of 30 November 2015.</p>	<p>researchers</p>	
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40. Supervision

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

Proper legislation (enabling or hindering implementation of the above criterion)	Current institutional regulations and/or practices	Required actions	Deadline/Person responsible
Act on higher education The Regulation of the Ministry of Science and Higher Education on doctoral studies and doctoral scholarships	<p>The Charter of Maria Curie-Skłodowska University adopted by the Senate of UMCS at the meeting on 14 June 2006</p> <p>RESOLUTION No.XXII –40.11/12 of the Senate of Maria Curie Skłodowska University in Lublin of 23 May 2012 on development strategy of Maria Curie-Skłodowska University in Lublin</p> <p>Resolution no. XXIII – 16.16/14 of the Senate of Curie-Skłodowska University in Lublin of 23 April 2014 on the regulations of doctoral programme</p>	Preparation of assumptions pertaining to the policy of determining supervisors	2 years /Team appointed by the Rector

INTERNAL ANALYSIS STUDY REPORT

The *European Charter for Researchers* and the *Code of Conduct for Recruitment of Researchers* adopted by the European Commission in 2005 describe rights and obligations, to which the researchers and the institutions employing them are subject. Both documents draw attention to the need of creating good and stable working conditions for researchers at every stage of their professional career. The institutions operating in the research-development field, including but not limited to the universities that will implement the principles of the *Charter* and the *Code* in their internal regulation and will establish the standard of their application are distinguished by the logo of "**Human Resources Excellence in Research.**"

Implementation the HR strategy for researchers of Maria Curie-Skłodowska University in Lublin is therefore one of the priority activities in pursuit of creation of friendly working research environment, improvement of the quality of this work and conducted research, as well as guaranteeing transparent rules governing recruitment process of researchers.

One of the most important elements the procedure of applying for the HR Excellence in Research logo was the *Internal Analysis* study, conducted in the form of anonymous survey addressed to research staff, research-teaching staff, doctoral student and research-technical and engineering-technical positions.

Summary of survey implementation

The purpose of the study was to learn about opinions of the staff and postgraduate students on the conditions of work, ethics and the professional development at th Maria Curie-Skłodowska University in Lublin. The research was the assessment for determining the strengths and weaknesses of the operating procedures of the University and its coherence with the principles contained in the *Card* and the *Code*. The obtained data will be used for creation of a plan specifying the main directions of actions aimed at implementation of the guidelines, valid for the researchers and employers, included in the aforementioned documents.

The research was conducted between 28 September and 16 October 2016 with the application of the CAWI (Computer Aided Web Interview), which uses the Internet to

implement the survey. Respondents were asked to fill an anonymous electronic survey, implemented through "Ankieter" application, associated with the University Support System of Studies (USOS). Invitations to fill the survey have been sent to the staff and postgraduate students via e-mail, while the information about the conducted survey was also posted at the University website.

Survey of the survey has been divided into four thematic blocks, consistent with the studied areas:

- ethical and occupational aspects
- recruitment,
- working conditions and social security,
- training.

In total the survey consisted of forty questions, corresponding to the guidelines contained in the *European Charter for Researchers* and the *Code of Conduct for Recruitment of Researchers*. Each question was evaluated by the respondents in a 5-grade scale, with the following answers choices

- definitely yes,
- rather yes,
- rather no,
- definitely no,
- don't know.

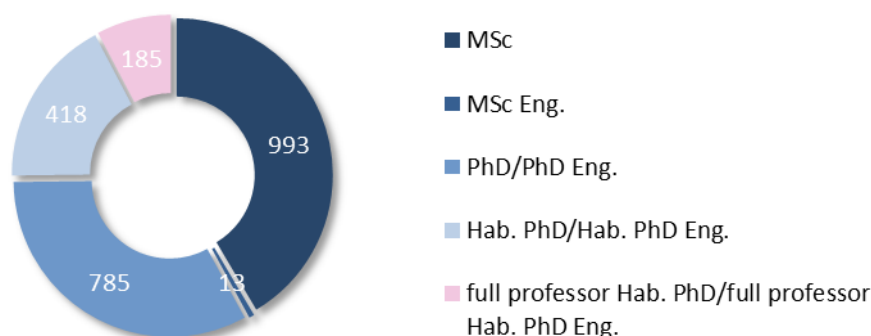
While filling the survey, the respondents chose one answer, which, in their opinion, was the best reflection of an opinion of a given persons on the extent which UMCS meets particular criteria. Additionally, the respondents had the possibility to leave their comments in each question.

The collected material was subjected to detailed analysis and presented in this report with the division into quantitative and qualitative data. Results in the general perspective along with conclusions have been presented in the first part of the report. In the subsequent parts, the distribution of answers for different questions was presented, with the division into

the examined areas. All answers left by the respondents in open questions have been collected in the Annex.

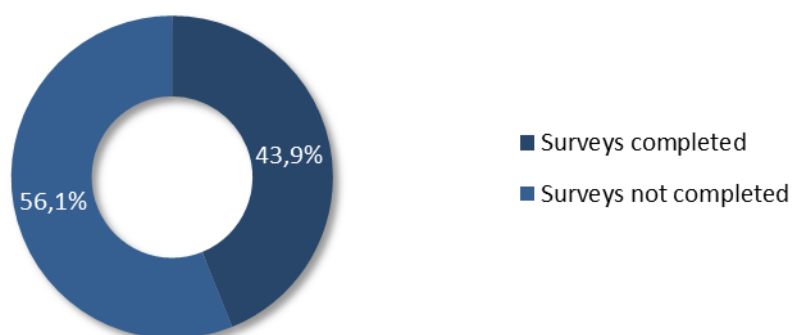
Respondents group structure

Chart 3.1. Numerical distribution of UMCS researchers according to the academic or professional degree/title



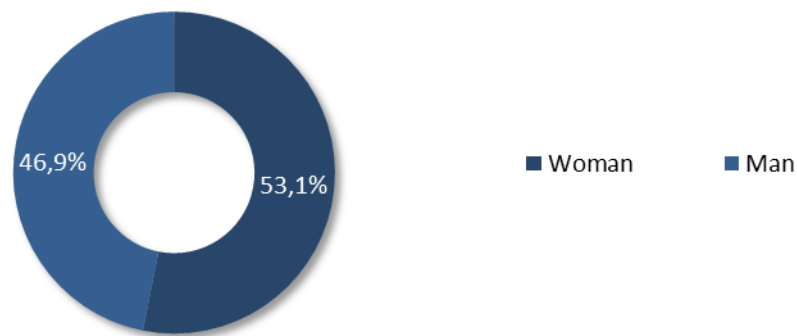
In the survey, all of 2,394 UMCS researchers were included among whom Masters of Arts and Masters of Science are the most numerous group – accounting for 41.48%. A fair proportion of people included in the survey concerns also researchers with the academic title of PhD and PhD Eng. (32.79%), and also of Hab. PhD and Hab. PhD Eng. (17.46% of all researchers included in the questionnaire survey).

Chart 3.2. The number of completed surveys



1053 persons participated in the study. Altogether, 2394 invitations were sent to fill out the survey, which means that the completed surveys account for 44% of the total amount.

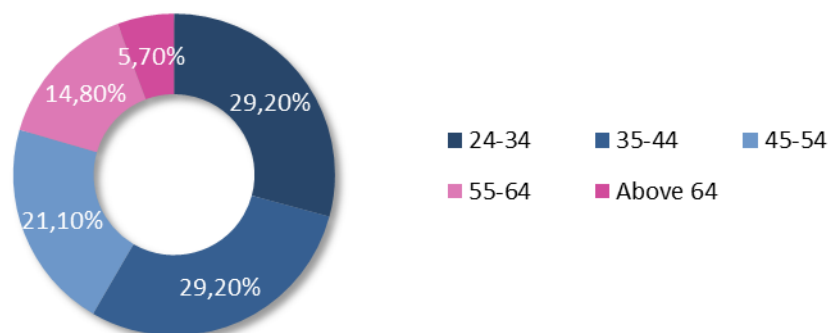
Chart 3.3. Percentage of respondents by sex



More than a half of the respondents (53.1%) were women.

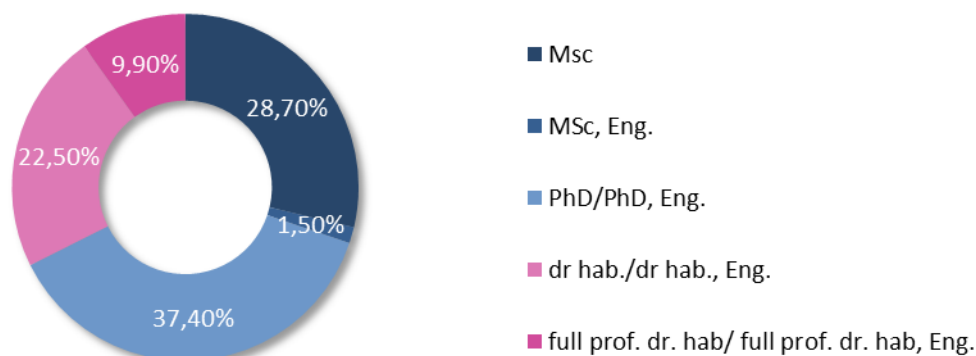
The most strongly represented age groups were persons aged between 24-34 (29.2%) and 35-44 (29.2%). High percentage (21.1%) of the respondents are persons between 45 and 54 years of age. The least strongly represented respondents group were people over 64 years.

Chart 3.4. Percentage the respondents by age



Definitely the largest number of the respondents are persons having the degree of magister or a doctoral degree, since they account for more than 67% of all respondents. While the independent researchers were slightly above 32% of persons taking part in the study. Doctors (37.4% of all of the examined) predominated in the first of these groups, and in the second group habilitated doctors predominated (22.5% of all of the examined).

Chart 3.5. Percentage of respondents according to the scientific or professional title/degree



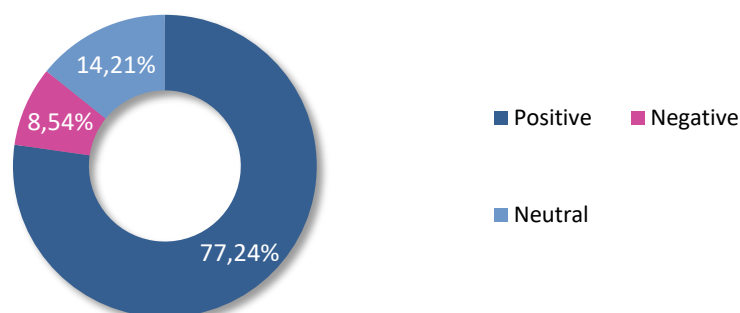
Conclusions from the conducted study

Analysis of quantitative data

The analysis of the answers provided in the study allows to state that the employees and doctoral candidates rate Maria Curie-Skłodowska University in Lublin quite well in terms of functioning of the procedures related to the conditions of work, ethics, professional development and training programs as well as their consistency with the principles contained in the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*.

To gain a broader look at the respondents' opinions, the obtained answers have been aggregated. The answers "definitely yes" and "rather yes" have been assigned to the category "positive", "definitely not" and "rather not" to "negative", and the answers "difficult to tell" have been defined as "neutral".

Chart 3.6. Percentage distribution of aggregated answers according to the category of answers



The opinions of respondents were clearly dominated by positive answers constituting 77.24% of all answers. The negative answers amounted to 8.54%, while neutral answers to 14.21%. A clearly high percentage of neutral answers should be noted by the University. The comparison of the distribution of answers to different questions may allow for the reasons of frequent selection of the answer *difficult to tell* to be discovered.

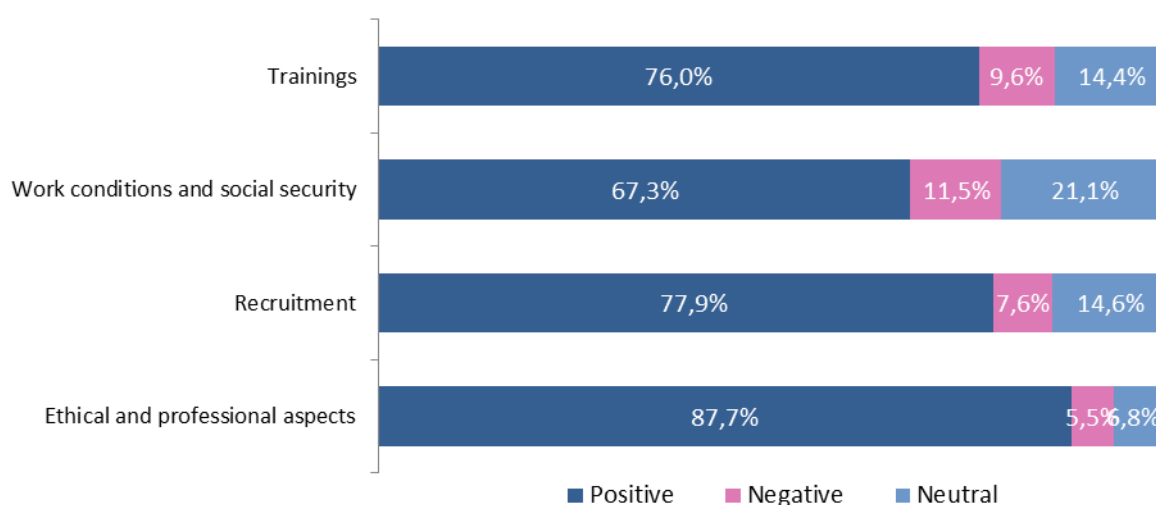
In a general perspective, the highest ratio of positive answers was observed for the area of **Ethical and professional aspects** (87.72%) which shows that researchers rate the ethical and professional aspect of the scientific community at UMCS very highly. On the other hand, a challenge for the University may be posed by caring for **Work conditions and social security** because this was the area rated the lowest by the respondents (67.34% of positive answers).

Figure 3.1. Percentage of positive answers in each area



In each of the analysed areas, the advantage of neutral answers over the negative ones can be observed. In the area of **Ethical and professional aspects**, the difference is the lowest and amounts merely to 1.3%. In the area of **Training**, this difference is already at 4.8% and for **Recruitment** it reaches 7%. The highest ratio of neutral answers can be observed in the area of **Work conditions and social security** and it amounts to 9.6%. Such a considerable number of questions in each area which obtained a high percentage of neutral answers may indicate that there is a need to undertake actions necessary to improve the flow of information and to familiarize researchers and doctoral candidates of the University with the currently operating practices or regulations related to the issues discussed in the study.

Chart 3.7. Percentage distribution of aggregated answers in areas



The table below presents each of the existing principles in various areas, percentage distributions in three categories and ratio of positive answers to negative ones. The navy blue colour marks the highest percentage values within each category of answers, whereas pink indicates the lowest.

Table 3.3. Percentage distribution of aggregated respondents' answers

Area	Applicable principle	Positive		Negative	Neutral
Ethical and professional aspects	1. Freedom of scientific research	96,9%	>	1,5%	1,6%
	2. Ethical principles	92,5%	>	2,8%	4,7%
	3. Professional responsibility	93,7%	>	2,0%	4,3%
	4. Professional approach	82,7%	>	9,6%	7,7%
	5. Obligations under the agreement or regulations	93,2%	>	5,4%	1,4%
	6. Responsibility	81,2%	>	6,8%	12,0%
	7. Principles of good practice in scientific research	89,3%	>	4,4%	6,3%
	8. Popularization and usage of results	83,6%	>	5,7%	10,6%
	9. Social involvement	87,3%	>	7,2%	5,5%
	10. Non-discrimination principle	85,6%	>	4,2%	10,1%

Recruitment	11.	Employee appraisal systems	78,9%	>	10,6%	10,5%
	12.	Recruitment	87,2%	>	6,5%	6,3%
	13.	Recruitment (Code)	77,9%	>	8,1%	13,9%
	14.	Selection of staff (Code)	65,5%	>	12,0%	22,6%
	15.	Transparency (Code)	73,9%	>	11,0%	15,1%
	16.	Assessment of merits (Code)	73,3%	>	9,9%	16,9%
	17.	Variations in the order of CVs (Code)	74,1%	>	3,8%	22,0%
	18.	Recognition of experience in mobility (Code)	74,7%	>	8,9%	16,4%
	19.	Recognition of qualifications (Code)	75,0%	>	7,5%	17,5%
	20.	Seniority (Code)	89,6%	>	4,3%	6,1%
	21.	Positions for employees with a PhD degree (Code)	87,3%	>	3,7%	8,9%
Work conditions and social security	22.	Recognition of the profession	73,7%	>	11,8%	14,5%
	23.	Research environment	75,7%	>	13,4%	10,8%
	24.	Working conditions	79,3%	>	2,2%	18,5%
	25.	Stabilization and permanent employment	78,6%	>	4,3%	17,1%
	26.	Financing and remuneration	68,4%	>	17,2%	14,4%
	27.	Gender balance	58,0%	>	12,4%	29,5%
	28.	Professional career development	66,7%	>	12,0%	21,2%
	29.	Value of mobility	67,0%	>	8,5%	24,5%
	30.	Access to professional consulting	40,4%	>	24,8%	34,8%
	31.	Intellectual property rights	77,4%	>	6,1%	16,5%
	32.	Co-authorship	67,1%	>	8,2%	24,6%
	33.	Teaching	58,1%	>	25,5%	16,4%
	34.	Complaints/appeals	54,4%	>	12,0%	33,5%
	35.	Decision-making bodies	78,0%	>	2,7%	19,3%

Training courses	36. Relations with the scientific supervisor	87,4%	>	3,4%	9,2%
	37. Management supervision and responsibilities	82,2%	>	7,4%	10,4%
	38. Continuing professional development	83,4%	>	9,0%	7,6%
	39. Access to scientific training and the possibility of permanent professional development	66,6%	>	13,2%	20,2%
	40. Research supervision	60,6%	>	15,0%	24,4%

The highest ratio of positive answers can be observed for the principle of **freedom of scientific research** (96.9%) which means that the employees and doctoral candidates conducting research have the freedom of belief and expression and may choose the methods of solving problems in accordance with the recognized ethical principles.

Highly rated principles also include:

- **professional responsibility** (93.7%) – Maria Curie-Skłodowska University in Lublin complies with the principles of respect for intellectual property rights and common property of data in terms of research conducted in cooperation with the supervisor(s) and/or other researchers;
- **liabilities under the agreement or regulations** (93.2%) – Maria Curie-Skłodowska University in Lublin is familiar and complies with the national, sectoral and institutional regulations determining the conditions of training or work with regard to, e.g. intellectual property rights as well as requirements and conditions of any sponsors or donors, regardless of the nature of the agreement;
- **ethical** (92.5%) – Maria Curie-Skłodowska University in Lublin complies with the fundamental ethical norms, principles and practices contained in the national, sectoral or institutional codes of ethics.

None of the principles obtained an overwhelming amount of negative answers, however, for several of them, a few dozen percent of negative answers could be observed. The highest ratio of negative answers was recorded for the principle of **teaching** (25.5%) and the principle of **access to professional consulting** (24.8%).

Many principles contained in the *Code* and the *Charter* were rated as neutral by the respondents. The largest number of neutral answers was given to the principle of **access to professional consulting** (34.8%), **complaints/appeals** (33.5%) and **gender balance** (29.5%).

The summary of the analysis of collected material is presented by the figures below which show the strengths and weaknesses of Maria Skłodowska-Curie University in Lublin as far as the examined aspects are concerned.

The specification included three principles from each area rated the highest and the lowest by the respondents.

In particular areas, the strongest points of the University are the issues resulting from the principles: **freedom of scientific research, work experience, working conditions and relations with the scientific supervisor**. The strengths also include - **stabilization and permanent employment, continuation of professional development, professional responsibility and decision-making bodies**.

On the other hand, the weakest points in the examined areas include – **employee assessment system, selection of staff, teaching and research supervision**. As definite weaknesses of the University, according to the suggestions of the respondents, we can also distinguish the principles of **professional approach, transparency, access to professional consulting** as well as **access to scientific training and the possibility of permanent professional development**. The existing procedures, as far as these principles are concerned, should become the object of special interest of the University and be subject to corrective actions.

Special attention should be paid to the principle of **continuation of professional development** which is simultaneously one of the strongest and one of the weakest points in its category according to the number of positive (83.4%) and negative (9.0%) answers.

Figure 3.2. Strengths according to areas

Ethical and professional aspects	Recruitment	Work conditions and social security	Trainings
Freedom of scientific research	Seniority	Work conditions	Relations with the scientific supervisor
Professional responsibility	Positions for employees with a PhD degree	Stabilization and permanent employment	Continuing professional development
Obligations under the agreement or regulations	Recruitment	Decision-making bodies	Management supervision and responsibilities

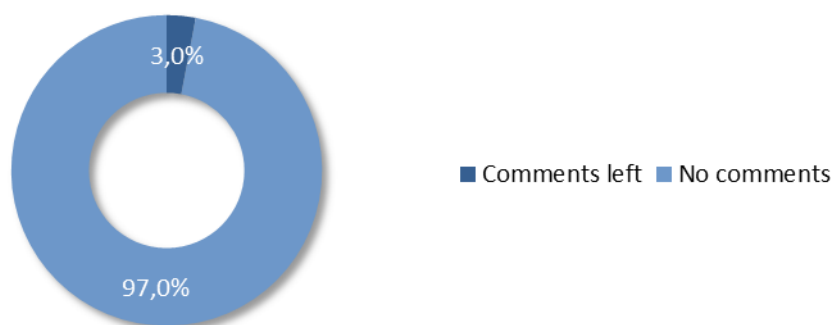
Figure 3.3. Weaknesses according to areas

Ethical and professional aspects	Recruitment	Work conditions and social security	Trainings
Employee appraisal systems	Selection of staff	Teaching	Research supervision
Professional approach	Transparency	Access to professional consulting	Access to scientific training and the possibility of permanent professional development
Social involvement	Assessment of merits	Financing and remuneration	Continuing professional development

Analysis of qualitative data

Each of the forty questions included in the survey contained a field where the respondents could leave additional comments. Only a small percentage of the respondents (3%) took this opportunity. **In total, 1254 comments have been left**, most of which referred to the areas of **ethical and professional aspects** and **working conditions and social security** (421 comments each). The least number of answers was left for the area of **training** (151 comments).

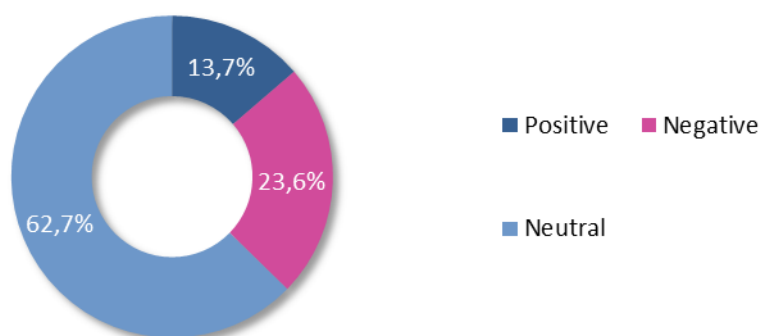
Chart 3.8. Agility of answers to open questions



To better illustrate the opinions of survey participants, all their comments were aggregated to three categories similarly to closed questions - positive, negative and neutral.

Due to a very limited amount of comments in comparison to the number of filled surveys, the acquired data should be analysed and interpreted with a great deal of caution. In addition, it is important to remember that the respondents have the tendency to not expand on their answers if the aspect is evaluated well. This can result in predominantly negative comments in the additional comments section.

Chart 3.9. Percentage distribution of aggregated answers according to the category of answers

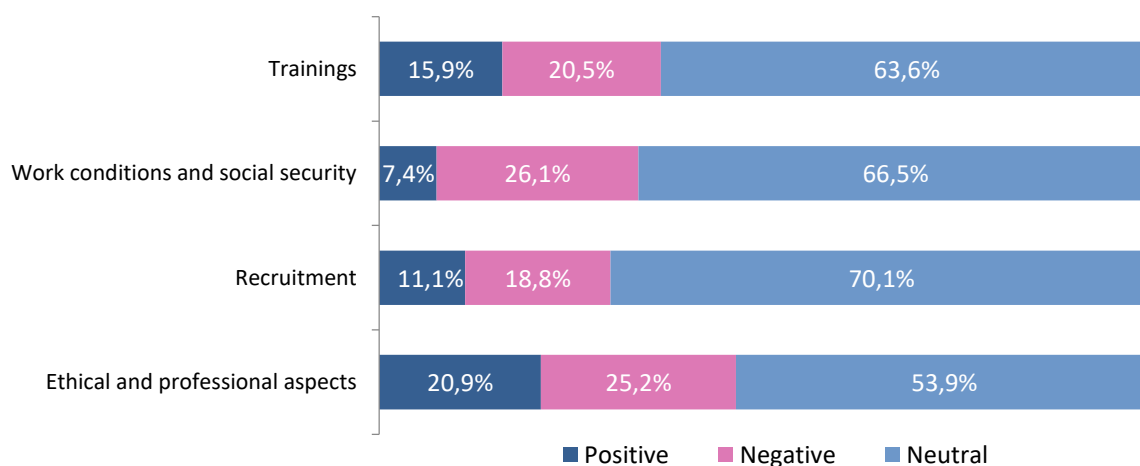


Among the respondents' comments, the dominant group consisted of neutral comments (62.7% of all answers) in which the respondents most often stated that they do not have the knowledge on the subject or they do not understand the question, justified their choice of an answer to a closed question or simply wrote "no comment". Nearly ¹ / 4 of answers were negative. Positive comments were the smallest group (13.7% of all answers).

It should be emphasized that the obtained relatively high percentage of negative answers (23.6%) should not be treated as the voice of the majority nor discussed in categories of global university problems. This is, however, an important signal indicating that there are areas of University functioning which require intervention in the form of introduction of relevant regulations (unless already implemented) or evaluation and improvement of the already existing ones.

When analysing the obtained data divided into areas, it can be observed that the majority of positive comments was recorded for the area of **ethical and professional aspects** (20.9%). The least number of positive comments (7.4%) and simultaneously the largest number of negative comments (26.1%) was given in the area of **work conditions and social security**. The lowest ratio of negative answers was recorded for the area of **recruitment** (18.8%).

Chart 3.10. Percentage distribution of aggregated answers in areas



The table below presents each of the existing principles in various areas, percentage distributions in three categories and ratio of positive answers to negative ones. Navy blue colour marks the largest percentage values in each category of answers, while pink indicates

the lowest. Red colour marks the principles for which the respondents left more negative than positive comments.

The last column of the table presents the percentage ratio of the quantity of answers given to open question to all completed surveys. Its highest value is 6.7% and the lowest 1.4% which means that, although the ratio of answers in each category seems high, it is still an opinion of a considerable minority of respondents.

Table 3.4. Percentage distribution of aggregated statements of respondents

Area	Applicable principle	Positive		Negative	Neutral	Comments in total
Ethical and professional aspects	1. Freedom of scientific research	29,3%	>	26,8%	43,9%	3,9% %
	2. Ethical principles	26,5%	=	26,5%	47,1%	3,2%
	3. Professional responsibility	16,7%	<	30,0%	53,3%	2,8%
	4. Professional approach	15,2%	<	30,3%	54,5%	3,1%
	5. Liabilities under the agreement or regulations	10,3%	=	10,3%	79,5%	3,7%
	6. Responsibility	12,1%	<	45,5%	42,4%	3,1%
	7. Principles of good practice in scientific research	23,7%	<	34,2%	42,1%	3,6%
	8. Popularization and usage of results	23,1%	>	3,8%	73,1%	2,5%
	9. Social involvement	41,2%	>	2,9%	55,9%	3,2%
	10. Non-discrimination principle	21,4%	=	21,4%	57,1%	4,0%
	11. Employee appraisal systems	15,5%	<	33,8%	50,7%	6,7%
Recruitment	12. Recruitment	7,7%	<	53,8%	38,5%	2,5%
	13. Recruitment (Code)	8,3%	<	25,0%	66,7%	2,3%
	14. Selection of staff (Code)	8,9%	=	8,9%	82,2%	4,3%
	15. Transparency (Code)	16,1%	>	12,9%	71,0%	2,9%
	16. Assessment of merits	4,0%	<	20,0%	76,0%	2,4%

	(Code)					
	17. Variations in the order of CVs (Code)	8,3%	>	4,2%	87,5%	2,3%
	18. Recognition of experience in mobility (Code)	13,6%	<	36,4%	50%	2,1%
	19. Recognition of qualifications (Code)	8,3%	<	20,8%	70,8%	2,3%
	20. Seniority (Code)	13,3%	>	6,7%	80,0%	1,4%
	21. Positions for employees with a PhD degree (Code)	24,0%	>	4,0%	72,0%	2,4%
Work conditions and social security	22. Recognition of the profession	6,1%	<	42,4%	51,5%	3,1%
	23. Research environment	6,3%	<	46,9%	46,9%	3,0%
	24. Working conditions	9,1%	>	4,5%	86,4%	2,1%
	25. Stabilization and permanent employment	9,4%	<	15,6%	75,0%	3,0%
	26. Financing and remuneration	5,6%	<	26,8%	67,6%	6,7%
	27. Gender balance	6,4%	<	55,3%	38,3%	4,5%
	28. Professional career development	14,8%	<	18,5%	66,7%	2,6%
	29. Value of mobility	13,6%	=	13,6%	72,7%	2,1%
	30. Access to professional consulting	4,0%	>	0,0%	96,0%	2,4%
	31. Intellectual property rights	6,3%	<	12,5%	81,3%	1,5%
	32. Co-authorship	4,3%	<	17,4%	78,3%	2,2%
	33. Teaching	10,0%	<	40,0%	50,0%	2,8%
	34. Complaints/appeals	4,2%	>	0,0%	95,8%	2,3%
	35. Decision-making bodies	5,9%	<	23,5%	70,6%	1,6%
9 c	36. Relations with the	21,7%	=	21,7%	56,5%	2,2%

scientific supervisor					
37. Management supervision and responsibilities	18,4%	>	7,9%	73,7%	3,6%
38. Continuing professional development	13,9%	<	36,1%	50,0%	3,4%
39. Access to scientific training and the possibility of permanent professional development	4,5%	<	22,7%	72,7%	2,1%
40. Research supervision	18,8%	>	15,6%	65,6%	3,0%

The highest ratio of positive answers can be observed for the principle of **social involvement** (41.2%) which means that the employees and doctoral candidates conducting scientific research popularise and promote their results, mainly through articles, lectures, trainings, exhibitions or statements in the media.

Highly rated principles also include:

- **freedom of scientific research** (29.3%) – this means that the employees and doctoral candidates do not encounter any restrictions to the freedom of belief and expression and can freely choose the methods of solving problems in scientific research;
- **ethical** (26.5%) – the respondents do not encounter any cases of breaching or restricting the fundamental ethical norms, principles or practices;
- **positions for the employees with a PhD degree** (24%) – according to survey participants, UMCS establishes and complies with clear principles and instructions of recruitment and appointment of researchers with a PhD degree, including the maximum period of holding a position and the objectives of appointment.

In relation to many principles contained in the *Code* and the *Charter*, the participants of the study left neutral comments. The largest number of neutral answers was given to the following principles: **access to professional consulting** (96%), **complaints/appeals** (95.8%) and **variations from the order of CVs** (87.5%).

The Team for Implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at UMCS during an appointment, which took place on 14 February 2017, analysed the remarks contained in the Consensus report form received on 10 February 2017. In order not to distort the results of the questionnaire survey, it was decided to keep up the classification of the respondents' answers, presented in Tables 3.3 and 3.4, as: "positive", "negative" and "neutral". In the case of Table 3.3 presenting a percentage distribution of the respondents' aggregated answers, a decision was made that it was necessary to carry out self-improving actions concerning areas where the "neutral" answers accounted for a considerable proportion, i.e. at a level higher than or equal to 20%. The Team for Implementation interpreted such results as an alarming gap that needs to be rectified, resulting from the lack of access for the researchers to information concerning the problems included in the questionnaire survey. A corrected self-improving action plan as well as a schedule for carrying them out, taking into account the aforementioned issues, is presented further in the Strategy.

Ethical and professional aspects

As far as the first area is concerned, the statements of survey participants were focused on the issues of freedom of scientific research, relations between groups of employees, financing scientific research or popularization of their results.

Referring to the freedom of scientific research, the majority of respondents state that when conducting scientific research at UMCS, they have the freedom of belief and expression and they may define the methods of solving problems in accordance with the recognised ethical principles and practices. At the same time, they indicate in their remarks that the working methods may sometimes be imposed by the requirements of the national or international projects or by the expectations of their superiors.

Through their remarks, the respondents confirmed that the University complies with the fundamental ethical norms, principles and practices as they have not personally encountered any cases of breaching these standards.

The majority of commentators did not encounter any cases of breaching intellectual property rights, however, there are remarks on rumours or individual cases of no loyalty among co-workers or superiors.

As far as the knowledge of strategic goals and mechanisms of financing research by the scientific community at UMCS is concerned, comments appear on the lack of sufficient information on financing research as well as on funds distribution and limited access to information on the strategy of the Faculty. However, the majority of commentators state that people who are interested can acquire such information without any problems.

According to the respondents, most employees are not familiar with the subject of national, sectoral and institutional regulations determining the conditions of training or work within the intellectual property rights as well as the requirements and conditions of donors. Employees follow common sense rather than the knowledge of regulations.

According to the respondents, in terms of financing scientific research, the principle of transparency of finance management is lacking slightly. Some people consider the access to information on this subject missing or the principles too complicated. Part of the commentators point to the complexity of procedures and the highly bureaucratic character of the process of granting funds for research and equipment.

In terms of the usage of safe methods of performing work in accordance with the national regulations, e.g. taking precautions with regard to health and work safety, data protection and confidentiality as well as recovery of data lost as a result of failure of IT systems, the respondents sometimes draw attention to the recurring computer failures which may result in the loss of data, and the requirement to change passwords to IT systems frequently may foster the saving of passwords which will affect the safety and protection of data. In this respect, there were also comments on the teaching base of units – the respondents mainly drew attention to old furniture, lack of office equipment and overcrowded lecture halls of poor technical condition.

The few respondents who decided to comment on the obligation of the people conducting scientific research to publicise their results, remarked that they do not conduct scientific research nor have they encountered an obligation to publicise research results, describing this principle more as a custom.

Referring to the principle of social involvement, the majority of commentators popularize and promote the results of their research among the general public. The respondents usually publish articles in journalistic magazines, conduct lectures and trainings, participate in the Festival of Science or, in the case of art representatives, popularise their works during exhibitions and vernissages.

Maria Curie-Skłodowska University, as an employer, protects the employees against discrimination based on gender, age, ethnic, national or social origin, religion or beliefs,

sexual orientation, language, disability, political views and social or material status – the respondents have not personally experienced any kind of discrimination, one remark was made on the lack of discrimination being one of the stronger points of the University. Some people point out, however, that there are places where the infrastructure is not adapted to the needs of people with disabilities and individual cases of inappropriate jokes or unequal treatment of women have been reported.

The participants of the study confirmed that UMCS implements the procedure of regular employee evaluation and assesses the results of their research – they emphasized that it is clear and comprehensible – however, it is conducted by the University and not the international committee.

Recruitment

The participants of the study confirmed that Maria Curie-Skłodowska University provides clearly defined standards for the recruitment process and the admission of researchers. However, some commentators drew attention to the problem of missing objectivity when establishing the criteria for the competition and choosing the winners according to personal and not substantive prerequisite.

In terms of the principle of recruitment included in the Code, the respondents admit that, although the recruitment procedures are clear and comprehensible, they do not have sufficient knowledge to compare them on an international level.

As far as the principles of staff selection are concerned, the respondents point out that the recruitment commissions selecting the candidates at UMCS represent various experiences and qualifications, however, they rarely consist of members of diverse industries, disciplines or countries. According to the people who decided to leave a comment for this question, the commissions should be built in accordance with the substantive criteria and not parities.

The University informs the candidates about the recruitment process, the selection criteria, the quantity of available positions and the prospects of professional development – according to the respondents, mainly through the announcements at the University's website.

The few respondents who decided to comment on the principle of assessing merits emphasized that they do not have sufficient knowledge on the evaluation of the candidates' merits because at the moment they do not participate in the recruitment process but they feel that the dominating principle is that of the quantitative evaluation of publications and accomplishments during one's academic career.

As far as the principle of variations from the order of CVs is concerned, the participants of the survey left remarks from which it can be concluded that they do not understand the question or have no knowledge on the subject.

According to some commentators, Maria Curie-Skłodowska University perceives any experience with mobility or discipline change as a valuable contribution to the professional development of every researcher. However, remarks have appeared drawing attention to the fact that the employees are not appreciated for undertaking mobility and they are not encouraged to submit applications for foreign trips. Part of the respondents expressed doubts whether changing the scientific discipline would truly be treated as a valuable contribution to their professional development and not as something that would slow it down.

The few people who decided to comment on the principle of recognizing academic and professional qualifications, including informal qualifications, state that they are not familiar with the principles of recognizing informal qualifications, and within the scope of evaluating academic qualifications, evaluations and visitations are conducted by the directors of departments/units.

The participants of the survey confirmed that the University establishes the required level of basic qualifications corresponding to the needs of a given position in a precise manner, however, they emphasized that they refer solely to their own experience.

The respondents also confirmed that UMCS clearly defines the principles and instructions of recruitment and the appointment of researchers with a PhD degree, including the maximum period of holding a position and the objectives of appointment, and that they are commonly known and complied with.

Work conditions and social security

Referring to the work conditions, the respondents confirmed that as much as the financial capabilities of Maria Curie-Skłodowska University allow, the employer is committed to creating a stimulating research environment (providing equipment, facilities, interactive networks) and complies with the regulations on health and safety at the workplace. At the same time, their remarks indicated the need for improving work conditions – increasing the number of teaching facilities, providing additional equipment for the rooms. The respondents' comments confirmed that the researchers, including the researchers with disabilities, are provided with flexible working conditions at the University for the purpose of conducting effective research. In addition, the respondents noted that, as part of creating a stimulating environment, the University should implement the strategy of faculties' interaction to perform research projects together.

As far as the sense of employment stability is concerned associated with the University's compliance with the principles specified in the EU directive on the employment for a definite period of time, the comments of the respondents are divided. Some declare that the principles are complied with. Others refer to the fact that their sense of stability is shaken by the general situation in the sector of higher education caused by continuous amendments introduced to acts and regulations. On the other hand, the last group admits that they are not familiar with the principles of the EU directive and thereby they are not able to determine whether these principles are complied with or not.

The respondents confirmed that the remuneration and social insurance guaranteed by the University are fair and consistent with valid national regulations. However, they emphasize that the remuneration is disproportionate to the workload and is not attractive. At the same time, they are aware that this is a problem on a national scale and not only an issue of UMCS.

Referring to the University's establishment of the strategy of professional career development for researchers, a small group of respondents who left a comment observed that the execution of this principle depends mainly on the Institute/Faculty. The general practice include an independent preparation of the development strategy in consultation with the director of the unit or department. The respondents, referring in their comments to the

principle of providing professional consulting by the employer and the assistance in finding work, declared that they were not interested in this issue and they have no data on the subject.

Maria Curie-Skłodowska University, as an employer, recognizes the value of mobility of researchers as a method of expanding knowledge and supporting professional development - the respondents draw attention to the fact that didactic and scientific employees cooperate with the private sector, the University employs practitioners and allows for the activity at UMCS meant to establish cooperation with other research centres.

According to the respondents, the University implements regulations ensuring legal protection of intellectual property and enabling researchers to benefit from the results of their research - however, it is primarily the researcher who should take care of this aspect of their work. The respondents declare that they have not encountered a situation in which a tutor prevented their mentees from publishing the results of their research or signed his or her name as a co-author when in reality they were not involved in the process of research.

According to the participants of the survey, the obligations as far as teaching is concerned are adequately remunerated and reliably billed. However, opinions appear saying that the methodology of teaching is not significant in the employee appraisal system and is treated merely as a supplementary element.

The few respondents who decided to comment on the principles of complaints and appeals have not encountered the issue of conflicts among tutors and early-stage researchers. They are also not familiar with the procedures and the persons responsible for examining the complaints and appeals of employees.

According to survey participants, the University respects the right of scientific employees to be represented in relevant decision-making bodies, however, they draw attention to the division of places based on the principle of proportionality of the number of people in a single unit and not the principle of equivalence which means that greater decision-making capabilities belong to larger units.

Trainings

The additional comments given by the respondents confirmed that Maria Curie-Skłodowska University, as an employer, provides young researchers with a tutor who supervises their work and has sufficient knowledge, experience and competencies. Doctoral candidates remain under the supervision of supervisors, while young employees get support from directors of units whose responsibilities in this respect are clearly defined by the Articles of Association of UMCS. In addition, the respondents emphasize that the University has implemented the procedures enabling the constant monitoring of the progress of young researchers and their evaluation. Some respondents, however, point to the fact that despite legal regulations, the commitment of a tutor is individual and depends mainly on the personal characteristics and the workload of the tutor.

Referring to their relations with the tutor, some respondents confirmed that Maria Curie-Skłodowska University established and organized regular forms of contact between doctoral candidates and their tutors. The remaining part of respondents declared, on the other hand, that they do not know whether these have been regulated top-down - at the same time, the comments emphasized that individual, substantively valuable contacts with the scientific and didactic staff are undertaken independently without any problems.

According to the respondents, the relations between older and early-stage research employees, as far as broadly understood supervision and management is concerned, are mostly implemented in accordance with the principle of partnership, in a good atmosphere fostering development. However, sometimes with heavy work load, there is not enough time to provide sufficient substantive or organizational support.

Support of the employer in terms of development and improvement of skills and professional qualifications, has a strictly financial dimension for the respondents. Therefore, the opinions of respondents are quite divided - some indicate that the University enables the participation in conferences, trainings and other forms of education, and some point out that there is no financial resources for that. It should be emphasized, however, that every scientific and research or scientific and teaching entity, including UMCS, has a certain budget which is limited and thereby, not everything (e.g. conferences, trainings, etc.) can be covered by its financial resources.

Distribution of answers to each questionnaire question is shown in Annex 4.

CONCLUSIONS FROM THE ANALYSIS OF INTERNAL DOCUMENTATION AND SURVEY RESEARCH

The analysis of answers granted in the survey proved that the respondents assess the present situation at Maria Curie-Skłodowska University in Lublin (further: UMCS in Lublin) as good. This is confirmed by the prevalence of positive answers (77.24% of total answers) in relation to negative answers (8.54% of total answers) in 40 questions that correspond to 40 principles stipulated in the Chart and the Code.

The table below presents each of the principles binding in particular areas, percentage distributions in three categories and ratio of positive to negative answers. Navy blue indicates the highest, and pink the lowest percentage values in each category of answers.

Table 4.1. Percentage distribution of the aggregated answers of the respondents

Area	Binding principle	Positive		Negative	Neutral
Ethical and professional aspects	41. Research freedom	96,9%	>	1,5%	1,6%
	42. Ethical principles	92,5%	>	2,8%	4,7%
	43. Professional responsibility	93,7%	>	2,0%	4,3%
	44. Professional attitude	82,7%	>	9,6%	7,7%
	45. Contractual and legal regulations	93,2%	>	5,4%	1,4%
	46. Accountability	81,2%	>	6,8%	12,0%
	47. Good practice in research	89,3%	>	4,4%	6,3%
	48. Dissemination, exploitation of results	83,6%	>	5,7%	10,6%
	49. Public engagement	87,3%	>	7,2%	5,5%
	50. Non-discrimination	85,6%	>	4,2%	10,1%
	51. Evaluation/appraisal systems	78,9%	>	10,6%	10,5%
Recruitment	52. Recruitment	87,2%	>	6,5%	6,3%
	53. Recruitment (Code)	77,9%	>	8,1%	13,9%
	54. Selection (Code)	65,5%	>	12,0%	22,6%

	55. Transparency (Code)	73,9%	>	11,0%	15,1%
	56. Judging merits (Code)	73,3%	>	9,9%	16,9%
	57. Variations in the chronological order of CVs (Code)	74,1%	>	3,8%	22,0%
	58. Recognition of mobility experience (Code)	74,7%	>	8,9%	16,4%
	59. Recognition of qualifications (Code)	75,0%	>	7,5%	17,5%
	60. Seniority (Code)	89,6%	>	4,3%	6,1%
	61. Postdoctoral appointments (Code)	87,3%	>	3,7%	8,9%
Working conditions and social insurance	62. Recognition of the profession	73,7%	>	11,8%	14,5%
	63. Research environment	75,7%	>	13,4%	10,8%
	64. Working conditions	79,3%	>	2,2%	18,5%
	65. Stability and permanence of employment	78,6%	>	4,3%	17,1%
	66. Funding and salaries	68,4%	>	17,2%	14,4%
	67. Gender balance	58,0%	>	12,4%	29,5%
	68. Career development	66,7%	>	12,0%	21,2%
	69. Value of mobility	67,0%	>	8,5%	24,5%
	70. Access to career advice	40,4%	>	24,8%	34,8%
	71. Intellectual property rights	77,4%	>	6,1%	16,5%
	72. Co-authorship	67,1%	>	8,2%	24,6%
	73. Teaching	58,1%	>	25,5%	16,4%
	74. Complaints/appeals	54,4%	>	12,0%	33,5%
	75. Decision-making bodies	78,0%	>	2,7%	19,3%
Training	76. Relation with supervisors	87,4%	>	3,4%	9,2%
	77. Supervision and managerial duties	82,2%	>	7,4%	10,4%
	78. Continuing professional development	83,4%	>	9,0%	7,6%

79.	Access to research training and continuous development	66,6%	>	13,2%	20,2%
80.	Supervision	60,6%	>	15,0%	24,4%

The highest ratio of positive answers was recorded for the issue from the area "Ethical and professional aspects" concerning research freedom (question 1: When conducting research at UMCS in Lublin, you can follow freedom of beliefs and statements and determination of problem solving methods in accordance with recognized ethical principles and practices). Total answers "definitely yes" and "rather yes" accounted for as much as 96.6%.

Other issues highly assessed by the respondents included:

- professional responsibility (question 3: UMCS in Lublin complies with the principles of intellectual property rights and joint ownership of data in the case of research conducted in cooperation with supervisor/supervisors and/or other researchers) – 93.7% of total positive answers
- contractual and legal regulations (question 5: UMCS in Lublin is familiar and complies with national, sectoral and institutional regulations governing trainings or working conditions, concerning, among other things, intellectual property rights and requirements and conditions on the part of any sponsors or donors, regardless of the nature of the contract) – 93.2% of total positive answers
- ethical principles (question 2: UMCS in Lublin complies with fundamental ethical standards, principles and practices included in national, sectoral or institutional codes of ethics) – 92.5% of total positive answers

Further analysis of the results shows that none of the principles has obtained vast majority of negative answers. The largest ratios of negative answers were recorded for the principle **teaching** (25.5%), question 33 **access to career advice** (24.8%), question 30.

Many principles included in the Code and the Chart were assessed neutrally by the respondents. The largest number of neutral answers was granted for the principles **access to career advice** (34.8%), question 30, complaints/appeals (33.5%), question 34, and **gender balance** (29.5%), question 27.

In conclusion, in particular areas, the strengths of UMCS in Lublin are the issues resulting from the principles i.e.: **research freedom** (question 1), **seniority** (question 20), **working conditions** (question 24), and **relation with supervisors** (question 36). Other identified strengths include also - **stability** and **permanence of employment** (question 25), **continuing professional development** (question 38), **professional responsibility** (question 3), and **decision-making bodies** (question 35).

ACTION PLAN

A detailed analysis of the survey results indicated that weaknesses in the examined areas include – **evaluation/appraisal system** (question 11), **selection** (question 14), **access to career advice** (question 30), **teaching** (question 33), **access to research training and continuous development** (question 39), **supervision** (question 40). Procedures binding with regard to these principles should become an object of special interest of UMCS in Lublin, which proves the usefulness of preparation and implementation of new, updated Work Regulations.

In addition, the analysis of the actual condition and survey results indicated that an important element of the actions taken by UMCS in Lublin under the presently binding processes should be also continuous and effective notification of employees and doctoral candidates of the currently conducted projects, grants.

As a result of the conducted surveys, additionally actions were planned, aimed to limit discrepancies between the principles of the functioning of UMCS in Lublin and the principles as specified in the Chart and the Code with regard to evaluation/appraisal system, **selection** (question 14), **research environment** (question 23), **funding and salaries** (question 26), **access to career advice** (question 30), **teaching**, **access to research training and continuous development** (question 39), **supervision** (question 40). They were identified as self-improving actions.

As a result of the remarks contained in the Consensus report form to UMCS Application for the "HR Excellence in Research" award submitted by: UNIVERSITY MARIA CURIE-SKŁODOWSKA (UMCS), received on 10 February 2017 as well as after again analysing the facts and the survey results, it was decided to take additional self-improving actions in areas where the respondents answered "I don't know", "It's difficult to tell" as well as in respect of given neutral answers whose percentage values remained at a level $\geq 20\%$ (as illustrated in Table 3.3 "Percentage distribution of the respondents' aggregated answers").

It was acknowledged that the aforementioned answers can be negative in nature. Indeed, the content of neutral answers may result from the respondents' ignorance, rather than from a negative assessment of a given problem, but in UMCS' opinion it is legitimate to take

additional actions the goal of which will be to prepare and implement a university-wide information procedure addressed to the academic community about the University's current policy as well as the University's applicable internal acts regulating the following areas:

14. Staff Selection
17. Deviations from the Order of CVs (Code),
27. Gender Balance,
28. Professional Career Development,
29. Value of Mobility,
30. Access to Professional Consultancy,
32. Co-authorship,
34. Complaints/Appeals,
39. Access to Research Training Courses as well as Opportunity of Permanent Professional Development,

Again analysing the surveys carried out made it possible to extend the scope of areas that should be improved at UMCS. The areas concerned were chosen based on comparison of qualitative and quantitative data contained in Tables 3.3 "Percentage distribution of the respondents' aggregated answers" and 3.4 "Percentage distribution of the respondents' aggregated opinions in the so-called open-ended questions". From Table 3.3, the principles from given areas whose percentage distribution remained at a level $\geq 20\%$ were chosen.

However, the answers given to the open-ended questions, determined as neutral in Table 3.4, were not fully recognised as answers with negative value. Their formulation was as follows: "no reservations", "no remarks", which should not be assessed as a negative opinion taking into account the survey entire content.

In UMCS' opinion, the "neutral" answers pointed out in Table 3.3 which, determined as neutral due to the respondents' ignorance may in a given area be taken as negative answers, should be treated differently. For this reason, UMCS sees the need to take actions the goal of which will be to increase the academic community's awareness of the University's internal acts, regulating a given area as well as of the University's policy directions being decided on at the moment in the concerned respect.

In conclusion, the data contained in Tables 3.3 and 3.4 lead to no different conclusions, indicate the same areas within which additional self-improving actions should be

taken. However, due to a low number of answers given to the open-ended questions, as illustrated in Table 3.4, inability to assign negative value to them, the data contained in the table concerned, not treated as the voice of the majority, were used in an auxiliary manner. Taking additional self-improving actions by extending their scope gave rise to the need to make changes in Table 5.2 "Self-improving actions" and in Table 5.4. "The schedule of self-improving actions". The aforementioned tables were extended to include new actions the implementation of which has already been started.

Furthermore, in Tables 5.1, 5.2, 5.3, and 5.4, the classification of positions of individual areas requiring to take corrective and self-improving actions was moved. This resulted from the need to highlight short-term actions, of information nature, the goal of which is to provide the academic community with access to information about UMCS's applicable internal regulations in the areas of ethics and professionalism.

In UMCS' opinion, it is exactly effectively informing the academic community about balanced assessment criteria of candidates covering:

- an assessment of total potential as researchers as well as creativity and a level of independence;
 - a policy of incentives, support in respect of researchers' personal and professional development;
 - recognition of researchers' mobility in the process of assessment and recruitment;
 - a policy of recognition of the co-authorship of works, patents, etc. as well as freedom of the publication of research results;
 - a strategy of professional career development for researchers at each stage of their career;
 - a policy of gender equal opportunities at the stage of recruitment and subsequent stages of a professional career;
 - access to training courses;
 - the organisation of accepting, organising and handling complaints and applications, the obligation of keeping to the University's ethical standards and anti-mobbing policy
- that should be an important element of actions taken under the currently applicable processes.

Awareness and knowledge in respect of the University's applicable regulations, policy is an essential element of effective implementation of the principles of the Charter and Code at UMCS.

Remaining actions will be implemented within the previous scope. Each of the planes of undertaken activity may be carried out in a parallel manner. Carrying out individual actions does not condition taking the next ones. None of the actions has the dominant nature either. The process of rectification and self-improvement takes on the form of a mechanism integrating widely understood activity, and specifically work of different groups of the University community whose goal is to put the principles of European Research Area into practice.

The above-outlined corrective and self-improving actions specified in Tables 5.1 and 5.2 are respectively illustrated in Tables 5.3 and 5.4. Changes made in Tables 5.1 and 5.2 determined corrections made in Tables 5.3 and 5.4.

Table 5.1. Corrective actions

No.	Area of the Charter and Code Requiring to Take Actions	Substantive Description of Actions Planned to be Carried out	University's Organisational Unit Responsible for Completion of the Action	Completion Date
30	Access to Professional Consultancy	Implementation of a system for spreading information about professional consultancy	Career Office	1 year
33	Teaching	Verification and update of the principles of commissioning classes taking into account time devoted to training novice researchers	A team appointed by the Rector	1 year
40	Academic Supervision	Strengthening an element of academic supervision in an assessment of research workers	A team appointed by the Rector	1 year
11	Employee Assessment System	Adaptation of assessment sheets to the new wording of regulations of the Higher Education Law Act, including modification of the assessment criteria. Preparation and	HR-Payroll Centre, Legal and Organization Department	2 years

		implementation of the new Work Regulations		
14	Staff Selection	Taking actions aimed at ensuring appropriate representation of competition committees	A team appointed by the Rector	2 years
39	Access to research training courses as well as opportunity of permanent professional development	Development and implementation of a procedure in respect of organising and promoting training courses for research workers	HR-Payroll Centre	2 years

Table 5.2. Self-improving actions

No.	Area of the Charter and Code Requiring to Take Actions	Substantive Description of Actions Planned to be Carried out	University's Organisational Unit Responsible for Completion of the Action	Completion Date
2	Ethical Principles	Making a set of national guidelines devoted to ethical issues in the area of Higher Education available on UMCS' website	Legal and Organization Department	2 months
12	Recruitment	Adaptation of the employment policy to the amendment of the Higher Education Law Act	Statutory Committee	6 months
17	Deviations from the Chronological Order of CVs (Code)	Development and implementation of a university-wide procedure in respect of informing the academic community about balanced assessment criteria of candidates which cover an assessment of total potential as researchers as well as creativity and a level of independence the goal of which is to motivate researchers' broad development	HR-Payroll Centre	6 months
28	Professional Career Development	Development and implementation of a university-wide procedure in respect of informing the academic community about the content of internal regulations regulating a specific strategy of professional career development for researchers at	HR-Payroll Centre	6 months

		each stage of their career as well as the University's policy the main goal of which is motivation, support in respect of researchers' personal and professional development		
29	Value of Mobility	Development and implementation of a university-wide procedure in respect of informing the academic community about actions taken at the University in respect of recognition of mobility in the process of assessment and recruitment	A team appointed by the Rector HR-Payroll Centre	6 months
32	Co-authorship	Preparation and implementation of an information campaign among the academic community about recognition of the co-authorship of works, patents, etc. as well as freedom of the publication of research results	Knowledge and Technology Transfer Centre	6 months
34	Complaints / Appeals	Preparation and implementation of an information campaign among the academic community about the University's internal regulation concerning the organisation of accepting, organising and handling complaints and applications, the obligation of keeping to the ethical standards as well as anti-mobbing policy	HR-Payroll Centre Legal and Organization Department Rector's Anti-Mobbing Committee	6 months
39	Access to Research Training Courses as well as Opportunity of Permanent Professional Development	Preparation and implementation of an information campaign among the academic community about organized and promoted training courses for research workers	HR-Payroll Centre	6 months
16	Assessment of Merits (Code)	Preparation and implementation of an information campaign among the academic community in respect of popularisation of good practices for use of diversified criteria concerning accomplishments and academic	A team appointed by the Rector	6 months

		achievements in the recruitment process.		
4	Professional Approach	Development and implementation of a process of informing about currently carried out projects, grants, etc. via the Internet. Preparation and implementation of UMCS' internal legislative acts regulating the processes of preparation of applications as well as principles of carrying out research financed from national funds	Research and International Cooperation Centre Knowledge and Technology Transfer Centre	1 year
5	Obligations Arising out of the Contract and/or Regulations	Preparation of a plan for informing research workers about applicable regulations in this respect Preparation and implementation of UMCS' internal legislative acts regulating the processes of preparation applications as well as of principles of carrying out research financed from national funds	Research and International Cooperation Centre Legal and Organization Department Knowledge and Technology Transfer Centre	1 year
8	Popularisation, Use of the Results	Taking actions aimed at establishing a contact point the goal of which would be to coordinate the actions of the University's organisational units/sections in the process of technology transfer, taking in particular into account maintaining contact with researchers and entrepreneurs interested in technology transfer from UMCS to the economy	Knowledge and Technology Transfer Centre	1 year
30	Access to Professional Consultancy	Implementation of a system for spreading information about professional consultancy	Office Careers	1 year
16	Assessment of Merits (Code)	Popularisation of good practices for use of diversified criteria concerning accomplishments and academic achievements in the recruitment process	A team appointed by the Rector	2 years

24	Working Conditions	Preparation and implementation of the new Work Regulations	HR-Payroll Centre Legal and Organization Department	2 years
25	Stabilisation and Permanent Employment	Preparation and implementation of the new Work Regulations	HR-Payroll Centre Legal and Organization Department	2 years
27	Gender Balance	Preparation and implementation of the new Work Regulations Development and implementation of a university-wide procedure in respect of informing the academic community about the policy of gender equal opportunities at the stage of recruitment and subsequent stages of a professional career carried out at the University	A team appointed by the Rector HR-Payroll Centre	2 years
7	Good Practice Principles in Research	Preparation and implementation of the new Work Regulations Carrying out an occupational hazard assessment for missing workstations and updating the occupational hazard assessment documentation	HR-Payroll Centre Legal and Organization Department Occupational Health and Safety Department	2 years
10	Non-discrimination Principle	Preparation and implementation of the new Work Regulations	HR-Payroll Centre Legal and Organization Department	2 years
14	Staff Selection	Preparation and implementation of an information campaign among the academic community about criteria to be met by committees selecting candidates that should represent diverse experiences and qualifications as well as demonstrate adequate gender balance, and also, where necessary and possible, consist of members from different trades	HR-Payroll Centre A team appointed by the Rector	1 year
38	Continuation of Professional Development	Analysing and perhaps extending an educational offer (courses, training courses,	HR-Payroll Centre Centre for Education and	3 years

		postgraduate studies) addressed to the University's employees	Handling Studies	
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Table 5.3 Schedule of corrective actions

ACTION PLAN - S C H E D U L E - CORRECTIVE ACTIONS																																																						
No. ¹	Organisational Unit Responsible for Completion of the Action/Official Position	Completion Date Short/Average /Long	Duration from to	2016												2017												2018												2019														
				I	II	III	4	V	VI	VII	VIII	IX	X	XI	XII	I	II	III	4	V	VI	VII	VIII	IX	X	XI	XII	I	II	III	4	V	VI	VII	VIII	IX	X	XI	XII	I	II	III	4	V	VI	VII	VIII	IX	X	XI	XI			
30	Career Office	short	January - December 2017																																																			
33	A team appointed by the Rector	short	January - December 2017																																																			
40	A team appointed by the Rector	average	January - December 2018																																																			
11	HR-Payroll Centre Legal and Organization Department	average	from November-2016 to October-2018																																																			
14	A team appointed by the Rector	average	from November-2016 to October-2018																																																			
39	HR-Payroll Centre	average	from January- 2017 to December-2018																																																			

Legend:

¹A task relevant number needs to be entered in order to link the internal analysis and action plan tables to the schedule.

Green colour means a short period of time.

Blue colour means an average period of time.

Red colour means a long period of time.

Table 5.4 Schedule of self-improving actions

ACTION PLAN - S C H E D U L E - SELF-IMPROVING ACTIONS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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				I	II	III	4	V	VI	VII	VIII	IX	X	XI	XII	I	II	III	4	V	VI	VII	VIII	IX	X	XI	XII	I	II	III	4	V	VI	VII	VIII	IX	X	XI	XII	I	II	III	4	V	VI	VII	VIII	IX	X	XI	XII																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
2	Legal and Organization Department	short	January - February 2017																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																</

MONITORING OF IMPLEMENTATION EFFECTS

Monitoring the effects of specific corrective and self-improving actions will become an important element of implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at Maria Curie-Skłodowska University in Lublin. The Monitoring Team appointed from among the members of the Team for Implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at UMCS in Lublin, appointed by Order No. 53/2016 of the Rector of UMCS in Lublin, will oversee the implementation of Corrective Action Plan. The process of implementation of required corrective actions adapting the internal legal regulations as well as good practices applied to the principles and recommendations of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers will be monitored in terms of quality and promptness. The monitoring group composition is shown in Table 6.1.

Table 6.1. Members of the group monitoring the implementation of the Action Plan at UMCS in Lublin

No.	Name	University's/Faculty's Organisational Unit
1.	prof. Hab. PhD Radosław Dobrowolski Chairman of the Monitoring Team	Deputy Vice-Rector for Scientific Affairs and International Cooperation
2.	prof. Hab. PhD Marek Pietraś Deputy Chairman of the Monitoring Team	Faculty of Political Science
3.	prof. Hab. PhD Zbigniew Hubicki	UMCS Branch Faculty in Puławy
4.	Hab. PhD Wojciech Janicki	Faculty of Earth Sciences and Spatial Management
5.	Hab. PhD Piotr Łuczkiewicz	Faculty of Humanities
6.	PhD Karol Dąbrowski	Faculty of Law and Administration
7.	PhD Robert Zubel	Faculty of Biology and Biotechnology
	MSc Marcin Sanakiewicz	Doctoral Student Self-Government
8.	MSc Grzegorz Narolski coordinator of the Team for Implementation	Legal and Organization Department
9.	MSc Karina Kasperek	Research and International Cooperation Centre
10.	MSc Agnieszka Krukowska	HR-Payroll Centre

The task of the monitoring team members will be to assess the effects of implementation of actions specified in the Plan, while at the same time carrying out inspections of tasks being carried out within individual teams and organisational units.

It is planned that the appointments of the monitoring team members take place every quarter. The Coordinator of the Team for Implementation as well as the Chairman will be handing over reports on the implementation of the Action Plan to the Rector.

The Team for Implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at UMCS during an appointment, which took place on 14 February 2017, analysed the remarks contained in the Consensus report form to UMCS Application for the "HR Excellence in Research" award submitted by: UNIVERSITY MARIA CURIE-SKŁODOWSKA (UMCS), received on 10 February 2017. The members of the Team made a unanimous decision that it was necessary to comply with the EURAXESS Right Team experts' suggestions, which will streamline the Monitoring Team work. Extending the composition of this group to include researchers will contribute to better supervision over the progress of implementation work, both in terms of promptness of their implementation, and the substantive side of individual legal solutions. This act will also contribute to an increase in supervision over the process of adaptation of UMCS' internal normative acts to the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

On 23 February 2017, the first appointment of the Monitoring Team took place. A report on arrangements made, in the form of a report submitted to the Rector of UMCS, is attached as Annex 5.

SUMMARY AND FINAL CONCLUSIONS

One of the objectives of UMCS in Lublin is to create a researcher-friendly University, aimed at making working conditions of the European Union researchers more attractive. Actions taken in order to implement the principles of the European Charter for Researchers and the Code of Conduct indicate that many aspects related to the execution of scientific research and scientific development are implemented correctly at UMCS in Lublin.

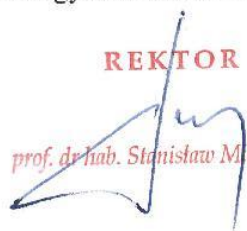
An internal procedure conducted at UMCS in Lublin confirmed the presence of some areas that should be improved at the University to increase its competitiveness and create a better space for the development of science.

In the opinion of the academic environment, the indicated shortcomings do not constitute difficulties in the functioning of the University, which is indicated by the survey results, however, UMCS in Lublin is committed to take up immediate actions designed to streamline its functioning in the concerned scope, in particular by preparing new Work Regulations, developing a system for exchange of information about currently conducted projects and grants.

Finally, UMCS in Lublin declares careful and consistent use of the principles specified in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

ACCEPTANCE

The Rector of UMCS in Lublin, prof. dr hab. Stanisław Michałowski, accepts the prepared HR Strategy and Action Plan.

REKTOR

prof. dr hab. Stanisław Michałowski



Lublin, November 15th, 2016

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ZARZĄDZENIE

Nr 53/2016

Rektora

Uniwersytetu Marii Curie-Skłodowskiej
w Lublinie

z dnia 19 września 2016 r.

*w sprawie powołania Zespołu ds. Wdrożenia zasad Europejskiej Karty Naukowca
i Kodeksu Postępowania przy rekrutacji pracowników naukowych
w Uniwersytecie Marii Curie-Skłodowskiej*

Na podstawie art. 66 ust. 2 ustawy z dnia 27 lipca 2005 r. *Prawo o szkolnictwie wyższym* (t.j. Dz. U. z 2012 r. poz. 572 ze zm.),

zarządzam:

§ 1

1. Wdrożenie Strategii HR dla naukowców w Uniwersytecie Marii Curie-Skłodowskiej jest jednym z priorytetowych działań w ramach dążenia do stworzenia przyjaznego środowiska pracy naukowej, podniesienia jakości tej pracy i prowadzonych w jej ramach badań, a także zagwarantowania transparentnych zasad rekrutacji pracowników naukowych.
2. Europejska Karta Naukowca ustanawia ogólne zasady i wymagania określające role, zakres obowiązków i uprawnienia pracowników naukowych, a także ich pracodawców i/lub grantodawców.
3. Kodeks Postępowania przy rekrutacji pracowników naukowych obejmuje ogólne zasady i wymagania, do których powinni stosować się pracodawcy i/lub grantodawcy przy mianowaniu lub rekrutacji naukowców.

§ 2

1. Z dniem 19 września 2016 r. powołuję Zespół ds. Wdrożenia Europejskiej Karty Naukowca i Kodeksu Postępowania przy rekrutacji pracowników naukowych w UMCS, zwany dalej „Zespołem”, w następującym składzie:

Przewodniczący Zespołu: prof. dr hab. Marek Pietraś

Wiceprzewodniczący Zespołu: dr hab. Anna Rakowska prof. nadzw.

Koordynator Zespołu: Grzegorz Narolski

Sekretarz Zespołu: Paweł Kucharski

Członkowie Zespołu:

Agnieszka Krukowska – Dyrektor Centrum Kadrowo-Płacowego,

Hanna Jaworska – Biuro Kadr,

Ewa Kwiatkowska – Biuro Płac,

Karina Kasperek – Dyrektor Centrum Badań Naukowych i Współpracy Międzynarodowej,

Anna Polaczek-Skiba – Centrum Badań Naukowych i Współpracy Międzynarodowej,

Anna Grzegorzcyk – Centrum Transferu Wiedzy i Technologii,

Maria Brodzicka – Rzecznik Patentowy,

Grzegorz Kseniak – Audytor Wewnętrzny,

Marcin Gołębiowski – Dyrektor Centrum Promocji,

Katarzyna Kołbut – Biuro Promocji

Aneta Adamska – Rzecznik Prasowy,

Wojciech Widelski – Dyrektor Lubman UMCS,

Sylwia Pawłowska-Jachura – Zespół Legislacji Wewnętrznej

oraz Przedstawiciele pracowników naukowych:

prof. dr hab. Zbigniew Hubicki,

dr hab. Anna Żukowska, prof. nadzw.

dr hab. Wojciech Janicki,

dr hab. Andrzej Kapusta,

dr hab. Piotr Łuczkiewicz,

dr Karol Dąbrowski,

dr Agata Kusto,

dr Joanna Reszko-Zygmunt,

dr Robert Zubel,

mgr Anna Tudruj.

Pracownicy merytorycznie odpowiedzialni za przygotowanie dokumentacji organizacyjnej,
prawnej i informacyjnej, w tym w szczególności opracowanie Strategii HR i Planu działań:

Agnieszka Krukowska

Karina Kasperek

Grzegorz Narolski

Przewodniczący Samorządu Doktorantów: Marcin Sanakiewicz.

2. Do zadań Przewodniczącego Zespołu należy:

- a) nadzór nad realizacją bieżących prac Zespołu;
- b) koordynacja prac realizowanych przez Zespół, zgodnie z przyjętym zakresem prac i harmonogramem realizacji;
- c) zapewnienie właściwego przepływu informacji i komunikacji w ramach prowadzonych prac;
- d) przedstawianie Rektorowi okresowych sprawozdań z działalności Zespołu.

§ 3

1. Do zadań Zespołu należy w szczególności wdrożenie w UMCS zasad Europejskiej Karty Naukowca i Kodeksu Postępowania przy rekrutacji pracowników naukowych, zgodnie z wytycznymi Komisji Europejskiej.

2. Do zakresu prac Zespołu należy:

- a) analiza wewnętrznych regulacji prawnych, procedur i praktyk stosowanych w Uczelni, wskazująca zakres, w jakim Uczelnia realizuje zapisy Europejskiej Karty Naukowca i Kodeksu Postępowania przy rekrutacji pracowników naukowych;
- b) przygotowanie dokumentacji organizacyjnej, prawnej i informacyjnej jako wyniku przeprowadzonej analizy wewnętrznej, mającej na celu wskazanie obszarów wymagających konkretnych działań w kontekście dostosowania regulacji wewnętrznych do wymogów Karty i Kodeksu;
- c) opracowanie strategii działań (w polskiej i angielskiej wersji językowej), zwanej dalej „Strategią HR”, obejmującej:
 - harmonogram prac Zespołu i zakres odpowiedzialności,
 - rezultaty i wnioski z analizy wewnętrznej w kontekście realizacji postanowień Karty i Kodeksu,
 - plan zawierający opis działań, które zostaną podjęte w celu wdrożenia zapisów Karty i Kodeksu oraz opis istniejących działań, które zostaną usprawnione celem zapewnienia zgodności z postanowieniami Karty i Kodeksu,
 - przeprowadzenie procesu implementacji zapisów Karty i Kodeksu do wewnętrznych aktów prawnych, procedur i praktyk,
 - informację o planach przeprowadzenia działań promujących zapisy Karty i Kodeksu na poziomie wewnętrznym (w Uczelni) i zewnętrznym (regionalnym lub krajowym),
 - powołanie zespołu ds. monitorowania wdrożenia zapisów Karty i Kodeksu oraz zapewniania jakości procedur podejmowanych w ramach Strategii HR.

§ 4

1. Nadzór merytoryczny nad wykonaniem niniejszego Zarządzenia powierza się Prorektorowi ds. Nauki i Współpracy Międzynarodowej.

2. Zobowiązuje się pracowników Uczelni do współpracy z Koordynatorem Zespołu w celu umożliwienia sprawnej realizacji poszczególnych etapów prac.

§ 5

Zarządzenie wchodzi w życie z dniem podpisania.



REKTOR

prof. dr hab. Stanisław Michałowski

Maria Curie Skłodowska University in Lublin **Rector's Order No. 53/2016**

of September 2016

on the Committee appointment to implement the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at UMCS.

Pursuant to Art. 66 sec. 2 of the Act of July 27, 2005 on Higher Education Law (i.e. Journal of Laws, 2012, item 572 with further amendments)

I dispose as follows:

§1

1. The implementation of Human Resources Strategy for Maria Curie Skłodowska University researchers and academics is one of the highest priority activities aiming at creating a friendly scientific environment, improving the quality of their work and research performance as well as ensuring transparency of the researchers recruitment process.
2. The European Charter for Researchers is a set of general principles and requirements which specify the roles, scope of duties and entitlements of researchers as well as of their employers and project funders.
3. The Code of Conduct for the Recruitment of Researchers specifies the general principles and requirements which should be followed by employers and/or project funders during the recruitment and appointment process.

§2

1. On September 19, 2016 I appoint the Committee to implement the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at UMCS, hereinafter referred to as "The Committee" being composed of:

The Committee chairman: Prof. Marek Pietraś

The Committee Vice-chairman: Prof. Anna Rakowska, Associate Professor

The Committee coordinator: Grzegorz Narolski

The Committee Secretary: Paweł Kucharski

The Committee members:

Agnieszka Krukowska – HR and Payroll Services Department

Hanna Jaworska – HR Department

Ewa Kwiatkowska – Payroll Department

Karina Kasperek – Scientific Research Centre and International Cooperation Manager

Anna Polaczek-Skiba – Scientific Research Centre and International Cooperation

Anna Grzegorzczuk – Knowledge and Technology Transfer Centre

Maria Brodzicka – Patent Agent

Grzegorz Kseniak – Internal Auditor

Marcin Gołębiowski – Promotion Centre Manager

Katarzyna Kołbut – Promotion Centre

Aneta Adamska – Spokesperson

Wojciech Widelski – Lubman UMCS Manager

Sylwia Pawłowska-Jachura – Internal Legislation Team

scientific researchers' representatives:

Prof. Zbigniew Hubicki, Ph.D

Prof. Anna Żukowska, Associate Professor

Wojciech Janicki Ph.D, Associate Professor

Andrzej Kapusta Ph.D, Associate Professor

Piotr Łuczkiwicz Ph.D, Professor Associate

Karol Dąbrowski, Ph.D

Agata Kusto, Ph.D

Joanna Reszko-Zygmunt, Ph.D

Robert Zubel, Ph.D

Anna Tudruj, M.A.

The mentioned below employees are conceptually and substantially responsible for preparing the organizational, legal and information documentation, they are particularly responsible for HR Strategy and action plan preparation:

Agnieszka Krukowska

Karina Kasperek

The doctorate degree candidates self-government chairperson: Marcin Sanakiewicz

2. The chairperson's duties include the following:

- a) supervision of the team's performance on a regular day to day basis
- b) monitoring progress and ability on the team's regularly assigned duties against the guidelines for the scope of work and time schedule
- c) ensuring proper information flow and constant communication within the team at work
- d) providing Rector with periodic reports of the team's performance

§3

1. The team's primary objective is to implement the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at UMCS along the criteria outlined by the European Union.

2. The team's duties include:

- a) an analysis of the internal legal regulations, procedures and practices at UMCS to define how well the principles of the European Charter and the Code of Conduct for the Recruitment of Researchers are followed by the University.
- b) preparation of the organizational, legal and information documentation as a result of the internal analysis to recognize the areas where the University is obliged to take proper measures to adjust its internal regulations to the requirements of the Charter and Code.
- c) drafting an action plan hereinafter referred to as HR Strategy (in English and Polish) which would include the following:
 - the team's tasks schedule and their scope of responsibilities,
 - suggestions and conclusions resulting from the internal analysis of how the principles of the European Charter and the Code are followed by UMCS,
 - an action plan showing which measures need to be taken to implement the principles of the European Charter and the Code as well as a description of the present actions which need to be corrected to be in compliance with the provisions of the European Charter and the Code.
 - the implementation of the European Charter and the Code provisions into the internal legislation, procedures and practices,
 - information about activities to be carried out in order to promote the provisions of the European Charter and the Code at the internal level (at University) and at the external level as well (regional or domestic),
 - appointing a team to monitor the implementation of the provisions of The European Charter and the Code as well as quality assurance procedures undertaken within HR Strategy.

§4

1. The content-related supervision over the execution of the present disposition is entrusted to the Vice-Rector for Research and International Cooperation.
2. The University employees are obliged to cooperate with the Team's Coordinator in order to enable an efficient staging of the implementation process.

§5

This disposition shall become effective upon the date of its signature.

Rector

Prof. Stanisław Michałowski



MARIA CURIE-SKŁODOWSKA UNIVERSITY IN LUBLIN

Professor Stanisław Michałowski | RECTOR

Lublin, September 6th, 2016

**European Commission
Directorate General for Research and Innovation**

**Declaration of support for the European Charter for Researchers and the Code of Conduct
for the Recruitment of Researchers**

Maria Curie-Skłodowska University in Lublin acknowledges and in all respects supports the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment for Researchers. Moreover, the University is hereby confirming that it is going to respect, promote and implement the regulations of "Charter and Code" among the staff and in the current internal law.

The European Charter for Researchers and the Code of Conduct for the Recruitment for Researchers are a benchmark and fundamental documents the foundation for supporting fair employment procedures and working conditions for researchers. Proper and clear employment policies and working conditions guarantee enhancing the attractiveness of research careers and the quality of education and research.

The board of Rectors of Maria Curie-Skłodowska University in Lublin believes that through adjusting its HR regulations to the principles of the "Charter and Code" the University will be able to eliminate impediments to mobility of researchers and enhance international cooperation among researchers and research institutions.

In the light of the above, Maria Curie-Skłodowska University in Lublin commits itself to ensure an effective implementation procedure of the "Charter and Code", in compliance with the respective national and internal legal regulations.

Yours sincerely,

RECTOR

prof. dr hab. Stanisław Michałowski



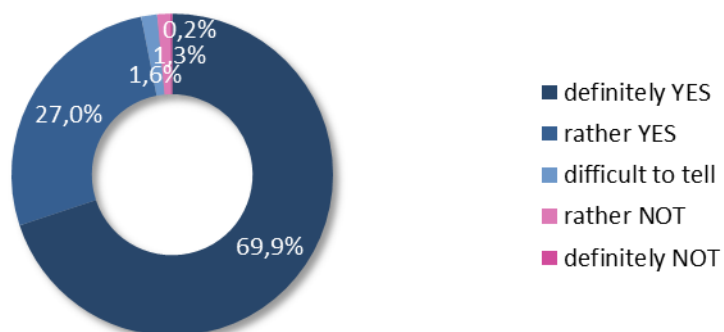
DISTRIBUTION OF ANSWERS FOR EACH QUESTION

Ethical and professional aspects

The first several questions included in the survey were concerned with the area of ethical and professional aspects of scientific work. It consisted of eleven questions on the following issues: freedom of scientific research, ethical principles of professional responsibility, professional approach, obligations under the agreement or regulations, responsibility, principles of good practice in scientific research, popularization and usage of results, social involvement, the principle of non-discrimination, employee evaluation systems.

When conducting scientific research at Maria Curie-Skłodowska University in Lublin, you have the freedom of belief and expression and you may choose the methods of solving problems in accordance with the recognized ethical principles and practices

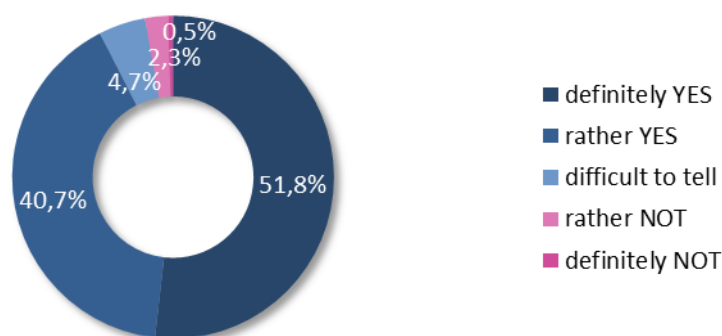
Chart A.3.1. Percentage distribution of answers given by respondents as far as freedom of scientific research is concerned



The vast majority of respondents answered the first question with *definitely yes* (nearly 70%) or *rather yes* (27%). Only 1.3% of indications constitute negative answers and 0.2% are definite negative answers.

Maria Curie-Skłodowska University in Lublin complies with the fundamental ethical norms, principles and practices included in the national, sectoral or institutional codes of ethics

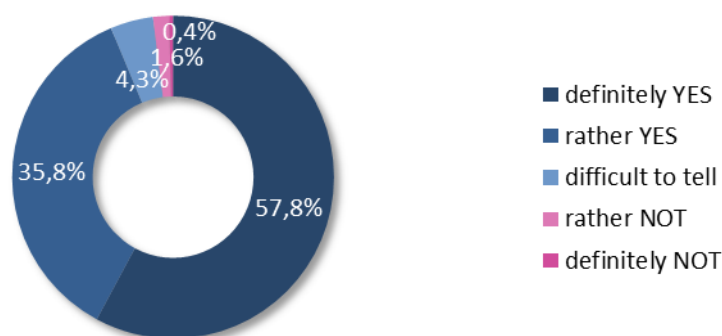
Chart A.3.2. Percentage distribution of respondents' answers as far as ethical principles are concerned



According to the vast majority of the respondents (92.5%), UMCS complies with the fundamental ethical norms, principles and practices. The answer *difficult to tell* was selected by just 4.7% of respondents and the answers *rather not* and *definitely not* were given by approx. 3% of the people.

Maria Curie-Skłodowska University in Lublin complies with the principles of respect for the intellectual property rights and common property of data when research is conducted in cooperation with the tutor(s) and/or other researchers

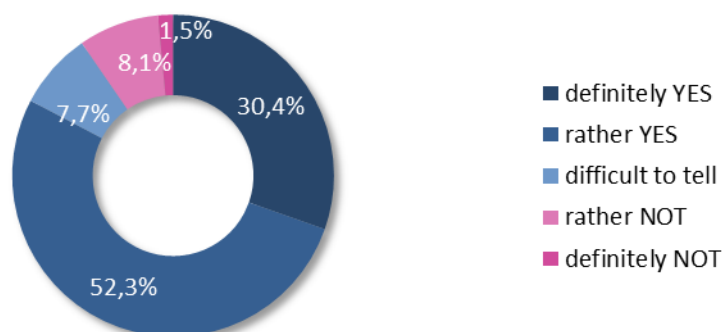
Chart A.3.3. Percentage distribution of respondents' answers as far as professional responsibility is concerned



Another question in this part of the survey was concerned with the compliance with the principles of respect for the intellectual property rights. Also in this case, the majority of respondents gave answers *definitely yes* (57.8%) or *rather yes* (35.8%). *Rather not* or *definitely not* were marked by just 2% of the respondents, and the remaining 4.3% selected the answer *difficult to tell*.

**Maria Curie-Skłodowska University in Lublin is known among the scientific community
for its strategic goals and mechanisms of research funding**

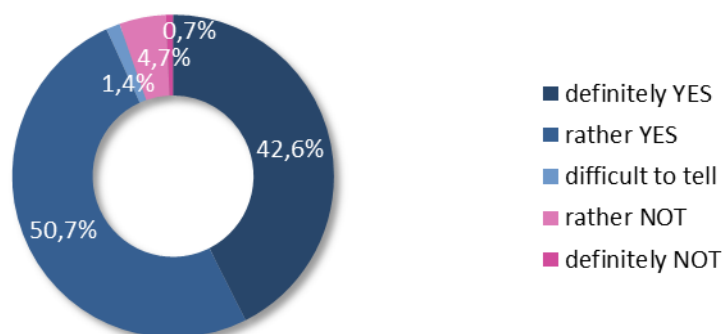
Chart A.3.4. Percentage distribution of respondents' answers as far as professional approach is concerned



The answer to this question at the level of *definitely yes* and *rather yes* was selected by 82.7% of the respondents. The choice of *rather not* or *definitely not* was made by 9.6% of respondents in total. 7.7% of the respondents selected the answer *difficult to tell*.

Maria Curie-Skłodowska University in Lublin is familiar and complies with the national, sectoral and institutional regulations determining the conditions of training or work with regard to, e.g. intellectual property rights as well as requirements and conditions of any sponsors or donors, regardless of the nature of the agreement

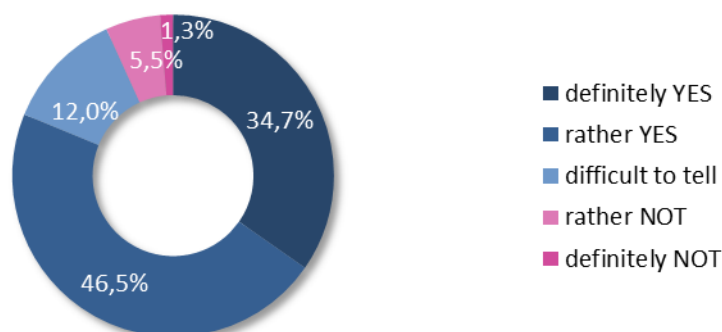
Chart A.3.5. Percentage distribution of respondents' answers as far as the obligations under the agreement or regulations are concerned



The next issue of the survey did not raise any doubts among the respondents either. 42.6% of people selected *definitely yes*, whereas 50.7% *rather yes*. *Rather not* or *definitely not* was marked by 5.4% of the respondents in total. 1.4% of people answered with *difficult to tell*.

Maria Curie-Skłodowska University in Lublin, in terms of financing scientific research, complies with the principles of diligent, transparent and effective finance management

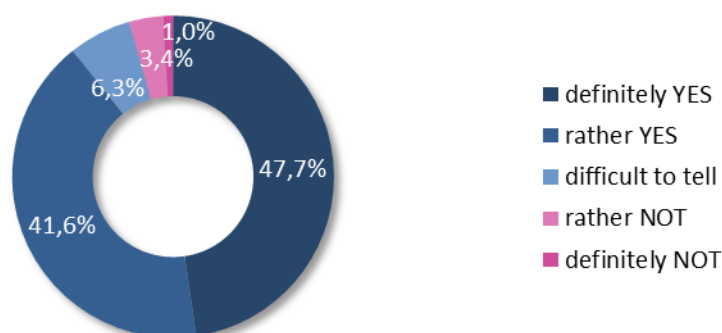
Chart A.3.6. Percentage distribution of respondents' answers as far as responsibility is concerned



Similarly, this issue has raised doubts for just a small percentage of the respondents. 34.7% of the people answered with *definitely yes*. The answer *rather yes* was selected by 46.5% of the respondents, whereas *rather not* was marked by 5.5% and *definitely not* by 1.3%. The remaining people answered with *difficult to tell*.

Maria Curie-Skłodowska University in Lublin applies safe methods of performing work in accordance with the national regulations, e.g. necessary precautions are undertaken with regard to health and safety at the workplace, data and confidentiality protection as well as recovery of lost data as a consequence of failures of IT technologies

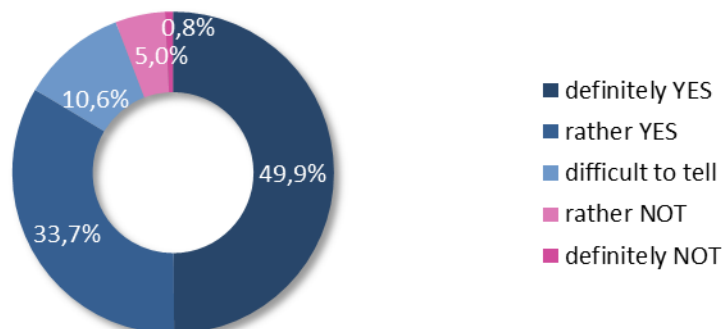
Chart A.3.7. Percentage distribution of respondents' answers as far as good practice in scientific research is concerned



The answer to this question at the level of *definitely yes* or *rather yes* was selected by 89.3% of the respondents in total. The choice of *rather not* or *definitely not* was made by 4.4% of respondents in total. 6.3% of the respondents selected the answer *difficult to tell*.

**When conducting scientific research at Maria Curie-Skłodowska University in Lublin,
you are obliged to popularise your results**

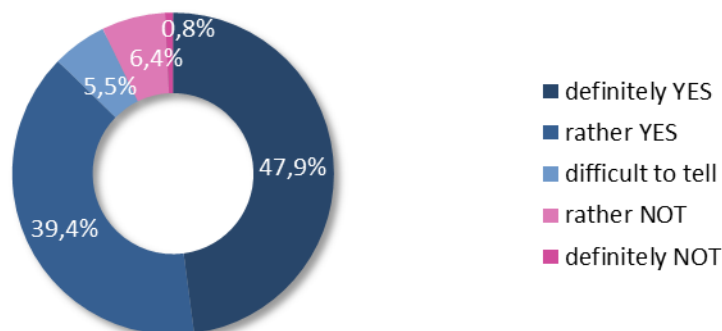
Chart A.3.8. Percentage distribution of respondents' answers as far as popularisation and usage of results is concerned



Almost half of the respondents marked the answer *definitely yes* and 33.7% selected *rather yes*. Negative answer was given by 5.8% of respondents, whereas 10.6% selected *difficult to tell*.

**When conducting scientific research at Maria Curie-Skłodowska University in Lublin,
you popularise and promote your results among the general public**

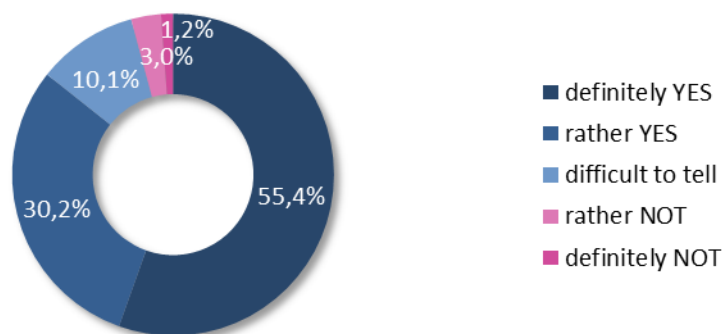
Chart A.3.9. Percentage distribution of respondents' answers as far as social involvement is concerned



The respondents who definitely agree with the principle above constitute 47.9% and 39.4% rather agree. 6.4% of respondents selected *rather not* and 0.8% – *definitely not*. 5.5% of survey participants marked the answer *difficult to tell*.

Maria Curie-Skłodowska University in Lublin, as an employer, protects researchers from discrimination based on gender, age, ethnic, national or social origin, religion or beliefs, sexual orientation, language, disability, political views and social or material status

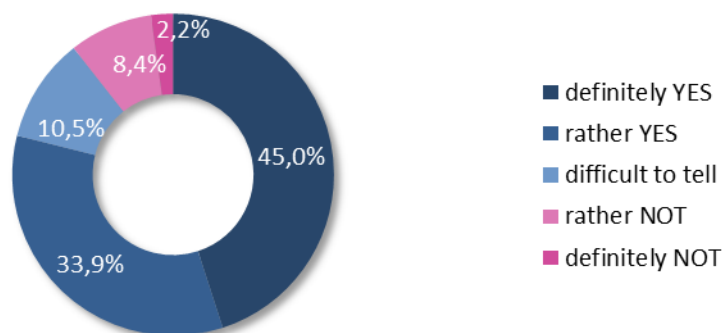
Chart A.3.10. Percentage distribution of respondents' answers as far as principles of non-discrimination are concerned



Definitely yes was selected by 55.4% of the respondents, 30.2% answered with *rather yes*. Indications of answers such as *rather not* and *definitely not* were given by respectively 3% and 1.2% of the respondents. *Difficult to tell as* the answer to this question was selected by 10.1% of the respondents.

Maria Curie-Skłodowska University in Lublin implements the procedure of regular researchers evaluation and the assessment of the results of their research conducted in a clear manner by an independent committee, including an international one

Chart A.3.11. Percentage distribution of respondents' answers as far as employee evaluation is concerned



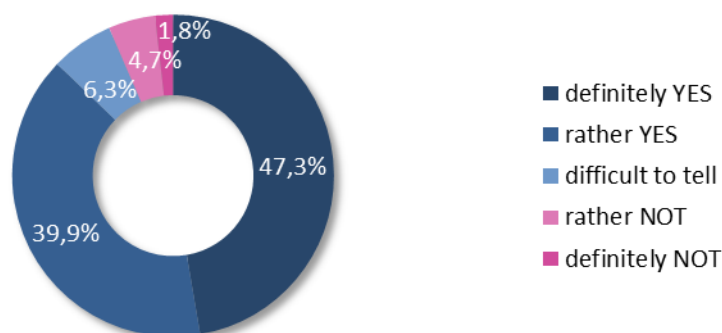
For the last question in the first part of the survey, *definitely yes* was selected by 45% of the respondents and *rather yes* by 33.9%. The answers *definitely not* and *rather not* constitute respectively 2.2% and 8.4% of respondents. The remaining 10.5% of the respondents answered with *difficult to tell*.

Recruitment

The second part of the survey consists of ten questions from the area of recruitment, pertaining to the following principles: recruitment, selection of staff, transparency, assessment of merits, variations from order of CVs, recognition of experience in mobility, recognition of qualifications, work experience, positions for the employees with a PhD degree.

Maria Curie-Skłodowska University in Lublin, as an employer, provides clearly defined standards in the process of recruitment and admission of researchers for work

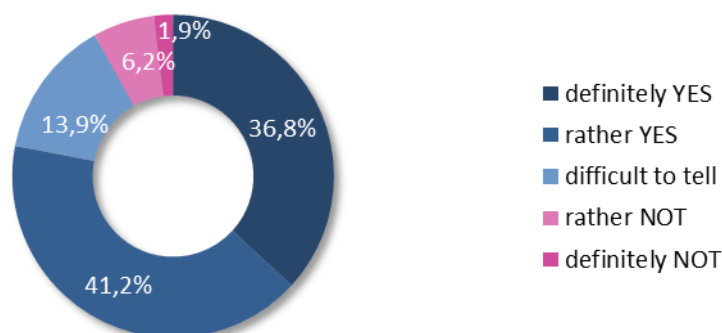
Chart A.3.12. Percentage distribution of respondents' answers as far as recruitment (Charter) is concerned



The first question in the area of recruitment was concerned with providing clearly defined standards in the process of recruitment and admission of researchers for work. In This case, *definitely yes* was selected by 47.3% of the respondents and *rather yes* by 39.9%. The answer *rather not* was selected by 4.7% and *definitely not* by 1.8%. The remaining 6.3% of the respondents answered with *difficult to tell*.

Maria Curie-Skłodowska University in Lublin, as an employer, has established open, effective and transparent recruitment procedures which provide support and can be compared on an international level as well as adjusted to the type of the offered position

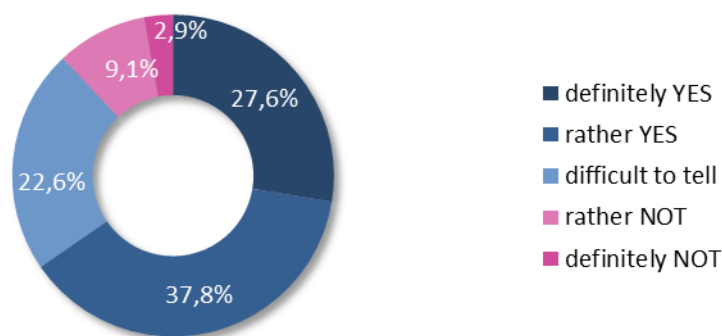
Chart A.3.13. Percentage distribution of respondents' answers as far as recruitment (Code of Conduct for the Recruitment of Researchers) is concerned



Definitely yes was selected by 36.8%, whereas *rather yes* by 41.2%. On the other hand, 6.2% of the respondents claim that such procedures are rather non-existent and 1.9% believe that they are *definitely not* applied. Quite a high percentage of answers amounting to 13.9% was *difficult to tell*.

Maria Curie-Skłodowska University in Lublin establishes recruitment commissions for selecting candidates that represent various experiences and qualifications, demonstrate appropriate gender balance, consist of members of various industries (public and private sector) and disciplines, including persons originating from different countries and having proper experience to evaluate the candidates

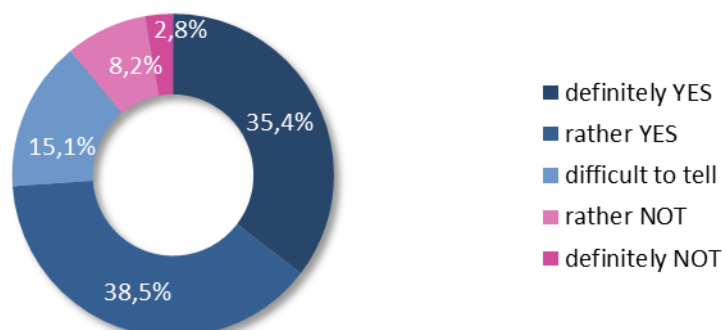
Chart A.3.14. Percentage distribution of respondents' answers as far the selection of staff (Code of Conduct for the Recruitment of Researchers) is concerned



To this question, 27.6% of respondents answered *definitely yes* and 37.8% *rather yes*. A significant percentage (22.6%) of the respondents marked the answer *difficult to tell*. On the other hand, definite negative and negative answers constitute respectively 2.9% and 9.1%.

Maria Curie-Skłodowska University in Lublin, as an employer, informs the candidates about the recruitment process, the criteria of selection, the quantity of available positions, the prospects of professional development and the strengths and weaknesses of their applications

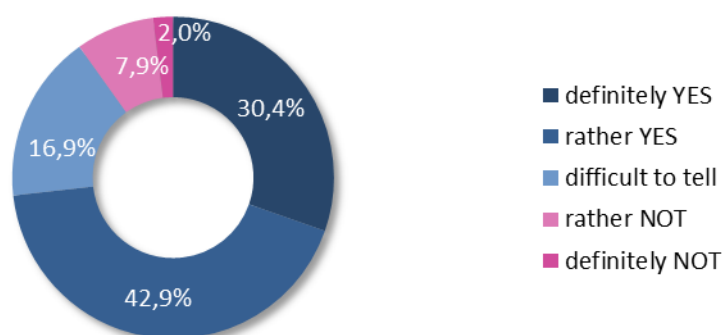
Chart A.3.15. Percentage distribution of respondents' answers as far as transparency of recruitment (Code of Conduct for the Recruitment of Researchers) is concerned



In the next question, answers *definitely yes* were given by 35.4% of the surveyed, and 38.5% answered *preferably yes*. 8.2% decided to answer *preferably no*, while 2.8% *definitely not*. 15.1%.of the participants of the survey answered *difficult to tell*.

At Maria Curie-Skłodowska University in Lublin the employer, in the process of staff selection, assesses merits both in qualitative, and quantitative manner, focusing not only on the number of publications, contribution in patents, studies or inventions, but also on outstanding results achieved during diverse academic career

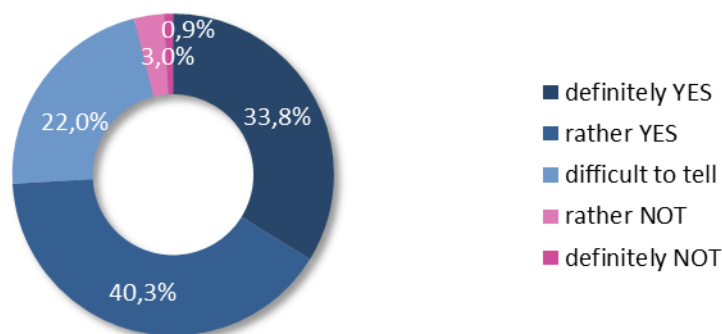
Chart A.3.16. Percentage of the respondents' answers regarding merits evaluation (Code of Conduct for the Recruitment of Researchers)



30.4% of the participants answered *definitely yes*, and 42.9% decided to answer *preferably yes*. On the other hand, 7.9% of the surveyed states *rather not*, and 2% believes that *definitely not*. 16.9% of the answers were *difficult to tell*.

At Maria Curie-Skłodowska University in Lublin the employer, in the recruitment process, enables candidates with a multi-sided career path to submit resumes supported with evidence that reflect representative range of accomplishments and qualifications having importance in the context of position to which the candidate applies

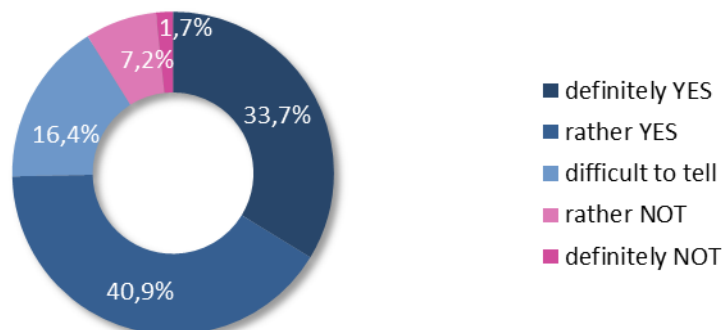
Chart A.3.17. Percentage of respondents' answers in the scope of deviations in the resume
(Code of Conduct for the Recruitment of Researchers)



The answer *definitely yes* was in this case chosen by 33.8%, *preferably yes* by 40.3%. *Rather not* was chosen by 3% and *definitely not* by 0.9%. 22% of the respondents answered *difficult to tell*.

At Maria Curie-Skłodowska University in Lublin the employer perceives as valuable contribution to the professional development any experience regarding mobility (a stay in another country/region or in another scientific environment in the national or private sector), change of discipline or a sector within initial training or on a subsequent stage of academic career, or experience regarding virtual mobility

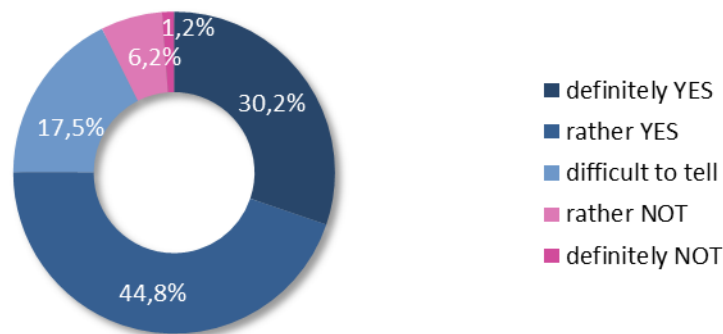
Chart A.3.18. Percentage of the respondents' answers concerning recognition of experience regarding mobility (Code of Conduct for the Recruitment of Researchers)



In the next question answers *definitely yes* and *preferably yes* were given by 74.6% of the respondents. *Rather not* was indicated by 7.2% of participants, and *definitely not* by 1.7%. 16.4% of the participants of the survey answered *difficult to tell* to such a question

At Maria Curie-Skłodowska University in Lublin the employer, provides to all researchers correct evaluation of academic and professional qualifications, including informal qualifications, in particular in the context of international and occupational mobility

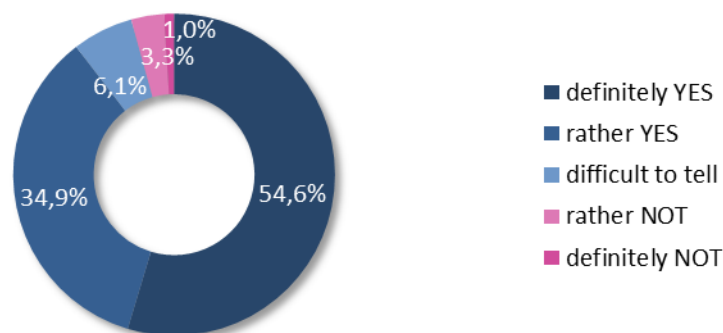
Chart A.3.19. Percentage of the respondents' answers regarding recognition of qualifications
(Code of Conduct for the Recruitment of Researchers)



30.2% of the employees taking part in the study definitely agree with that statement and 44.8% answered *preferably yes*. Only 7.3% of the surveyed who chose the answer *rather not* and *definitely not* have opposite view on this matter. 17.5% replied *difficult to tell*.

At Maria Curie-Skłodowska University in Lublin the employer defines the required level of basic qualifications corresponding to the needs of a specific occupation

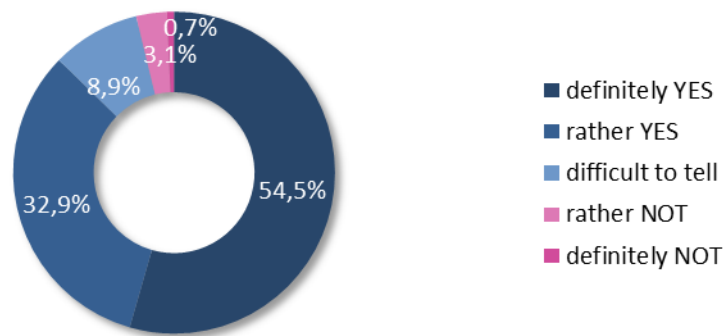
Chart A.3.20. Percentage of the respondents' answers regarding seniority (Code of Conduct for the Recruitment of Researchers)



More than a half of respondents (54.6%) agrees with the statement, answer *preferably yes* was marked by 34.9% of the respondents, and 3.3% answered *preferably no*, and 1% *definitely not*. 6.1% participants answered *difficult to tell*.

At Maria Curie-Skłodowska University in Lublin the employer, determined clear principles and instructions regarding recruitment and nomination of researchers with a Ph. D. degree, including maximum period of performing the position and purposes of nomination

Chart A.3.21. Percentage of the respondents' answers regarding positions for employees with a doctoral degree (Code of Conduct for the Recruitment of Researchers)



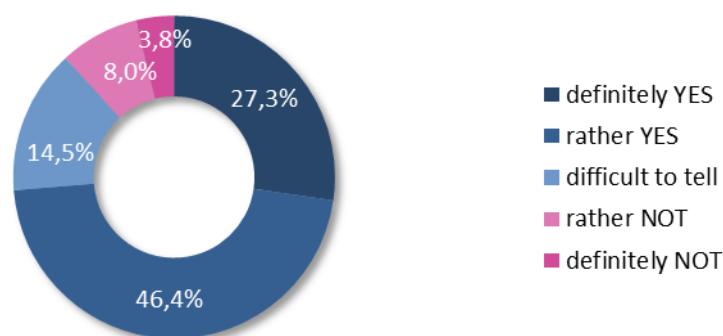
In the last question regarding recruitment, the respondents accordingly 54.5 and 32.9% chose *definitely yes* and *preferably yes*. Almost 9% of respondents answered *difficult to tell*, and there were only 3.8 % of negative answers

Work conditions and social security

The third block of the survey entitled *conditions of work and social insurance* is composed of fourteen questions concerning the following criteria: recognition of the profession, environment of the scientific research conditions of work, stabilization and fixed employment, financing and salary, gender balance, professional career development, the value of mobility, access to professional consulting, the right of intellectual property, co-authorship, education, complaints/appeals, decision authority.

At Maria Curie-Skłodowska University in Lublin all researchers at each level of career are considered to be professionals and treated in accordance with this fact

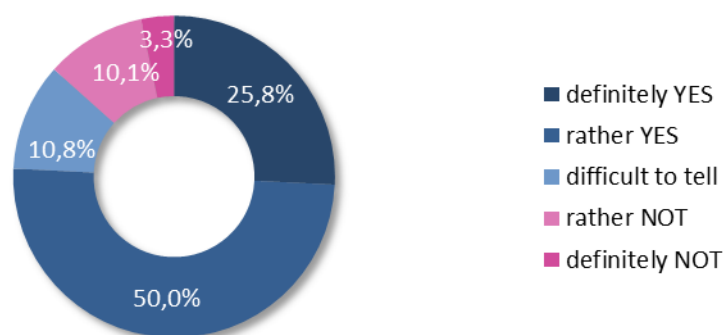
Chart A.3.22. Percentage of the respondents' answers regarding the recognition of the profession



The first question of the third part of the survey reached 27.3% of *definitely yes* answers and 46.4% chose *preferably yes*. 14.5% of the surveyed answered *difficult to tell*, 8% answered *rather not*, and 3.8% *definitely not*.

At Maria Curie-Skłodowska University in Lublin the employer, cares about development of the most stimulating research or academic training environment, ensuring appropriate equipment, facilities and opportunities, including long distance cooperation by the means of research networks and complies with national and sectorial regulations regarding health and work safety

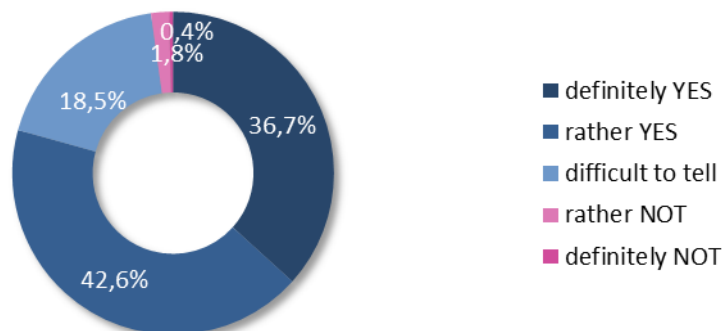
Chart A.3.23. Percentage of the respondents' answers regarding environment of scientific research



Definitely yes was chosen by 25.8% of the surveyed, half of them agreed to answer *preferably yes*. 13.4% do not agree with this statement answering *rather not* or *definitely not*. 10.8% of the respondents answered *difficult to tell*.

At Maria Curie-Skłodowska University in Lublin the employer ensures flexible working conditions for researchers, including the disabled researchers in accordance with valid national regulations and national or sectorial collective contracts in order to achieve effective results of scientific research

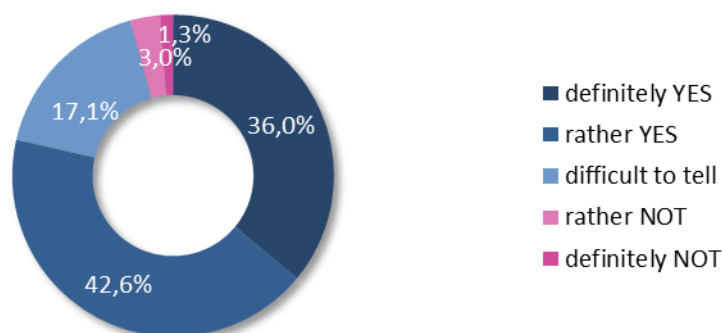
Chart A.3.24. Percentage of the respondents answers regarding working conditions



79.3% of the respondents agree with this statement by answering *definitely yes* or *preferably yes*. 18.5% of participants selected answer *difficult to tell*, while 2.2% do not agree with this statement.

At Maria Curie-Skłodowska University in Lublin the employer ensures stable employment conditions for researchers, performing and observing terms and conditions specified in the directive of EU on the employment for a definite period of time

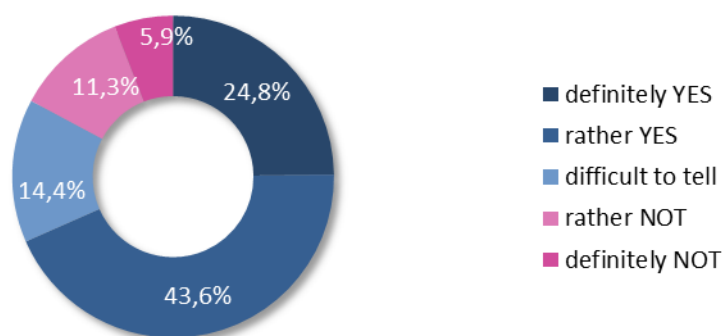
Chart A.3.25. Percentage of the respondents' answers regarding stabilization and permanent employment



36% and 42.6% of the surveyed answered on this question accordingly *definitely yes* or *preferably yes*. In total, 4.3% of participants decided to mark *rather not* or *definitely not*. 17.1% of the surveyed answered *difficult to tell*.

At Maria Curie-Skłodowska University in Lublin the employer provides fair and attractive salary along with appropriate and fair benefits regarding social insurance (including medical benefit, family allowance pension law and unemployed benefit) in accordance with applicable national regulations and national or sectorial collective contracts for researchers at every stage of national career

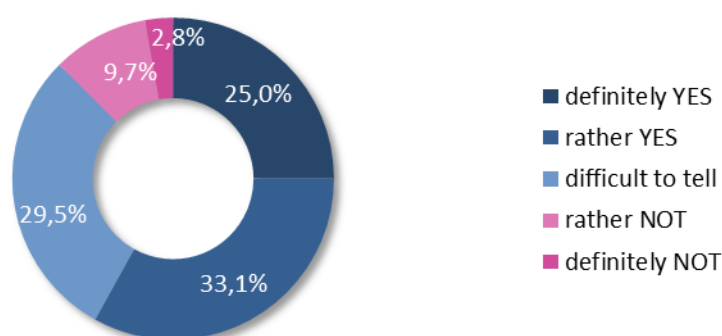
Chart A.3.26. Percentage of the respondents' answers regarding financing and of salary



68.4% of the surveyed employees believe that salary at UMCS is fair and attractive. 11.3% of the respondents *rather do not* agree with this statement, and 5.9% *definitely not*. On the other hand, answer *difficult to tell* was selected by 14.4% of the participants of the survey.

At Maria Curie-Skłodowska University in Lublin, the employer determines as a goal ensuring a representative gender balance at each level of the staff, including academic tutors and managers

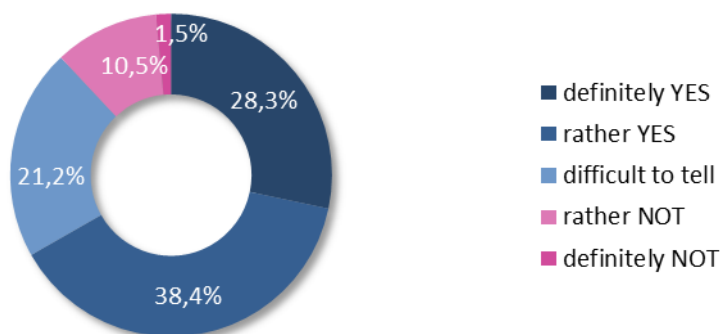
Chart A.3.27. Percentage of the respondents' answers regarding gender balance



Definitely yes was chosen by 25 % of participants, 33.1% of them agreed to answer *preferably yes*. 12.5% that answered *rather not* or *definitely not* do not agree with this statement. Quite a high percentage, namely 29.5% of the respondents, answered *difficult to tell*.

At Maria Curie-Skłodowska University in Lublin, within the human resource management, applies a determined strategy of professional career development for researchers at every stage of career

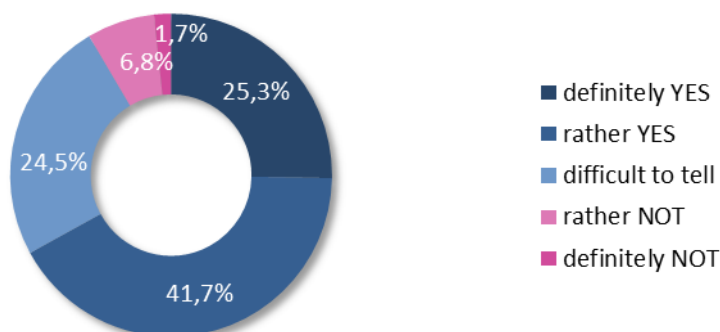
Chart A.3.28. Percentage of respondents' answers regarding development of professional career



66.7% of the surveyed chose *definitely yes* or *rather yes*. Answers *rather not* or *definitely not* were chosen by 12% of the respondents. More than 20% of the participants of the survey marked *difficult to tell*.

At Maria Curie-Skłodowska University in Lublin the employer recognizes the value of geographic, cross-sectoral, inter-and transdisciplinary and virtual mobility, as well as mobility between national and private sector as a valid method of scientific knowledge expansion and support of professional development of researchers at every stage of career

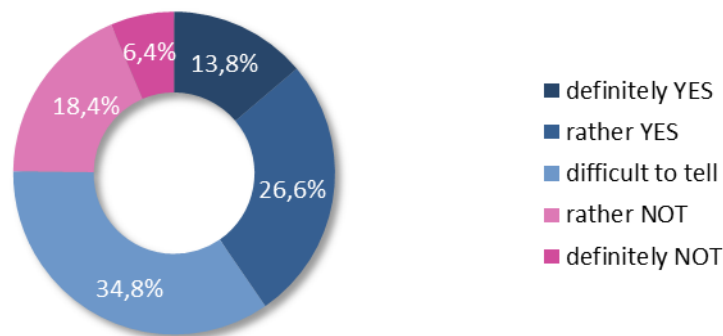
Chart A.3.29. Percentage of respondents' answers regarding mobility value



Also in this matter only a small percentage of the surveyed had doubts, as 25.3% of respondents answered *definitely yes*. The answer *rather yes* was chosen by 41.7% of respondents, answer *rather not* was given by 6.8% of the respondents, and *definitely not* by 1.7% of people taking part in the study. The remaining people answered: *difficult to tell*.

At Maria Curie-Skłodowska University in Lublin the employer ensures professional consulting and assistance within search of new occupation for researchers at every stage of professional career and, regardless of the type of the contract, in institutions concerned, or as part of the cooperation with other structures

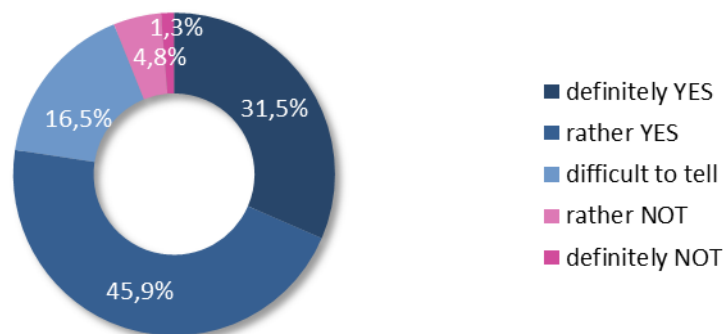
Chart A.3.30. Percentage of respondents' answers regarding the access to professional consulting



Answers of the survey participants regarding professional consulting for employees were distributed slightly differently. Positive answers prevailed, which were selected by 40.4% of the surveyed. However, more than one third of the surveyed decided to answer *difficult to tell*, and 24.8% of them believe that the employer does not ensure professional consulting.

At Maria Curie-Skłodowska University in Lublin the employer ensures that researchers at every stage of professional career benefit from the use (if it takes place) of their performance in terms of research and development through legal protection and, in particular, by proper protection of intellectual property rights, including copyrights

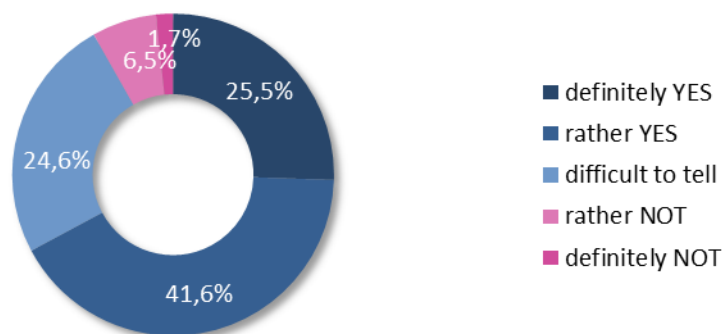
Chart A.3.31. Percentage of respondents' answers regarding intellectual property



31.5% respondents definitely agree, 45.9% replied *rather yes*. 4.8% and 1.3% of the surveyed believe differently by answering accordingly *rather not* and *definitely not*. *Difficult to tell* was pointed out by 16.5% of people taking part in the survey.

At Maria Curie-Skłodowska University in Lublin the employer prepared strategies, practices and procedures ensuring necessary framework for researchers, including researchers at the initial stage of career, so that they could use the right of recognition and to be mentioned on the list and/or to be quoted, in the context of real contribution as co-authors of papers, patents etc. or the right of publication of their research results regardless of their tutors

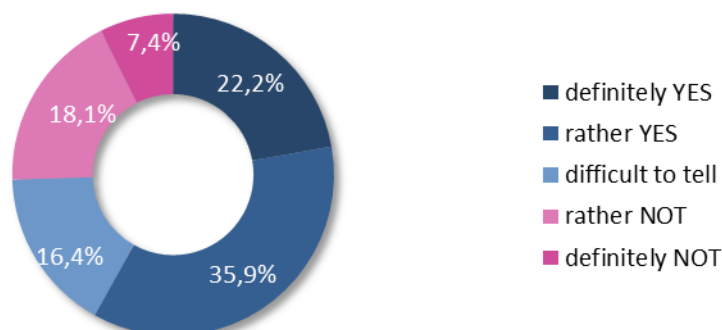
Chart A.3.32. Percentage of respondents' answers regarding co-authorship



In this question, *definitely yes* was chosen by 25.5% of the surveyed, and 41.6% of them were of the opinion of *rather yes*. The answer *rather not* was pointed out by 6.5% and *definitely not* by 1.7% of the surveyed. 24.6% of respondents marked *difficult to tell*.

At Maria Curie-Skłodowska University in Lublin the employer ensures that responsibilities within education are properly gratified and taken into consideration in employee evaluation systems, as well as the time devoted for the training of researchers on initial stage of careers by the personnel with higher degree has been recognized, as a part of their involvement in the process of education

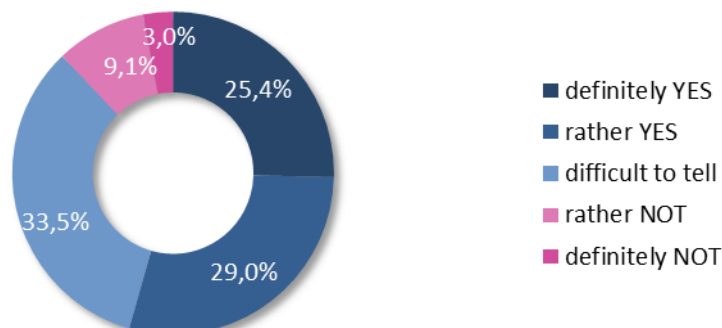
Chart A.3.33. Percentage of respondents' answers regarding education



The issue assessed by respondents in the next question gained 22.2% of answers *definitely yes* and 35.9% of answers *rather yes*. 16.4% of the surveyed marked *difficult to tell*. 18.1% answered *rather not*, and 7.4% *definitely not*.

At Maria Curie-Skłodowska University in Lublin the employer defined, according to national principles and regulations, proper procedures, appointed impartial individual as the spokesperson, who processes complaints/appeals of the researchers, including the issues regarding conflicts between tutors and beginner researchers

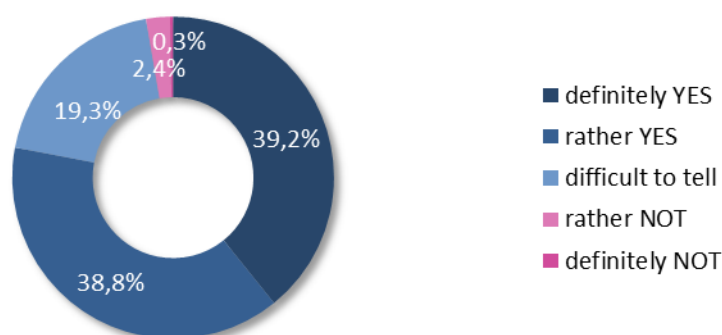
Chart A.3.34. Percentage of respondents' answers regarding complaints/appeals



One-fourth of the survey participants definitely agrees with the statement. The answer *rather yes* was marked by 29% of the respondents, 9.1% indicated *rather not* and 3% *definitely not*. Quite high percentage, which is 33.5% of the surveyed researchers, chose answer *difficult to tell*.

At Maria Curie-Skłodowska University in Lublin the employer considers fully reasonable, and even desirable, the right of researchers to have representatives in adequate information, consultation and decisional bodies in institutions in which they work, in order to protect and represent individual and collective interests of researchers as professionals and active involvement in pursuits of the institution

Chart A.3.35. Percentage of respondents' answers regarding impact on decision-making bodies



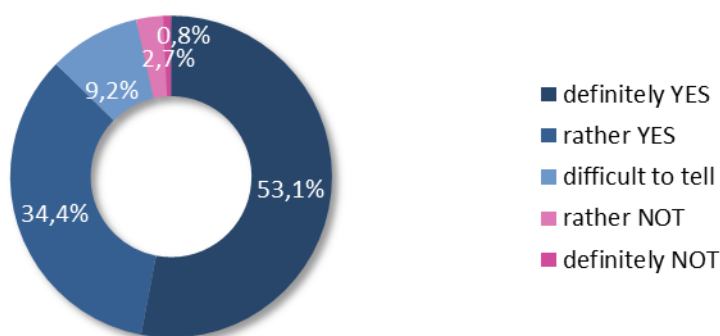
39.2% of the surveyed definitely agree with the statement included in the last question of the third unit of questions, and 38.8% marked *rather yes*. 2.4% of the surveyed marked *rather not*, and 0.3% – *definitely not*. 19.3% of the participants taking part in the study marked *difficult to tell*.

Trainings

The fourth part of the survey concerns the area of trainings and consists of five questions about principles i.e.: relationship with the tutor, supervision and responsibilities within management, continuation of professional development, access to scientific trainings as well as the possibility of constant professional development, academic supervision.

At Maria Curie-Skłodowska University in Lublin regular forms of communication of doctoral students with tutors and representatives of the faculty/department were determined and organized in order to fully use these relations

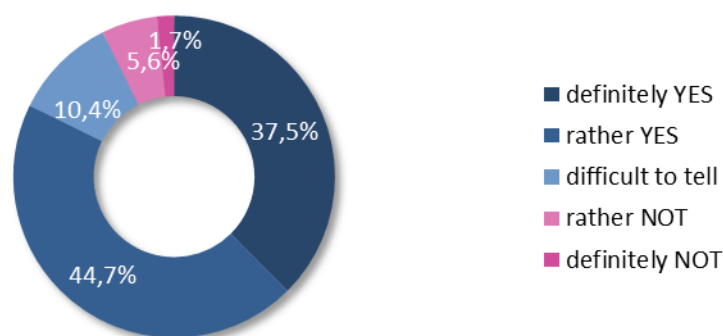
Chart A.3.36. Percentage of respondents' answers regarding the relations with the tutor



In the first question the respondents evaluated the organization of communication of doctoral students with tutors. Over a half of surveyed (53.1%) agrees with the statement and more than 34% of the respondents answered *rather yes*. Only 3.5% of the answers were negative.

At Maria Curie-Skłodowska University in Lublin the so-called senior researchers performing various functions as tutors, mentors, leaders, project coordinators or science popularisers, perform these activities according to the highest professional standards and also create constructive and positive relations with beginner researchers

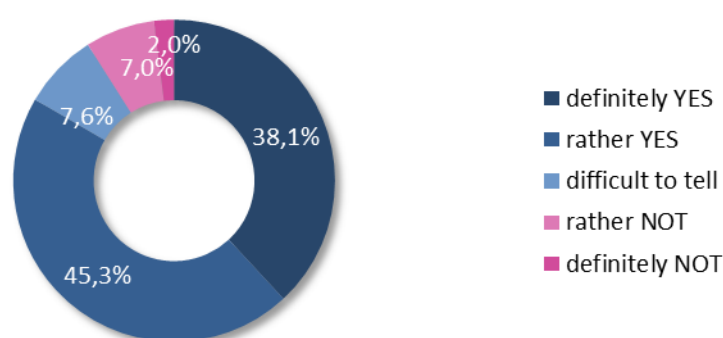
Chart A.3.37. Percentage of respondents' answers regarding supervision and responsibilities within management



37.5% of the respondents definitely agree, and 44.7% replied *rather yes*. 5.6% and 1.7% of the respondents believe differently by answering accordingly *rather not* and *definitely not*. *Difficult to tell* was pointed out by slightly more than 10% of respondents taking part in the survey.

At Maria Curie-Skłodowska University in Lublin the employer supports researchers at all stages of professional career in constant development and increase of their skills and professional qualifications, allowing them to participate in conferences, trainings and other forms of education

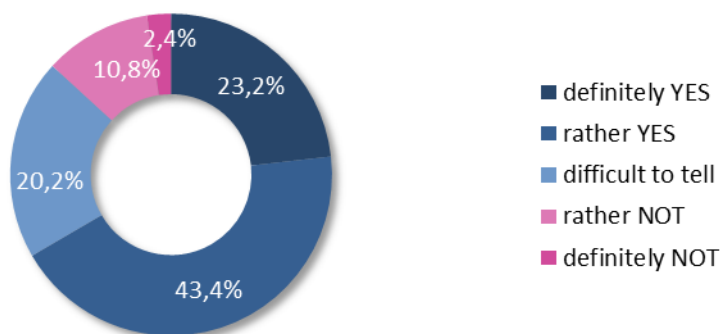
Chart A.3.38. Percentage of respondents' answers regarding continuation of professional development



38.1% of the surveyed answered *definitely yes* to the question concerning support of constant development and increase of skills, and 45.3% answered *rather yes*. The answer *rather not* was pointed out by 7% and *definitely not* by 2% of the surveyed. 7.6% of respondents marked *difficult to tell*.

At Maria Curie-Skłodowska University in Lublin the employer ensures possibility of professional development and improvement of opportunity to find new occupation by granting the access to the funds enabling constant development of skills and qualifications for researchers at every stage of professional career, regardless of type of the contract

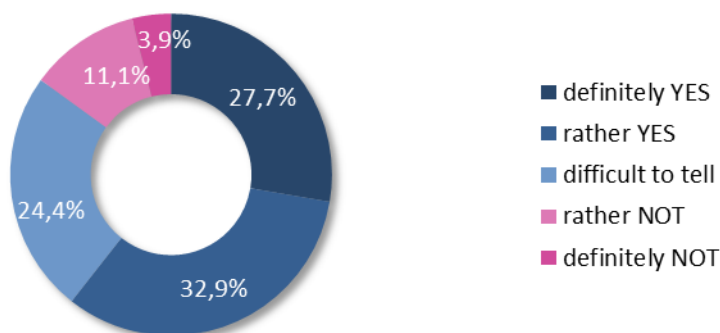
Chart A.3.39. Percentage of respondents' answers regarding the access to scientific trainings as well as the possibility of constant professional development



23.2% of the survey participants definitely agree with this statement, 43.4% of them answered *rather yes*. 10.8% of respondents pointed to answer *rather not*, and 2.4 % on *definitely not*. 20.2% of them answered *difficult to tell*.

At Maria Curie-Skłodowska University in Lublin the employer appointed a tutor who is an expert in research supervision, who has time, knowledge, experience, competences and commitment, with whom novice researchers can communicate regarding issues related to execution of their duties and who can provide necessary procedures of progress monitoring and evaluation, as well as necessary mechanisms of feedback provision

Chart A.3.40. Percentage of respondents' answers regarding academic supervision



In the last question, 27.7% of the respondents answered *definitely yes*, and 32.9% selected *rather yes*. Slightly less than one fourth of the surveyed chose *difficult to tell*, while negative answers were indicated by jointly 15% of the surveyed.

The Monitoring Team's report on the to date work of the Team for Implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at UMCS in Lublin, appointed by Order No. 53/2016 of the Rector of UMCS in Lublin.

Monitoring the effects of specific corrective and self-improving actions is an important element of implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at Maria Curie-Skłodowska University in Lublin.

The team main goal is to ensure conformity of putting in practice the aforementioned principles with the assumptions and goals adopted in corrective and self-improving actions.

The Monitoring Team has been systematically collecting and analysing quantitative and qualitative information about implementation of the principles of the European Charter for Researchers and the Code of Conduct since it was appointed.

On 23 February 2017, the first appointment of the monitoring team members took place during which the information collected so far and the remarks contained in the Consensus report form to UMCS Application for the "HR Excellence in Research" award submitted by: UNIVERSITY MARIA CURIE-SKŁODOWSKA (UMCS) received on 10 February 2017 were analysed.

The Monitoring Team made the following arrangements in specific areas of taken activity:

- **"2. Ethical Principles"** - actions the goal of which was an information campaign addressed to the academic community, devoted to the subject of national ethical issues in the area of Higher Education, have so far been carried out in full;
- **"4. Professional Approach"** - a program for informing workers and doctoral students about currently carried out projects, grants was prepared; currently through the Research and International Cooperation Centre as well as the Knowledge and Technology Transfer Centre, the concerned information is made available via Intranet;
- **"4. Professional Approach" and "5. Obligations Arising out of the Contract and/or Regulations"**

- in February 2017, two draft UMCS' internal legislative acts (prepared by the Legal and Organization Department) regulating the processes of preparation of applications as well as principles of carrying out research financed from national funds were handed over to the academic community for consultation;
- **"5. Obligations Arising out of the Contract and/or Regulations"** - a program for informing research workers about applicable legal regulations concerning working conditions, worker development strategy, principles of management of the copyright and related rights, of industrial property rights as well as principles of commercialisation, opportunities of commercially using UMCS' property for the provision of commissioned scientific and research services as well as commercialisation of the results of research and development works, principles of management of projects financed or co-financed from the European and international aid funds, principles of carrying out inventive activity, principles of awarding public procurement contracts at UMCS as well as opportunities for workers to undergo different types of training courses was developed; currently through the Research and International Cooperation Centre as well as the Knowledge and Technology Transfer Centre with permanent cooperation with the Legal and Organization Department, the concerned information is made available via Intranet;
- **"7. Good Practice Principles in Research" and "10. Non-discrimination Principle"**
 - legislative works are currently underway the goal of which is to prepare the new Work Regulations; the Legal and Organization Department in consultation with the HR-Payroll Centre is holding consultations with the representatives of UMCS Faculties about a new legal regulation concerning safe methods of working, a ban on discrimination of researchers on the grounds of sex, age, ethnic, national and/or social origin, religion or denomination, sexual orientation, language, disability, political beliefs as well as social or material status;
 - UMCS Occupational Health and Safety Department developed a plan for carrying out an occupational hazard assessment of given workstations; in addition, actions have been taken the goal of which is to implement the aforementioned plan and to update the occupational hazard assessment documentation, and to adapt the documentation to the provisions of generally applicable law;
- **"8. Popularisation, Use of the Results"** – under UMCS Knowledge and Technology Transfer Centre, an office coordinating the actions of the University's organisational units/sections in the process of technology transfer was set up, taking in particular into account maintaining contact with researchers and entrepreneurs interested in

technology transfer from UMCS to the economy; in addition, the office work strategy from 1 March to the end of December 2017 was developed.

- **“11. Worker Assessment Systems”** – at the same time as the process of legislative works in respect of preparation of the new Work Regulations, the Legal and Organization Department in consultation with the HR-Payroll Centre are working on new specimens of worker assessment sheets;
- **“12. Recruitment”**
 - actions aimed at adapting the worker employment policy to the amendment of the higher education regulations were taken, UMCS' Statute in the concerned respect was amended by Resolution No. XXIV – 3.3/16 of the Senate of Maria Curie-Skłodowska University in Lublin of 21 December 2016 on changes of the employment policy in Maria Curie-Skłodowska University's Statute to the amendment of the Higher Education Law Act;
 - in addition, draft amendments of Resolution No. XXII - 10.3/09 of the Senate of Maria Curie-Skłodowska University in Lublin of 29 June 2009 on the determination of university teachers' responsibilities, a type of classes covered by the scope of these responsibilities, including the number of classes as well as the principles for calculation of teaching hours, and also the principles for entrusting conducting classes outside normal hours, were prepared, whereas UMCS' Legal and Organization Department prepared a draft change of the Order No. 40/2012 of the Rector of UMCS of 18 September 2012 on the determination of criteria and procedure of employment of retired university teachers at Maria Curie-Skłodowska University in Lublin and amending it Order No. 38/2013 of the Rector of Maria Curie-Skłodowska University in Lublin of 20 May 2013, of the Order No. 53/2016 of the Rector of Maria Curie-Skłodowska University in Lublin of 19 September 2016, of the Order No. 27/2007 of the Rector of Maria Curie-Skłodowska University on 27 July 2007 on the determination of principles of recruitment of workers not being university teachers;
- **“14. Staff Selection (Code)”** – a team appointed by the Rector in consultation with the HR-Payroll Centre developed a strategy for spreading information among the academic community on UMCS' policy directions in respect of ensuring appropriate representation of competition committees whose members should represent diverse experiences and qualifications as well as demonstrate adequate gender balance, and also, where necessary and possible, consist of members from different trades and disciplines, including people coming from other countries and having relevant experience to assess candidates;

- **15. Transparency (Code)** – consultations with the representatives of UMCS Faculties about a proposal of a newly prepared university-wide procedure in respect of informing candidates about the strengths and weaknesses of the candidates' applications are currently held;
- **16. Assessment of Merits (Code)** – a team appointed by the Rector is developing a program for informing the academic community about the policy of good practices for use of diversified criteria concerning accomplishments and academic achievements in the recruitment process which takes into account a full range of candidates' experience, different types of achievements of a professional career;
- **23. Research Environment:**
 - legislative works are currently underway the goal of which is to draw up the new Work Regulations; the Legal and Organization Department in consultation with the HR-Payroll Centre is holding consultations with the representatives of UMCS Faculties about a new legal regulation,
 - currently, a newly developed procedure for use of UMCS' equipment and facilities, e.g. ECOTECH COMPLEX, is implemented;
- **"24. Working Conditions"** - legislative works are currently underway the goal of which is to draw up the new Work Regulations; the Legal and Organization Department in consultation with the HR-Payroll Centre is holding consultations with the representatives of UMCS Faculties about the need to formulate clear, transparent, and uniform for all principles of a worker occupational assessment, carried out by an independent committee which takes into account academic creativity as well as researchers' research results;
- **"25. Stabilisation and Permanent Employment"** - legislative works are currently underway the goal of which is to draw up the new Work Regulations; the Legal and Organization Department in consultation with the HR-Payroll Centre is holding consultations with the representatives of UMCS Faculties about the need to form stable terms and conditions of employment of research workers; remarks about the concerned matter are received from the Faculties;
- **"27. Gender Balance"**
 - a program for informing the academic community about the gender balance policy at UMCS at each level of the staff as well as of a professional career, i.e. both at the recruitment stage and subsequent stages of a professional career, without lowering the quality or qualification criteria, was developed;
 - legislative works are currently underway the goal of which is to draw up the new Work Regulations; the Legal and Organization Department in consultation with the HR-

Payroll Centre is holding consultations with the representatives of UMCS Faculties about the need to implement the policy of equal opportunities for both sexes;

- **“29. Value of Mobility”** - legislative works are currently underway the goal of which is to draw up regulations in respect of recognition of the value of mobility in the process of assessment and recruitment, consultations with the representatives of UMCS Faculties about draft legal acts being prepared are currently held;
- **“30. Access to Professional Consultancy”** – towards the end of January 2017, UMCS' Career Office developed a strategy for spreading information about professional consultancy as well as support in respect of finding a job; implementation works are currently underway, different types of forms of professional activation are organized;
- **“38. Continuation of Professional Development”** – the Centre for Education and Handling Studies in consultation with the HR-Payroll Centre is holding consultations with the academic community representatives about the need to extend an educational offer (courses, training courses, postgraduate studies) addressed to UMCS' workers;
- **“39. Access to Research Training Courses as well as Opportunity of Permanent Professional Development”** – the HR-Payroll Centre developed a strategy concerning organising and promoting training courses for research workers;
- **“40. Academic Supervision”** – a procedure for bringing forward proposals from individual UMCS' Faculties on the improvement of policy for appointing academic supervisors was started; a team appointed by the Rector is currently collecting and analysing proposals brought forward so far in the concerned respect;

In the monitoring team's opinion, the effectiveness of implementation of the HR strategy depends on a coherent policy in respect of coordination of all of the corrective and self-improving actions being carried out by UMCS.

On 9 March 2017, the Coordinator of the Team for Implementation submitted the first report on the to-date implementation of the Action Plan to the Rector of Maria Curie-Skłodowska University.

Wiadomości
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HR EXCELLENCE IN RESEARCH

Szanowni Państwo,

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Integralną częścią naszej aplikacji będzie przeprowadzona w dniach: **28 września - 12 października 2016 r.** anonimowa ankieta skierowana do: pracowników naukowych, naukowo-dydaktycznych i inżynierów, pracowników naukowych i inżynierów oraz pracowników technicznych. W przypadku dwóch ostatnich grup pracowników, badanie obejmuje wyłącznie tych z Państwa, którzy złożyli oświadczenie o zaliczeniu do liczb „N” i „T” prac badawczo-rozwojowych.

Każdy z ww. Pracowników i Doktorantów otrzymał maila z linkiem do ankiety <https://ankiety.umcs.pl/surveys/9/>

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