



Internal Review

Case number: 2019PL392958

Name Organisation under review: MARIA CURIE-SKŁODOWSKA UNIVERSITY IN LUBLIN

Organisation's contact details: Pl. Marii Curie-Skłodowskiej 5, Lublin, 20-031

HRS4R UMCS: <https://www.umcs.pl/en/en-logo-hr.htm>

1. Organisational Information

STAFF AND STUDENTS	(FTE)
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research	2153
Of whom are international (i.e. foreign nationality)	23
Of whom are externally funded (i.e. for whom the organisation is host organisation)	16
Of whom are women	842
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor.	606
Of whom are stage R2 = in most organisations corresponding with postdoctoral level	688
Of whom are stage R1 = in most organisations corresponding with doctoral level	859
Total number of students (if relevant)	19628
Total number of staff (including management, administrative, teaching and research staff)	2670

RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	74.731.992,45
Annual organisational direct government funding (designated for research)	55.150.155,80
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	3.438.985,58
Annual funding from private, non-government sources, designated for research	296.674,42
ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)	
<p>Maria Curie-Skłodowska University is the biggest university in Eastern Poland. Founded in 1944, it educates nearly 20 000 students including about 1600 students from abroad under the supervision of highly qualified academic teachers in 12 faculties, 80 fields of study and over 250 specializations. The researchers successfully apply for grants from numerous programs and institutions, among others, Horizon 2020, the Visegrad Fund and the National Centre for Research and Development, and cooperation with a number of Polish and foreign partners brings a lot of successes, including, among others, ECOTECH-COMPLEX, the Lublin European Centre as well as the Lublin Universities Association.</p>	

2. Strengths and weaknesses of the current practice

2.1. Ethical and professional aspects

In connection with the introduction by two acts from July 2018 of higher education reform in the Republic of Poland and the necessity of adopting a new Statute of UMCS (it was passed on 29 May 2019, will come into force on 1 October 2019) and work regulations (laws impose the necessity of adopting them until 30 September 2019) and remuneration regulations (laws impose the need for them to be passed within 6 months from the date of the Statute of UMCS becoming effective), some of the tasks assumed and introduced in all areas, comprising "Ethical and professional aspects" must be adapted, including a fresh elaboration, to the requirements of the reform. The actions already taken and implemented and / or, therefore, included in the new elaboration are:

1. development and implementation of a new evaluation system for academic teachers (Resolution of the UMCS Senate of 27 September 2017 on the introduction of Periodic evaluation card of academic teachers),
2. publishing on the UMCS website (including the dedicated HRS4R UMCS) Code of Ethics for Researchers and Good Practices in Universities,
3. development and implementation of the Order of 20 June 2017 on the periodic increase in basic remuneration for obtaining external funds for research (encouragement to apply for external funding for research),
4. development and implementation of a comprehensive information process (via the UMCS website and e-mail) about:
 - current grants, projects, studies, etc.
 - valid legal regulations governing the processes for the development of applications and the rules for conducting scientific research
5. establishment of a contact point in the Center for Transfer of Knowledge and Technology of UMCS, coordinating the activities of UMCS organizational units in the process of technology transfer.

2.2. Recruitment and selection

In connection with the introduction by two acts from July 2018 of higher education reform in the Republic of Poland and the necessity of adopting a new Statute of UMCS (it was passed on 29 May 2019 and will come into force on 1 October 2019) and work regulations (laws impose the necessity of adopting them until 30 September 2019) and remuneration regulations (laws impose the need for them to be passed within 6 months from the date of the Statute of UMCS becoming effective), some of the tasks assumed and introduced in all areas, comprising "Recruitment" must be adapted, including a fresh elaboration, to the requirements of the reform. The actions already taken and implemented and / or, therefore, included in the new elaboration are:

1. solutions introduced by the UMCS Statute adopted on May 29, 2019 (entry into force on October 1, 2019), ensuring adaptation of employment policy in UMCS to the amendment of the Higher Education and Science Act, including the appropriate representation of recruitment boards in the process of recruitment and promotion,
2. introduction of a comprehensive information procedure (via the UMCS website and e-mail) regarding:
 - balanced criteria for the evaluation of candidates, including the assessment of the overall potential as researchers and the creativity and level of independence, which aims at motivating the comprehensive development of UMCS researchers
 - disseminating good practices for the application of different criteria for achievements and scientific achievements in the recruitment process
 - criteria for the selection committees (various experience and qualifications, gender balance, etc.)

2.3. Working conditions

In connection with the introduction by two acts from July 2018 of higher education reform in the Republic of Poland and the necessity of adopting a new Statute of UMCS (passed on 29 May 2019, will come into force on 1 October 2019) and work regulations (laws impose the necessity of adopting them until 30 September 2019) and remuneration regulations (laws impose the need for them to be passed within 6 months from the date of the Statute of UMCS becoming effective), some of the tasks assumed and introduced in all areas, comprising "Working conditions and social benefits" must be adapted, including a fresh elaboration, to the requirements of the reform. The actions already taken and implemented and / or, therefore, included in the new elaboration are:

1. Verifying and updating the rules for commissioning teaching activities taking into account the time devoted to the training of novice researchers - Resolution of the UMC Senate of 29 June 2009 on determining the duties of academic teachers, the type of didactic activities covered by these duties, including the teaching workload and principles of calculating teaching hours, as well as the rules for assigning classes in overtime (along with the changes in 2017 and 2018)
2. Activities in the scope of survey questions planned in the HRS4R Strategy (constituting a starting point in the preparation of corrective and self-improvement actions of the HRS4R UMCS Strategy of November 2016) No. 24 "Working conditions", No. 25 "Stabilization and permanent employment" and No. 27 "Gender balance" are related to the necessity of the adoption of the new Labor Regulations by the Maria Curie-Skłodowska University (the Act of July 2018 introducing the reform of higher education in the Republic of Poland impose the obligation to implement work regulations by 30 September 2019; Work Regulations in UMCS will enter into force on October 2019)

3. Implementation of the dissemination system through the University's main page (umcs.pl), websites dedicated to specific projects and UMCS units (including the UMCS Competence Management Office, projects, events, etc.), on social networks and via e-mail information on:

- career counseling,
- the content of internal regulations governing a specific career development strategy for researchers at every stage of their career and the UMCS policy, whose main objective is motivation and support for personal and professional development of researchers,
- actions taken at the University to recognize mobility in the evaluation and recruitment process,
- recognition of co-authorship of works, patents etc. and the freedom to publish research results,
- UMCS internal regulations regarding the organization of receiving, organizing and handling complaints and applications, the obligation to comply with ethical standards and anti-mobbing policy;

2.4. Training and development

In connection with the introduction by two acts from July 2018 of higher education reform in the Republic of Poland and the necessity of adopting a new Statute of UMCS (passed on 29 May 2019, will come into force on 1 October 2019) and work regulations (laws impose the necessity of adopting them until 30 September 2019) and remuneration regulations (laws impose the need for them to be passed within 6 months from the date of the Statute of UMCS becoming effective), some of the tasks assumed and introduced in all areas, comprising "Training" must be adapted, including a fresh elaboration, to the requirements of the reform. The actions already taken and implemented and / or, therefore, included in the new elaboration are:

1. strengthening the element of scientific supervision in the evaluation of academic staff - Resolution of the UMCS Senate of 27 September 2017 on the introduction of the Periodic evaluation card for academic teachers
2. implementation of a comprehensive procedure for organizing and disseminating trainings for researchers
3. analyzing and extending the didactic offer aimed at continuing the development of UMCS employees - a series of trainings within the following projects: "Academic staff of the future", "Integrated UMCS" and "Be competent at work"
4. development and implementation of an information campaign concerning:
 - UMCS internal regulations regarding the organization of receiving, organizing and handling complaints and applications, the obligation to comply with ethical standards and anti-mobbing policy,
 - organized trainings for researchers;

2.5. Have any of the priorities for the short- and medium term changed?

None of the medium and long -term priorities has been changed in terms of subject matter. The only changes refer to the change in the dates of their execution, which results from the higher education reform and the need to adopt a new Statute of UMCS, employment and employee remuneration regulations of UMCS, and, consequently, the need for other necessary regulations as they affect the timeliness of the implementation of assumed particular correction and self - improvement activities.

2.6. Have any of the circumstances in which your organisation operates, changed and as such have had an impact on your HR strategy?

The basic fact having effect on the necessity of implementing solutions assumed, and, in particular, adjusting the deadlines of the implementation into UMCS Strategy, was the reform of higher education in the Polish Republic pursuant to the Act of 3 July 2018, the regulations introducing this law – Law on Higher Education and Science as well as the Act of 20 July 2018 Law on Higher Education and Science. The regulations of the above mentioned national normative legislation brought about the need for adopting a new Statute of UMCS (the UMCS Statute was adopted by the Senate on 29 May 2019 and its provisions come into force on 1 October 2019, i. e. the beginning of the new academic year 2019/2020) as well as the employment regulations (until 30 September 2019) and remuneration regulations (within six months as from the entry into force of the UMCS Statute). The need for complying UMCS Statute and the above regulations with the provisions of the Acts in question, as well as the internal laws of UMCS, e. g. regulations of the Rector, with UMCS Statute, result in the extension of the deadlines of some correction and self-improvement actions which were assumed in HRS4R Strategy.

2.7. Are any strategic decisions under way that may influence the action plan?

Any actions and decisions taken by Maria Curie – Skłodowska University, both in the mid and long-run perspective, are closely related to the laws introduced in July 2018 which are to reform higher education in Poland. The main directions of development of the University - assumed both in HRS4R Strategy and UMCS Strategy adopted at the Senate meeting on 27 March 2019, have not been changed. The need for adjusting legal regulations to the provisions of national legislation, among others, in respect of employment, recruitment and a scientific career path of UMCS employees, is the main reason for postponing the date on which they are to come into force.

3. ACTIONS

No.	GAP Principles	ACTION	Responsible Unit	Completion Date	Timing (at least by year's quarter/semester)	Indicator(s) / Target(s)
30	Access to Professional Consultancy	Implementation of a system for spreading information about professional consultancy	Career Office	December 2017	COMPLITED	<p>Sharing and promoting information about professional counselling on the website of Competence Development Office</p> <p>(https://www.umcs.pl/pl/poradnictwo-zawodowe,12866.htm)</p> <p>Sharing and refreshing posts about the possibilities of professional counselling on Facebook profiles of Competence Development Office and UMCS Graduate Program</p> <p>Promoting counselling services of CDB during UMCS Open Days, Recruitment Fairs, Education Fairs and similar events</p> <p>Organizing informative meetings, both open and closed, for Scientific Circles and other student and high school organizations</p>
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	Q4 2019	EXTENDED	<p>The rules of assigning classes to academic teachers are specified in Resolution XXII-10.3/09 of the UMCS Senate from 29th June 2009 <i>concerning the regulations of duties for academic teachers, the types of classes within those duties, including the number of classes and the rules of counting classes, and also the rules of assigning extra hours</i>, which was also changed and geared to changing working conditions of teachers in 2017 and 2018. In accordance with the implementation of the new</p>

						<p>Law on Higher Education and Science on 1st October 2018, the University is obliged to prepare new work Regulations. These will include regulations concerning the realization of professional duties by the academic staff. In order to prepare the new regulations, the Rector has established a Team/Commission whose task is to prepare a draft of the Regulations. The work Regulations will be introduced by the ordinance of the Rector after consultations with the trade unions acting at the University.</p>
40	Academic Supervision	Strengthening an element of academic supervision in an assessment of research workers	A team appointed by the Rector	December 2017	COMPLITED	<p>A new system of evaluating academic teachers has been prepared and implemented. Resolution XXIV – 9.3/17 of the Senate of Maria Curie-Skłodowska University from 27th September 2017 <i>concerning the introduction of a periodical Card of evaluating academic teachers.</i></p>
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 implementation of the new Work Regulations	HR-Payroll Centre, Legal and Organization Department	Q3 2018	COMPLITED	<p>A new system of evaluating academic teachers has been prepared and implemented. Resolution XXIV – 9.3/17 of the UMCS Senate from 27th September 2017 <i>concerning the introduction of a periodical Card of evaluating academic teachers.</i></p> <p>The implementation of the new Law on Higher Education and Science on 1st October 2018 as well as the enforcement of the new UMCS Statute on 1st October, both changing the system of evaluating academic teachers, have caused the need to change the evaluation card again. That will take place after 1st October 2019.</p>

14	Staff Selection	Taking actions aimed at ensuring appropriate representation of competition committees	A team appointed by the Rector	Q3 2018	COMPLITED	<p>According to the new UMCS Statute, which will be implemented on 1st October 2019, the commission will consist of at least 5 members, including its chairperson. The commission will have a permanent character and will be established for a two-year period. In the sessions of the selection board there may participate a head of a department, a director of a university unit in which the potential academic teacher will be employed and a representative of the trade unions which are active at the University and commonly authorized by all the unions.</p> <p>Apart from selection boards, also promotion commissions will function at the university. Their goal will be the evaluation of the scientific achievements of employees in the case of promotion to higher positions. In the sessions of this commission there may take part a representative of the trade unions which are active ant the University and commonly authorized by all the unions.</p>
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	December 2018	COMPLITED	<p>Realizing the resolutions of the implemented procedures concerning the organization and promotion of training courses (information about projects and dates of courses, workshops etc. can be found on the dedicated websites shown below and delivered via e-mail to UMCS employees) two Projects since April 2017 have been implemented for the UMCS scientific staff:</p> <p>“Academic staff of the future”</p> <p>https://www.umcs.pl/pl/kadraprzyszlosci.htm</p>

						<p>Operating Program Science Education Development 2014-2020</p> <p>PRIORITY AXIS III</p> <p>HIGHER EDUCATION FOR ECONOMY AND DEVELOPMENT Action 3.4 Management in higher education institutions</p> <p>Implementation period: between 01.04.2017 and 30.04.2018</p> <p>Project goals:</p> <p>The main goal of the project is the enhancement of didactic competence of the UMCS teaching staff, concerning:</p> <p>innovative didactic skills by realizing training courses such as "Learning-by-doing or active teaching methods", "Moderator Design Thinking" and by individual methodological support</p> <p>IT skills, including using professional databases, and employing them in the teaching process by realizing training courses such as "Innovative methods of data presentation – making Prezi and MS PowerPoint presentations", "Managing scientific information, a part of information competence"</p>
--	--	--	--	--	--	--

						<p>conducting classes in a foreign language by realizing a C1 English training course</p> <p>managing information by realizing the training course "Managing scientific information, a part of information competence"</p> <p>As part of this Project, the following training courses have been realized:</p> <p>Learning-by-doing or active teaching methods</p> <p>Total number of persons attending the course: 105</p> <p>Range of topics: enriching the psychosocial competence of academic teachers; specific methodology of teaching adults; barriers in creative thinking; methodological adjustments to assumed goals; levels of studying; vertical and lateral thinking; six ways of thinking according to Edward de Bono; styles of studying; a survey of active teaching methods; understanding of group processes; improving one's own presentation skills</p> <p>Managing scientific information, a part of information competence</p> <p>Total number of persons attending the course: 33</p>
--	--	--	--	--	--	--

						<p>Range of topics: enriching information competence as an element of general education; managing scientific information in research and teaching; Internet as an academic coursebook; methods of shaping information competence; Internet resources and tools for managing scientific information</p> <p>Innovative methods of data presentation – making Prezi and MS PowerPoint presentations</p> <p>Total number of persons attending the course: 105</p> <p>Range of topics: survey of tools for making multimedia presentations; comparing the specific nature of Prezi and MS PowerPoint presentations; making Prezi presentations, preparing MS PowerPoint presentations, comparing differences, limitations and possibilities of analyzed tools</p> <p>Moderator Design Thinking</p> <p>Total number of persons attending the course: 105</p> <p>Range of topics:</p> <p>Introduction to/history of/ theory of design thinking; diagnosing needs and generating ideas; creative techniques; prototyping and testing; creation workshops, during which the whole process of Design Thinking will be realized in practice</p> <p>C1 English training course</p>
--	--	--	--	--	--	---

						<p>Total number of persons attending the course: 9</p> <p>Range of topics: a C1 English training course taking into account the academic component, i.e. using and transforming information, preparing presentations on the basis of professional material, making notes from lectures and assigned literature, writing academic texts</p> <p>„Integrated UMCS”</p> <p>http://www.zintegrowany.umcs.lublin.pl/ Operating Program Science Education Development</p> <p>PRIORITY AXIS III</p> <p>HIGHER EDUCATION FOR ECONOMY AND DEVELOPMENT</p> <p>3.5 Comprehensive programs of higher education schools</p> <p>Implementation period: between 2018-04-01 and 2020-12-31</p> <p>The goal of the Project is improving management at UMCS by implementing 4 IT systems to support information management, helping the University to increasingly absorb financial resources dedicated to research, improvement of managing competence of the directorial and administrative staff (at least 123 persons) by taking part in training and postgraduate courses. The goal is also improving the didactic competence of the University academic staff (at least 36 persons) regarding teaching and IT skills,</p>
--	--	--	--	--	--	---

						<p>teaching in a foreign language, information management and presentation skills by taking part in training courses (module 6) until December 2020.</p> <p>Within the Project the following training courses have been realized thus far:</p> <p>skills</p> <p>Managing scientific information, a part of information competence</p> <p>Total number of persons attending the course: 10</p> <p>Range of topics: information competence as part of general education; managing scientific information in research and teaching; Internet resources and tools for managing scientific information: e.g. general and dedicated search engines, scientific databases - bibliographies-abstracts, quotations, full-text, open access periodicals, raw data base, applications for data analysis and visualizing information, bibliography management and plagiarism detection; Internet as an academic coursebook; methods of shaping information competence.</p> <p>B2 or C1 English training course</p> <p>Total number of persons attending the course: 10</p> <p>Range of topics: issues necessary to reach the B2/C1 level from the B1/B2 point of departure and additional issues concerning</p>
--	--	--	--	--	--	---

						<p>the academic component, i.e.: browsing and transforming information, making presentations based on professional material, taking notes from lectures and assigned literature, writing academic texts, e.g. precis, abstract, essay or report</p> <p>Innovative methods of data presentation – making Prezi and MS PowerPoint presentations</p> <p>Total number of persons attending the course: 40</p> <p>Range of topics: survey of tools for making multimedia presentations; comparing the specific nature of Prezi and MS PowerPoint presentations; making Prezi presentations. Discussing types of accounts and licences. Canvas navigation. Forming elements into paths. Animation making. Presentation. Managing folders and authorizations. Presenting the Prezi Desktop application, A case study. Preparing MS PowerPoint presentations (including e.g. structure of presentation in PowerPoint). Preparing and modifying slides Using ready-to use patterns. Inserting and formatting objects. Using graphs, tables and diagrams in data presentation. Presentation commanding. Using extras to activate audience. Using macros and the basics of VBA in presentation making. Case study.</p>
--	--	--	--	--	--	--

						<p>Comparing the differences, limitations and possibilities of the analyzed tools.</p> <p>Moderator Design Thinking</p> <p>Total number of persons attending the course: 10</p> <p>Range of topics:</p> <p>Introduction to/history of/ theory of design thinking; diagnosing needs and generating ideas. Prototyping and testing. Practical tips. Specific tools. Creation workshops during which the whole process of Design Thinking (furthermore DT) will be realized in practice, from the user to the solution.</p> <p>Professional Public Speeches</p> <p>Total number of persons attending the course: 40</p> <p>Range of topics: the anatomy of public speeches (skills necessary for effective addressing groups). The most important rules of conduct during public speeches, well-tested techniques of actors and business speakers. How to speak, sit, stand and move to attract audio attention. Professional dress code for men and women. Construction of speech. Precise verbal communication (how strongly begin a speech; never begin with...; how to end a talk; presentation killers, expressions which loosen contact with the audience; rules for using numbers;</p>
--	--	--	--	--	--	--

						<p>Visual, auditory and kinesthetic recipients; using all sensory channels during the presentation)</p> <p>Using statistic elements in the skills of an academic teacher</p> <p>Total number of persons attending the course: 10</p> <p>Range of topics: Working with series of data with two variables; Probability; Normal distribution; Sample statistics; Estimating of statistic parameters; Testing statistic hypotheses; Testing means; Predicting; Analysis of variance; A Chi-square test.</p>
--	--	--	--	--	--	--

No.	GAP Principles	ACTION	Responsible Unit	Completion Date	Timing (at least by year's quarter/semester)	Indicator(s) / Target(s)
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	February 2017	COMPLITED	<p>On the UMCS website, the legal acts tab, the following have been uploaded:</p> <ol style="list-style-type: none"> 1. Scientific researcher ethical code 2. Good practices in higher education schools
12	Recruitment	Adaptation of the employment policy to the amendment of the Higher Education Law Act	Statutory Committee	Q2 2017	COMPLITED	<p>Changes in the Statute resulting from the need to adjust it to the changes of the regulations in the new Law on Higher Education and Science have been prepared.</p> <p>RESOLUTION XXIV – 19.18/18 of the Maria Curie-Skłodowska University Senate from 26th September 2018 w regarding changes in the</p>

						Statute of Maria Curie-Skłodowska University in Lublin.
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	September 2017	COMPLITED	<p>In the process of recruiting candidates their general potential, scientific potential and creativity are taken into account.</p> <p>Each time the candidates are evaluated by recruitment boards, established for this purpose in particular units of the University. Apart from evaluating documents submitted by the candidates, interviews are carried out.</p>
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 each stage of their career as well as the University's policy the main goal of	HR-Payroll Centre	September 2017	COMPLITED	<p>According to the rule accepted at the University, all the internal acts and regulations are to be accessible to all the employees on the University website, the legal acts tab.</p> <p>https://www.umcs.pl/pl/uchwaly-zarzadzenia-pisma-okolne,2499,1.lhtm</p> <p>Regarding the issues connected with the implementation of promotion procedures, the possibility of employment and staff policies – the University Authorities present written documents to Directors of the organization units which they concern.</p>

		COMPLITED 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	September 2017	COMPLITED	The most effective model for informing the academic community about the work on the implementation of individual solutions / procedures has been introduced, including the recognition of mobility in the evaluation and recruitment process, which is emailing comprehensive information on the solutions implemented, including links to specific legal acts and external websites containing detailed information.
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	September 2017	COMPLITED	<p>The Centre of Knowledge and Technology Transfer of UMCS has prepared and realized a number of informative meetings with scientific workers in order to promote cooperation on research and co-authorship of research results.</p> <p>It has been underlined that the effects of research carried out in cooperation are recognized in scientific rankings, in the periodical evaluation of work results and in the criteria on granting awards for scientific achievements.</p> <p>All UMCS workers are obliged to obey copyright laws and intellectual property laws. Violating such laws, according to law, is liable</p>

						<p>to disciplinary penalties and is perceived as highly unethical.</p> <p>These issues are regulated by internal legal acts.</p> <p>An informative campaign is currently conducted via www.umcs.pl, the worker and business tab, via the UMCS newsletter, a Facebook profile of Centre of Knowledge and Technology Transfer and by the University monthly paper "University News".</p>
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	September 2017	COMPLITED	<p>Via the University e-mail system an informative campaign spreading know-ledge about complaints and appeals, obeying ethical norms and anti-mobbing policies has been conducted. The necessary documents are available in the legal acts.</p> <p>The ethical code is available in the following legal acts:</p> <p>Regulation 43/2010 of the Rector of Maria Curie-Skłodowska University in Lublin from 9th September 2010, concerning the implementation of Regulations on internal anti-mobbing policies at Maria Curie-Skłodowska University in Lublin.</p> <p>Regulation 43/2011 of the Rector of Maria Curie-Skłodowska University in Lublin from 19th October 2011, concerning the organization of accepting, proceeding and deciding about complaints and appeals at</p> <p>Maria Curie-Skłodowska University in Lublin.</p>

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	September 2017	COMPLITED	Information concerning training courses organized for the scientific workers is available on the websites of dedicated projects within which they are realized, (e.g. http://www.zintegrowany.umcs.lublin.pl/ and https://www.umcs.pl/pl/kadraprzyszlosci.htm). It is also sent via e-mail to all the scientific workers.
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 achievements in the recruitment process.	A team appointed by the Rector	September 2017	COMPLITED	An informative campaign concerning the promotion of good practices has been conducted. The code of good practices is available for all the workers on the University website.
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	Research and International Cooperation Centre Knowledge and Technology Transfer Centre	December 2017	COMPLITED	On the main UMCS website, the news tab, current information is presented about the winners of national research competitions who have been granted external funds to carry out research. The aforementioned pieces of information have also been passed on to the press by the UMCS spokesperson. On the subpage dedicated to research one may find a list of projects realized at UMCS. An internal legal UMCS act has been prepared and implemented. This is Regulation 32/2017 of the Rector of UMCS in Lublin from

		as principles of carrying out research financed from national funds				<p>20.06.2017 concerning a temporary increase in basic salaries due to the acquisition of external funds for research (along with subsequent changes) encouraging workers to apply for external resources for research.</p> <p>Preparing internal UMCS legal acts regulating the processes of drawing up applications and rules of realizing research financed by national funds has been stopped due to works in the Ministry of Science and Higher Education on the new rules of financing universities, including the new Law on Higher Education and Science. The Centre of Knowledge and Technology Transfer of UMCS, through its dedicated website www.biznes.umcs.pl, passes all the necessary information about projects and grants which university scientific workers may find interesting. Moreover, within corrective measures, the following rule has been adopted: the most important pieces of information are to be sent via the UMCS newsletter, which all the workers of UMCS receive via e-mail.</p> <p>Additionally, such information is published, the pracownik tab, on the www.umcs.pl site in the University monthly periodical "University News" and on the Facebook profile of The Centre of Knowledge and Technology Transfer of UMCS.</p>
5	Obligations Arising out of the Contract and/or Regulations	Preparation of a plan for informing research workers about applicable	Research and International Cooperation Centre	December 2017	COMPLITED	Organizing cyclical Faculty meetings, the aim being informing workers about open competitions for acquiring external financial resources for conducting research.

		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	Legal and Organization Department Knowledge and Technology Transfer Centre			<p>Scientific workers conducting national research projects have administrative workers employed in the Centre of Scientific Research assigned to them. These workers support the directors of projects in proper realization and evaluation of costs.</p> <p>Maria Curie-Skłodowska University in Lublin ensures legal and administrative support regarding access to regulations concerning the admission of external funds for financing scientific research, to regulations on protection of intellectual property, copyright and many other issues. The University has also introduced its own regulations. The aim of their creation is to systematize, unify and simplify the actual research and science-development work.</p>
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	Knowledge and Technology Transfer Centre	December 2017	COMPLITED	<p>The University puts a lot of pressure on the issue of publishing the results of scientific research in the form of official publications, commercialization and patents.</p> <p>The recently formed Centre of Knowledge and Technology Transfer is an UMCS unit dedicated to conduct R+D cooperation. It supports scientist in their cooperation with the business area. It offers help in acquiring business partners as well as legal and formal service in in realizing services commissioned by external units. It also supports entrepreneurs in starting cooperation with the University. As part of self-improvement activities the Centre has established a contact point whose aim is essential and administrative service of scientific</p>

		from UMCS to the economy				workers and entrepreneurs. Information regarding cooperation is published on www.umcs.pl , the business and worker tabs, and sent via e-mail.
30	Access to Professional Consultancy	Implementation of a system for spreading information about professional consultancy	Office Careers	Q1 2018	COMPLITED	<p>Sharing and promoting information about professional counselling on the Competence Development Bureau (https://www.umcs.pl/pl/p/oradnictwo-zawodowe,12866.htm)</p> <p>Sharing and and refreshing posts about the possibility of professional counselling on the Facebook profiles of Competence Development Office and UMCS Graduate Program,</p> <p>Promoting counselling services of CDB during UMCS Open Days, Work Fairs and similar events</p> <p>Organizing open and closed informative meetings for Scientific Circles and other student and high school organizations</p>
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	December 2018	COMPLITED	The Code of Ethics of a researcher and Best Practices in Universities have been published on the website, as well as information on these acts has been sent to the academic community. In addition, at UMCS faculties, regular meetings are organized with the UMCS research community on the practical side of the adopted solutions within the above-mentioned documents.
24	Working Conditions	Preparation and implementation of the new Work Regulations	HR-Payroll Centre	Q4 2019	EXTENDED	On account of the implementation of the Law on Higher Education and Science on 1 st October, which obliges universities to implement within 12 months new regulations on work that take into

			Legal and Organization Department			account the new bill, preparations of an appropriate document are under way. The new regulations on work will come into force on 1 st October 2019.
25	Stabilisation and Permanent Employment	Preparation and implementation of the new Work Regulations	HR-Payroll Centre Legal and Organization Department	Q4 2019	EXTENDED	On account of the implementation of the Law on Higher Education and Science on 1st October, which obliges universities to implement within 12 months new regulations on work that take into account the new bill, preparations of an appropriate document are under way. The new regulations on work will come into force on 1st October 2019.
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	Q4 2019	EXTENDED	On account of the implementation of the Law on Higher Education and Science on 1st October, which obliges universities to implement within 12 months new regulations on work that take into account the new bill, preparations of an appropriate document are under way. The new regulations on work will come into force on 1st October 2019. .
7	Good Practice Principles in Research	Preparation and implementation of the new Work Regulations	HR-Payroll Centre Legal and Organization Department	Q4 2019	EXTENDED	On account of the implementation of the Law on Higher Education and Science on 1st October, which obliges universities to implement within 12 months new regulations on

		Carrying out an occupational hazard assessment for missing workstations and updating the occupational hazard assessment documentation	Occupational Health and Safety Department			work that take into account the new bill, preparations of an appropriate document are under way. The new regulations on work will come into force on 1st October 2019.
10	Non-discrimination Principle	Preparation and implementation of the new Work Regulations	HR-Payroll Centre Legal and Organization Department	Q4 2019	EXTENDED	On account of the implementation of the Law on Higher Education and Science on 1st October, which obliges universities to implement within 12 months new regulations on work that take into account the new bill, preparations of an appropriate document are under way. The new regulations on work will come into force on 1st October 2019.
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	Q1 2018	COMPLETED	<p>The academic society of the University has been informed that during establishing recruitment boards and promotion commissions the choice of candidates to these bodies should be made in such a way as to ensure that they represent various experiences and qualifications and that a balance of the sexes is kept in these commissions. Moreover, these commissions should include representatives of many areas if possible.</p> <p>For example, the Senate Commission on The Development of Scientific Staff is composed of representatives of various scientific disciplines and includes 14 members, 5 being women.</p>

38	Continuation of Professional Development	Analysing and perhaps extending an educational offer (courses, training courses, postgraduate studies) addressed to the University's employees	HR-Payroll Centre Centre for Education and Handling Studies	Q4 2019	IN PROGRESS	<p>Having analyzed the didactic offer of UMCS, which is aimed at the continuation of the workers' professional development,</p> <p>there has been prepared an efficient model of competence improvement by a still developing offer of training courses and postgraduate studies, adjusted to the needs.</p> <p>The enterprises which have been realized or are planned include the following:</p> <p>“Academic staff of the future”</p> <p>https://www.umcs.pl/pl/kadraprzyszlosci.htm Operating Program Science Education Development 2014-2020 PRIORITY AXIS III HIGHER EDUCATION FOR ECONOMY AND DEVELOPMENT Action 3.4 Management in higher education institutions Implementation period: between 01.04.2017 and 30.04.2018 Project goals: The main goal of the project is the enhancement of didactic competence of the UMCS teaching staff, concerning:</p> <ul style="list-style-type: none"> - innovative didactic skills by realizing training courses such as "Learning-by-doing or active teaching methods", "Moderator Design Thinking" and by individual methodological support - IT skills, including using professional databases, and employing them in the
----	--	--	---	---------	-------------	---

					<p>teaching process by realizing training courses such as "Innovative methods of data presentation – making Prezi and MS PowerPoint presentations", "Managing scientific information, a part of information competence"</p> <ul style="list-style-type: none"> - conducting classes in a foreign language by realizing a C1 English training course - managing information by realizing the training course "Managing scientific information, a part of information competence" <p>Within this Project, the following training courses have been realized:</p> <p>Learning-by-doing or active teaching methods</p> <p>Total number of persons attending the course: 105</p> <p>Range of topics: enriching the psychosocial competence of academic teachers; specific methodology of teaching adults; barriers in creative thinking; methodological adjustments to assumed goals; levels of studying; vertical and lateral thinking; six ways of thinking according to Edward de Bono; styles of studying; a survey of active teaching methods; understanding of group processes; improving one's own presentation skills</p> <p>Managing scientific information, a part of information competence</p>
--	--	--	--	--	---

					<p>Total number of persons attending the course: 33</p> <p>Range of topics: enhancing information competence as an element of general education; managing scientific information in research and teaching; Internet as an academic course-book; methods of modelling information competence; Internet resources and tools for managing scientific information</p> <p>Innovative methods of data presentation – making Prezi and MS PowerPoint presentations</p> <p>Total number of persons attending the course: 105</p> <p>Range of topics: survey of tools for making multimedia presentations; comparing the specific nature of Prezi and MS PowerPoint presentations; making Prezi presentations, preparing MS PowerPoint presentations, comparing differences, limitations and possibilities of analyzed tools</p> <p>Moderator Design Thinking</p> <p>Total number of persons attending the course: 105</p> <p>Range of topics:</p> <p>Introduction to/history of/ theory of design thinking; diagnosing needs and generating ideas; creative techniques; prototyping and testing; creation workshops, during which the whole process of Design Thinking will be realized in practice</p>
--	--	--	--	--	---

					<p>C1 English training course Total number of persons attending the course : 9 Range of topics: a C1 English training course taking into account the academic component, i.e. using and transforming information, preparing presentations on the basis of professional material, making notes from lectures and assigned literature, writing academic texts</p> <p>„Integrated UMCS”</p> <p>http://www.zintegrowany.umcs.lublin.pl/ Operating Program Science Education Development PRIORITY AXIS III HIGHER EDUCATION FOR ECONOMY AND DEVELOPMENT</p> <p>3.5 Comprehensive programs of higher education schools Implementation period: between 2018-04-01 and 2020-12-31</p> <p>The goal of the Project is improving management at UMCS by implementing 4 IT systems to support information management, helping the University to increasingly absorb financial resources dedicated to research, improvement of managing competence of the directorial and administrative staff (at least 123 persons) by taking part in training and postgraduate courses. The goal is also improving the didactic competence of the University academic staff (at least 36</p>
--	--	--	--	--	--

					<p>persons) regarding teaching and IT skills, teaching in a foreign language, information management and presentation skills by taking part in training courses (module 6) until December 2020.</p> <p>Within the Project the following training courses have been realized so far:</p> <p>Managing scientific information, a part of information competence</p> <p>Total number of persons attending the course: 10</p> <p>Range of topics: information competence as part of general education; managing scientific information in research and teaching; Internet resources and tools for managing scientific information: e.g. general and dedicated search engines, scientific databases - bibliographies-abstracts, quotations, full-text, open access periodicals, raw data base, applications for data analysis and visualizing information, bibliography management and plagiarism detection; Internet as an academic course-book; methods of shaping information competence.</p> <p>B2 or C1 English training course</p> <p>Total number of persons attending the course: 10</p> <p>Range of topics: issues necessary to reach the B2/C1 level from the B1/B2 point of departure and additional issues concerning the academic component, i.e.: browsing and transforming information, making presentations based on</p>
--	--	--	--	--	--

					<p>professional material, taking notes from lectures and assigned literature, writing academic texts, e.g. precis, abstract, essay or report</p> <p>Innovative methods of data presentation – making Prezi and MS PowerPoint presentations</p> <p>Total number of persons attending the course: 40</p> <p>Range of topics: survey of tools for making multimedia presentations; comparing the specific nature of Prezi and MS PowerPoint presentations; making Prezi presentations. Discussing types of accounts and licenses. Canvas navigation. Forming elements into paths. Animation making. Presentation. Managing folders and authorizations. Presenting the Prezi Desktop application, A case study. Preparing MS PowerPoint presentations (including e.g. structure of presentation in PowerPoint). Preparing and modifying slides Using ready-to use patterns. Inserting and formatting objects. Using graphs, tables and diagrams in data presentation. Presentation commanding. Using extras to activate audience. Using macros and the basics of the VBA language in presentation making. Case study. Comparing the differences, limitations and possibilities of the analyzed tools.</p>
--	--	--	--	--	--

					<p>Moderator Design Thinking Total number of persons attending the course: 10 Range of topics: Introduction to/history of/ theory of design thinking; diagnosing needs and generating ideas. Prototyping and testing. Practical tips. Specific tools. Creation workshops during which the whole process of Design Thinking (furthermore DT) will be realized in practice, from the user to the solution.</p> <p>Professional Public Speeches Total number of persons attending the course: 40 Range of topics: the anatomy of public speeches (skills necessary for effective addressing groups). The most important rules of conduct during public speeches, well-tested techniques of actors and business speakers. How to speak, sit, stand and move to attract audio attention. Professional dress code for men and women. Construction of speech. Precise verbal communication (how strongly begin a speech; never begin with...; how to end a talk; presentation killers, expressions which loosen contact with the audience; rules for using numbers; Visual, auditory and kinesthetic recipients; using all sensory channels during the presentation)</p>
--	--	--	--	--	--

					<p>Using statistic elements in the skills of an academic teacher</p> <p>Total number of persons attending the course: 10</p> <p>Range of topics: Working with series of data with two variables; Probability; Normal distribution; Sample statistics; Estimating of statistic parameters; Testing statistic hypotheses; Testing means; Predicting; Analysis of variance; A Chi-square test.</p> <p>Project “Be competent at work” realized since the second quarter of 2020 – a website dedicated to the project will be created in September 2020.</p> <p>Training courses included in the project:</p> <p>A training course in the field of using MS Excel – advanced level - 16 participants</p> <p>A training course in the field of managing a team - 12 participants</p> <ul style="list-style-type: none"> • A certified course Agile PM Foundation - 8 participants • A course in English - 16 participants • English conversations with a native speaker - 6 participants • A course in Russian - 8 participants <p>Other courses:</p> <p>Dt.shop for researchers and academics – 9-13 April 2018 – Dresden, Germany</p> <p>5 UMCS workers participated in the workshop.</p>
--	--	--	--	--	--

					<p>The method of informing: the website of the project, the website of the University, e-mails to the workers including an invitation to applying for the workshop.</p> <p>A local workshop for scientists - 14-15 November 2018 as a part of New Scientists Forum, Lublin. 15 UMCS workers and doctoral students participated in the workshop.</p> <p>The method of informing: the website of Forum, information in social media about the planned workshop and the need to register.</p> <p>Dt.shop for management staff – 26 – 30 November 2018 r. – Birmingham, Great Britain. 5 UMCS workers participated in the workshop.</p> <p>The method of informing: the website of the project, the website of the host University – Birmingham City University, e-mails to the workers including an invitation to applying for the workshop.</p> <p>All the workshops concerned design thinking. Their goal was:</p> <ul style="list-style-type: none"> - enhancing the engagement and enriching the motivation of participants to undertake interdisciplinary research,
--	--	--	--	--	--

					<ul style="list-style-type: none"> - improving competence and skills of the participants in divergent creative thinking - improving skills in including design thinking methodology in the process of teaching and didactic work (in the case of the first two workshops). <p>During the workshops the participants:</p> <ul style="list-style-type: none"> - were acquainted with the technique and history of design thinking - were informed about the possibilities of wide employing DT in various areas, e.g. in science, teaching, business or public policies - mapped stakeholders and examined the needs and expectations of the target groups of their actions, - worked out solutions to real-life problems, - realized their own advantages and disadvantages in team work in interdisciplinary groups, - worked in interdisciplinary groups, - improved their social and linguistic skills (in the case of international workshops)
--	--	--	--	--	--

4. Wdrożenie

4.1. General overview of the implementation process:

Maria Curie Skłodowska University in Lublin (UMCS) was granted the HR Excellence in Research award in June 2017, based on the 2016 – 2019 Human Resources Strategy for Researchers (HRS4R) – the 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. It identifies the areas where action should be taken to fully adapt the practices at UMCS to the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C).

The adaptation of the internal procedures to the principles of the Charter and the Code at Maria Curie Skłodowska University in Lublin is the key step in achieving the University's strategic goals such as: providing employees with the best possible conditions for further development and attracting researchers from abroad to conduct their research at UMCS at the highest global level.

An important element of the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the Maria Curie Skłodowska University in Lublin is monitoring the results and progress in implementing corrective and self-improvement actions specified in the HRS4R submitted to the European Commission by UMCS. To this end, a team has been established and is scheduled to meet quarterly.

The progress of the implementation of the actions stipulated in the Action plan and the implementation schedule have been regularly monitored by the above Committee. The Implementation Coordinator and the Chairman, after each meeting aimed at analyzing the progress of the performance, have provided the Rector of UMCS with reports on the implementation of the Action plan and prepared recommendations for a material correction of the adopted solutions and/or work schedule.

Most of the activities specified in the Strategy have been successfully implemented. Significant progress has been made in the field of HR policy; open and transparent recruitment based on established rules; increase in international mobility of students and researchers, promotion of equality and non-discrimination. Delays in the implementation of Work and Remuneration Regulations, which has been more broadly articulated in another part of the internal evaluation, results from the higher education reform introduced by two acts of July 2018 : Introductory Provisions – Higher Education Act and Higher Education and Science Act. These legal acts require the adoption of a new UMCS Statute (the Statute adopted on May 29, 2019 will enter into force on October 1, 2019) and Work Regulations (the law imposes the necessity to adopt them by September 30, 2019) and Remuneration Regulations (the law imposes the necessity to adopt them within 6 months after the UMCS Statute goes into effect).

Within the solutions adopted so far in the first area of “Ethical and professional aspects”, a new Academic Teachers Evaluation System has been implemented, which – due to the reform of higher education of July 2018, imposing on the University the necessity to pass a new Statute and Work and Remuneration Regulations – should be remodeled in connection with the obligation to introduce amendments required by the acts of national law and the new UMCS Statute. Additionally, in order to meet the demands for informing more effectively the UMCS researchers on all aspects of researcher's work, the UMCS website (umcs.pl)

and/or dedicated UMCS HRS4R website publish information on legal acts and procedures, including: [The Code of Ethics for Research Workers](#) and the Code of Good Practice in Higher Education Institutions as well as the UMCS Senate Resolution on the periodic increase in basic remuneration due to the acquisition of external funds.

The process of informing about current projects, grants, etc. via the Internet has been elaborated and implemented. The UMCS homepage provides up-to-date information on the laureates of national research contests who have been granted external funds for scientific research. The above information has also been provided to the press by the UMCS Spokesperson. On the sub-site dedicated to scientific research, the list of projects carried out at UMCS has been available. Maria Curie Skłodowska University in Lublin provides administrative and legal support in accessing the regulations on the allocation of external funds for financing scientific projects, regulations on the protection of intellectual property, copyright laws and many others. The University has also implemented its own regulations. Their purpose is to systematize, unify and facilitate the execution of scientific and R&D work.

Other important results of the implementation of the Charter and the Code (C&C) principles is the development of a comprehensive program for the improvement of qualifications of academic teachers. In this area, two projects co-financed by the European Union funds were completed / are in progress:

“Academic Staff of the Future” (<https://www.umcs.pl/pl/kadraprzyszlosci.htm>), whose main objective is to improve teaching skills of the UMCS academic staff within:

- innovating teaching skills by carrying out “Learning by doing course as an active teaching method”, “Design Thinking moderator course” and Individual methodological support.
- improving IT skills, including the use of professional databases and their application in the education process by running the following courses : “Innovative data presentation methods – creating presentations in Prezi and MS PowerPoint”, “Scientific information management as a component of information literacy.
- conducting didactics in a foreign language by offering C1 English courses.
- information management by completing a course “Scientific information management as a component of information literacy”.

“Integrated UMCS” (<http://www.zintegrowany.umcs.lublin.pl/>) aimed at improving the management at UMCS by implementing four IT systems supporting information literacy as well as supporting the University in the field of increasing the absorption of financial resources for research, increasing management competences of the managing and administrative staff through participation in trainings, courses and post-graduate studies as well as increasing teaching competences of the University's academic staff in the field of teaching and IT skills, conducting didactics in foreign languages, information literacy and presentation skills through participation in trainings (module 6) until December 2020.

“Be competent at work” project to be carried out from the second quarter of 2020 – the website dedicated to the project will be created in September 2019. Trainings within the project: MS Excel course – advanced level for 16 participants, team management training for 12 participants, AgilePM Foundation certified training for 8 participants, an English language course for 16 participants, conversations in English with a native speaker for 6 participants and a Russian language course for 8 participants.

4.2. How have you prepared the internal review?

To keep an ongoing analysis of the progress of implementing assumptions from HRS4R Strategy in Maria Curie – Skłodowska University, the Monitoring Team was appointed, the meetings of which were held on a quarterly basis. Then reports were prepared to be submitted to the Rector. These documents – presenting a thorough analysis of the implementation work – provided a starting point for an internal overview. Moreover, UMCS units substantially responsible for specific correction and self-improvement activities – as assumed in HRS4R - were obliged to prepare complete and specific notes reflecting the state of work and indicating formal and legal, technical and administrative aspects of implemented solutions with the focus on their relevance and effectiveness on the basis of regular cooperation with UMCS researchers from different areas of knowledge. This ongoing consultation of particular solutions with researchers at different levels of their academic careers and representing various - with different specificity – areas of science, provided grounds for implementing specific solutions in the whole university. After carrying out the analysis of information on the correction and self-improvement actions taken and collected from the UMCS units substantially responsible, at its special meeting on 25 April 2019, the Monitoring Team approved the appropriateness - both in the content, technical, formal and legal terms – of the information submitted from the University units. Then, due to the need for adopting a new UMCS Statute as a result of the reform of education in the Polish Republic, the resolution was passed to postpone the date of introducing the new employment regulations and the solutions arising from them in respect of Open, Transparent and Merit-based Recruitment of Researchers (OTM-R). It is connected with the need to prepare employment and remuneration regulations for the UMCS employees. The Act of 3 July 2018 Legislation introducing the Act - The Act on Higher Education and Science sets relevant deadlines for the implementation of these legal acts: the statute and the remuneration regulations until 30 September 2019, and the remuneration regulations within six months after the day of entry into force of the statute (UMCS Statute was adopted at the meeting of the Senate of UMCS on 29 May 2019. The entry into force for this law was set for October 2019).

4.3. How have you involved the research community, your main stakeholders, in the implementation process?

The organizational units responsible for preparing solutions for implementing correction and self-improvement activities, as assumed in the strategy for Researchers (HRS4R), consulted UMCS researchers from various fields of science and levels of academic careers. Work teams, whose large part is represented by researchers and appointed to prepare and implement particular actions, had to work out specific relevant and effective solutions on the basis of the specificity of each science and the level of researchers' academic careers (from R1 to R4). These are researchers who after analyzing initial proposals, suggested introducing essential modifications, on the basis of the needs articulated by the UMCS scientific community. The final version of the adopted solutions provides 'declaration of compliance' between researchers, lawyers, administration employees who prepare formal and legal course of action (e. g. regulations) as well as the administrative one (designating units substantially responsible for performing and supervising actions), and also IT employees

if any particular activity in its large part involved using IT techniques (e. g. actions referring to implementing the system of information policy).

4.4. Do you have an implementation committee and/or steering group regularly overseeing progress?

An essential element of the implementation of the principles of the European Charter for Researchers and the Code of Conduct during the process of recruitment of research employees is monitoring effects and progress in the implementation of correction and self-improvement actions, as determined in the HRS4R Strategy submitted to the European C by UMCS. For this purpose, a Team was established, the meetings of which were held on quarterly basis.

Members:

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 Łuczkiwicz - Faculty of Humanities
6. PhD Karol Dąbrowski - Faculty of Law and Administration
7. PhD Robert Zubel - Faculty of Biology and Biotechnology
8. MSc Grzegorz Narolski - coordinator of the Team for Implementation, Legal and Organization Department
9. MSc Karina Kasperek - Research Centre
10. MSc Agnieszka Krukowska - HR-Payroll Centre

DATES OF MEETINGS OF THE MONITORING TEAM

1. 23 February 2017
2. 25 May 2017

Holiday break

1. 7 September 2017
2. 14 December 2017
3. 22 March 2018

4. 21 June 2018
5. 20 September 2018
6. 13 December 2018
7. 21 March 2019
8. 25 April 2019 – special meeting

The progress of the actions and the calendar of the implementation was monitored on regular basis by the above Committee. After each meeting where the progress of works was analyzed, the Team Coordinator for the implementation and the President submitted to the Rector reports on the execution of the action plan and they also prepared recommendations referring to substantive correction of the assumed solutions and/or the work timetable.

4.5. Is there any alignment of organisational policies with the HRS4R? For example, is the HRS4R recognized in the organisation's research strategy, overarching HR policy

UMCS Strategy for 2019-2025 adopted by the Senate on 27 March 2019 assumes achieving strategic goals, the realization of which involves taking operational measures in compliance with the UMCS Strategy for Researchers of November 2016. The strategy was elaborated on the basis of new regulations of The Act of 20 July 2018 on the Law on Higher Education and Science, as well as on the assumptions of the new UMCS statute.

To realize the first strategic goal - 'significant improvement of research position of UMCS among Polish universities, as well as a noticeable improvement of the quality and internationalization of research' - operational tasks are to be performed, i. e. developing the following:

- guidelines for particular university units in respect of evaluation of scientific achievements of individual employees as well as for ensuring;
- guidelines for particular university units in respect of obtaining external funds for scientific research as well as in respect of quality of education;
- Strategy for Internationalization of the Research;
- strategy for promoting scientific achievements of UMCS researchers who might enjoy a rich scientific output, with a special focus on their publications in foreign journals;
- implementing a new evaluation sheet of academic teachers, paying special attention to the rules of the evaluation of scientific disciplines;
- system for creating financial incentives for UMCS operational units and members of interdisciplinary research teams.

To achieve the second strategic goal - 'to sustain the level of teaching activity through modification of the offer addressed to a wider group of recipients in the country and abroad', a distribution system of funding directed to constant improvement of quality of education, development of competences of the teaching staff, education services, including provision with proper tools and an incentive system.

The third of the assumed strategic goals of UMCS - 'to enhance the university's role in shaping social and economic development of Lublin and Lublin Region through, among others, developing a public information database on the UMCS activity and its employees, allowing for a closer cooperation of the research staff with the University's social and economic surrounding.

The fourth strategic goal is to run joint doctoral schools with research units, and with the Polish Academy of Sciences in particular, therefore, to foster development of young researchers - to support efforts to develop further cooperation with Lublin universities, scientific institutions of the Polish Academy of Sciences within the Lublin Universities Association association of scientific institutions, join doctoral schools'.

The last fifth goal mentioned in the UMCS Strategy for the years 2019-2025 - 'Adjusting the university infrastructure and the university management to the contemporary needs of scientific research, teaching as well as cultural and sport activity' - is to develop and modernize the university academic base, which clearly benefit not only working conditions of research and teaching but also of studying. In addition it would have a good impact on preparing and implementing new regulations for UMCS employees' remuneration, which are based on the existing legislation.

All the goals presented above and tasks planned in UMCS Strategy for the years 2019-2025 are reflected in the Strategy HRS4R submitted by UMCS in November 2016. In each of these strategic goals, it is essential to adjust internal solutions, procedures and working conditions to the rules of the The European Charter for researchers and the Code of Conduct while running therecruitment process of research employees.

4.6. How has your organisation ensured that the proposed actions would be also implemented?

The implementation in Maria Curie – Skłodowska University assumed actions ensures:

1. Indicating the compliance of the UMCS Strategy for 2019 – 2025 with the provisions of the The European Charter for researchers and the Code of Conduct, as mentioned above. UMCS strategy is an indicator of a long-term policy of the University in all its areas of functioning, where any solutions, including introduced procedures or internal legal regulations have to comply with the provisions of this document.
2. The constant supervision over the progress of correction and self-improvement actions, described above,run by the Monitoring Team appointed while preparing Strategy HRS4R.

3. A close cooperation of university units responsible for implementing formal and legal solutions, including procedures, with the UMCS research community. Such a model of the ongoing cooperation between lawyers and the recipients of legal solutions, including procedural ones, i. e. academic teachers of UMCS, allows for effective implementation of adopted actions adopted in HRS4R Strategy.

4.7. How are you monitoring progress (timeline)?

One key element of implementing the principles of The European Charter for Researchers and the Code of Conduct while recruiting research staff is monitoring the effects and progress in the implementation of the correction and self- improvement actions provided in HRS4R Strategy submitted to the European Commission by UMCS. For this purpose, the Team was appointed whose meetings are held on quarterly basis. This team regularly monitor the progress of actions provided in the action planned the agenda. The Coordinator of the implementation and the President submitted to the Rector reports on the execution of the action plan after each meeting where the progress was analyzed. They also prepared recommendations for substantial correction of the adopted solutions and/or the agenda.

4.8. How will you measure progress (indicators) in view of the next assessment?

Following the Monitoring Team's decision taken at the meeting on 25 April 2019, in the academic year 2020/2021 an Internal Analysis will again be carried out in the form of an anonymous questionnaire addressed to research and teaching staff, doctoral students, research and technical staff as well as engineering and technical employees. The four areas of the survey questionnaire (ethical and professional aspects, recruitment, working conditions, social securities and training) will copy the survey conducted on 28 September – 16 October 2016 which, together with the internal analysis of the internal legal regulations, will constitute the basis for preparing a complex strategy for the research staff (HRS4R) submitted to the European Commission in November 2016.

In order to ensure that the achieved results are authoritative, and to assess the impact of the actions on the evaluation and awareness of researchers with regard to observing by UMCS provisions of the European Chart of Researchers and the Code of Conduct during the process of scientific employees recruitment, also particular questions are to match those questions asked in the survey in 2016. The results achieved in this way will be compared with those achieved in the survey conducted while applying for the HE Excellence in Research logo.

Additionally, it is being considered whether in the planned survey researchers are to be asked more detailed questions, especially with reference to correction and self-improvement actions.

4.9. How do you expect to prepare for the external review?

In order to prepare for an external review, Maria Curie Skłodowska University will continue to pursue the adopted model of monitoring the progress and analyzing the effectiveness of the performed actions through a constant control, by the monitoring Team, of the reports prepared by units responsible for the individual elements of HRS4R. To this end, as mentioned above, in 2020/2021 academic year, another survey will be carried out whose questions will be based on the survey conducted in 2016 during the process of applying for HR Excellence in Research logo. Thus, the acquired indicators will help to evaluate once again the effectiveness of the solutions introduced in the plan of the corrective and self-improvement actions. In addition, all the materials related to the implementation of each of the planned activities specified in the HRS4R will be gathered.

What is more, all the members of the HRS4R implementation and monitoring teams, the units responsible for every action undertaken as part of HRS4R and the UMCS community of researchers will be informed about the external review process, including formal and practical aspects of this stage (including preparation for interviews with external reviewers). For this purpose, an information campaign is planned as well as meetings with the stakeholders (UMCS researchers).