

Important message to institutions:**Onsite visits are resumed starting 1 September 2022**

The broad lifting of the COVID-19 related travel limitations, allow us to cautiously resume the onsite visits. All site visits scheduled to take place after 1 September, will be organized under the normal onsite configuration.

Please note that after 1 September the virtual formula for “remote” site visits, will not be in place anymore.

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

1. Organisational Information

*Please provide an update of the key figures for your organisation. Figures marked * are compulsory.*

STAFF & STUDENTS	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research *	1996
Of whom are international (i.e. foreign nationality) *	31

STAFF & STUDENTS	FTE
Of whom are externally funded (i.e. for whom the organisation is host organisation) *	13
Of whom are women *	1090
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. *	664
Of whom are stage R2 = in most organisations corresponding with postdoctoral level *	690
Of whom are stage R1 = in most organisations corresponding with doctoral level *	630
Total number of students (if relevant) *	16937
Total number of staff (including management, administrative, teaching and research staff) *	2810
RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	84481758
Annual organisational direct government funding (designated for research)	34053327
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	5195199
Annual funding from private, non-government sources, designated for research	582924

ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)

Maria Curie-Skłodowska University in Lublin is the largest public university in Poland east of the Vistula River. We are an institution that is deeply rooted in the region. We have performed a cultural and opinion-making role since 1944 and make an important contribution to building a knowledge-based economy. To date, nearly 260,000 graduates have received their education at our Alma Mater. The university provides institutions in the region with qualified staff. There are nearly 18,000 students in total, including about 1,800 international students from 45 countries. Maria Curie-Skłodowska University has signed several hundred cooperation agreements with universities all over the world.

2. Strengths and weaknesses of the current practice

Please review the strengths and weaknesses under the 4 thematic areas of the Charter and Code, as provided by your organisation in the initial assessment phase. When doing so, you should do not only look back, but also consider new priorities, strategic decisions, etc. which may further influence the action plan. Please also provide a brief commentary in the "Remarks" column if major changes have occurred versus the initial plan.

Note: Click on the name of each of the four thematic headings of the Charter & Code to open the editor and provide your answers in the Internal Review for Interim Assessment dedicated section.

Ethical and professional aspects* ▼

Strengths and Weaknesses (Initial Phase)

Strengths and Weaknesses (Interim Assessment)

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.

Strengths and Weaknesses (Award Renewal, max 500 words) *

Strengths:

- ***The Code of Ethics of an Academic Teacher of Maria Curie-Skłodowska University in Lublin (May 2021)***
- ***The Code of Ethics of a Doctoral Student of Maria Curie-Skłodowska University in Lublin (November 2021)***

In October 2020, the *Monitoring Team for the Implementation of HRS4R at UMCS* was appointed. The team noticed a need to prepare *The Code of Ethics of an Academic Teacher of UMCS*. The UMCS' Senate officially adopted this document on 26 May 2021. The Code refers to the ethical principles that should be followed by every academic teacher at UMCS as a scientist, lecturer and educator. The objective of the Code is to promote the attitude of professional responsibility of scientists for their research, especially when financed from external resources. All teachers employed at UMCS are obliged to familiarize themselves with the document and to follow the rules contained therein. The Code was consulted several times and agreed with a broad circle of stakeholders

– UMCS scientists. The document is available on: <https://phavi.umcs.pl/at/attachments/2021/0729/113034-uchwala-kodeks-etyki-nauczyciela-akademickiego-umcs.pdf>. The Code was translated into English: <https://www.umcs.pl/en/news,23687,the-code-of-ethics-of-an-academic-teacher-of-maria-curie-skłodowska-university-in-lublin,120275.chtm>.

As a continuation of the implementation process of the principles contained in the C&C, *The Code of Ethics of a Doctoral Student* was created. The document was drawn up by the *Self-Government of UMCS Doctoral Students* in cooperation with the *Monitoring Team* and will be translated into English.

- lectures on career planning for young researchers (March-May 2022)

Furthermore, we noticed a need to organize career planning events for young researchers conducted by long-serving researchers with extensive experience. In the academic year 2021/2022 there were 2 such meetings. Moreover, young researchers had a chance to share experiences and practices from visits of eminent European and global scientists and by taking part in study visits abroad. These visits were also financed from external sources, including the Office of the City of Lublin and UE.

- dedicated website with information on international research competitions, projects implemented at UMCS, best practices and training opportunities

We have created a website: <https://projektybadawcze.umcs.pl/miedzynarodowe/> where researchers can obtain information about current competitions for financing of international scientific projects, projects implemented by UMCS scientists, trainings and other events intended for researchers.

- periodic appraisals of academic teachers and other employees of UMCS


In the academic year 2021/2022 a periodic appraisal of all academic teachers and employees who are not teachers was carried out, covered the scientific, educational and organizational activity. On the other hand, the appraisal of employees who are not academic teachers comprised: evaluation of their knowledge of regulations and procedures binding at UMCS, as well as evaluation of competences which are important with respect to duties entrusted to them.

Weaknesses:

- relatively low attendance at trainings, courses and workshops

A challenge we notice in this area is to boost attendance at training courses, conferences, workshops and lectures dedicated to researcher's ethics and to increase frequency of these meetings. *The Monitoring Team* plans to organize subsequent meetings. A promotional campaign disseminating information will be launched in cooperation with the UMCS Promotion Centre.

Remarks (max 500 words)

Recruitment and selection* 

Strengths and Weaknesses (Initial Phase)

Strengths and Weaknesses (Interim Assessment)

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.)

Strengths and Weaknesses (Award Renewal, max 500 words) *

Strengths:

- **clear criteria for appointment of competition committees**, specified in the UMCS Statute
- **OTM-R principles have been introduced to a large extent** – transparent and uniform rules of organizing competitions for the positions of academic teachers and recruitment to doctoral schools
- **creating a separate section of the UMCS website with job advertisements in English and Polish**
- a considerable **part of HR documents connected with employment have been translated into English**

In accordance with the laws binding in Poland, job advertisements are placed on the website of the Ministry of Education and Science and on the Euraxess website. Moreover, they are published on the UMCS website in Polish and English. In the academic year 2020/2021 we created a separate website section with job offers for scientists in order to reach as many potential candidates as possible, and thus to select candidates with the best competences for a given


position in line with the *OTM-R Policy*. The number of documents required of a candidate at the recruitment stage was reduced to a minimum. The selection criteria are transparent. Candidate's achievements are evaluated both in terms of their quality and quantity. Interruptions in the career and departures from the chronological order are perceived as evolution of the career and not evaluated negatively.

Weaknesses:

- **application for vacant positions on paper**, not in an electronic form
- **lack of a procedure for the recruitment of academic teachers** that would regulate e.g. appeal proceedings (intensive works are pending to adopt such a procedure)
- **candidates do not receive feedback** about strong and weak elements of their applications
- **still ongoing transparent appeal procedure's implementation process**

Application to higher education studies and Doctoral Schools at first step takes place electronically. On the other hand, applications to vacant employment positions are still accepted in a traditional form (paper documents are either submitted personally or sent by post). However, the university authorities notice the need to make online recruitment possible. We intend to further pursue this aim. Moreover, works are pending to adopt a document with the recruitment procedure for UMCS academic teachers. A draft version of the document is currently consulted by UMCS Rector and Vice-Rectors. This procedure will be compatible with the *OTM-R Policy* rules. We plan to adopt the recruitment procedure in the academic year 2022/2023. Furthermore, the applicants still do not obtain sufficient feedback concerning strong and weak points of their applications. There is also no transparent appeal procedure.

Remarks (max 500 words)

Working conditions* 

Strengths and Weaknesses (Initial Phase)

Strengths and Weaknesses (Interim Assessment)

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;

Strengths and Weaknesses (Award Renewal, max 500 words) *

Strengths:

- **access to social benefits**, e.g. reimbursement of holiday costs of employees' children, financial support during winter
- adoption of **the Strategy of Maria Curie-Skłodowska University in Lublin for 2019-2025** (March 2019)
- **transparent working conditions** specified in the *UMCS Work Regulations* (September 2019)
- appointment of **the Ombudsman for Academic Rights** (December 2019)
- transparent rules of remuneration specified in **the UMCS Remuneration Regulations** (March 2020)
- adoption of **the UMCS Strategic Programme for Internationalization of Research for 2020-2024** (June 2020)
- adoption of **the Anti-Mobbing Regulations** (February 2021)
- appointment of **the Team for Gender Equality Plan** (March 2022) and preparation of the *Gender Equality Plan* (planned to be adopted in October 2022)
- **employment stability**
- **good quality of working environment** (infrastructure, equipment, rooms)
- preparation of **a job satisfaction questionnaire** for academic teachers and other employees
- **the level of remuneration** for women and men handling the same positions is **comparable**


The authorities of the University undertake numerous steps to ensure that UMCS is as friendly workplace for scientists. In December 2019 the *Ombudsman for Academic Rights* was appointed. The primary goal of the Ombudsman is to prevent and combat such phenomena as: discrimination, mobbing, intolerance, harassment, scientific fraud and other unethical conduct. In February 2021 the *Anti-Mobbing Regulations* were adopted, which specify the procedure followed in case such a phenomenon occurs. In March 2022 the *Team for Gender Equality Plan* was appointed. The Team analysed in detail the factual circumstances in the institution and gathered data concerning studies, various aspects of work at the university (professional development, promotion opportunities, remuneration level, a possibility for reconciliation of professional and private life), gender equality in projects and curricula. The analysis of the data collected enabled identification of tasks to be performed in response to the problems noticed and reported by the employees.

In March 2020 the *UMCS Remuneration Regulations* were adopted, which ordered the remuneration rules applicable on the basis of the national and internal regulations. Consequently, it was possible to gather in one document information about all remuneration components due to employees.

Weaknesses

- **a relatively low number of UMCS internal documents have been translated into English** – we plan further actions in this respect
- there is **no day-care room for children of UMCS employees and students**. We cooperate with public kindergartens and a nursery. One of the activities provided for in the *Gender Equality Plan* is the work on this case
- a problem is a **low share of employees taking part in anonymous questionnaire surveys** which examine e.g. satisfaction with working conditions. An information campaign which will precede future questionnaire surveys shall be aimed at increasing participation by demonstrating that in this way employees have a real impact on actions undertaken by UMCS authorities.

Remarks (max 500 words)

Training and development* 

Strengths and Weaknesses (Initial Phase)

Strengths and Weaknesses (Interim Assessment)

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;

Strengths and Weaknesses (Award Renewal, max 500 words) *

Strengths:

- **extensive training opportunities for academic and administration staff**
- **training offer is tailored to the needs of employees**

We put particular emphasis on the need for and value of training courses that enable UMCS employees (academic teachers and others) to upgrade their qualifications and to foster their professional development. Training courses are organized by various UMCS units, especially: the *Centre for Education and Study Services*, *Scientific Research Centre*, *Competence Development Office*, *International Cooperation Center* and *Doctoral Schools*. Some training courses, workshops, lectures and study visits are organized and financed from grants received from external institutions for the implementation of domestic and international projects. Training courses cover an extensive range of topics, including: soft skills, issues related to discrimination, mobbing, project management, consortium building, conducting online classes, dealing with stress, transversal competences etc. A detailed list of training courses is given in the Annex. Both employees and students of UMCS readily participate in these training courses. Some courses were organized online, especially in the period

of sanitary restrictions due to COVID-19, but it did not have an adverse effect on their implementation. Owing to the online formula, anyone interested, irrespective of their current place of stay, was able to take part in training courses, workshops and lectures, which was reflected in higher attendance. Such training courses shall still be organized in online, hybrid and classroom forms.

Weaknesses:

- **lack of structured counselling on scientific career planning**, especially in the case of academic teachers at early stages of their research careers.

First step to overcome this challenge was to organize career planning events for young researchers conducted by long-serving researchers with extensive experience. We are planning to continue the series of such meetings with a greater promotion campaign and to become more regular in organizing such meetings.

Remarks (max 500 words)

Have any of the priorities for the short- and medium term changed? (max 500 words)

None of main priorities has been changed. They were just adjusted to the current situation in Poland, mostly to pandemic circumstances and war in Ukraine. According to the EC Consensus Report we are focusing on the exact activities oriented to employees needs and their development.

After the last review in 2019 we noticed that the activities carried out mainly in the legislative sphere were insufficient. It is necessary to take more decisive steps in order to implement the principles and priorities specified in the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*. Therefore, the *Monitoring Team*, appointed in 2020, focused on the organization of events dedicated to researchers in response to their needs.

In September 2020 a questionnaire survey was conducted among foreign researchers staying at UMCS, which made it possible to diagnose problems encountered by them before their arrival in Poland and during their stay at UMCS. On the basis of the information obtained, the UMCS Promotion Centre and the International Cooperation Center prepared jointly an application for funding of a project entitled *UMCS 4ALL* in a competition announced by the Polish National Agency for Academic Exchange. The application was selected for funding, so since June 2021 the activities for foreign students and researchers have been implemented, e.g. opening of the *Welcome Center*, preparation of a guide for foreign scientists, translation of internal documents of UMCS into English, and organization of study visits for the employees of the *Welcome Center*, aimed at getting to know best practices at foreign universities. The project is implemented from June 2021 to June 2022.

Have any of the circumstances in which your organisation operates, changed and as such have had an impact on your HR strategy? (max 500 words)

Maria Curie-Skłodowska University in Lublin has an established position among the Polish higher education institutions. As a consequence of the reform of the education system in Poland and the *Law on Higher Education* enacted in 2018, a number of legal acts were passed by all higher education institutions in Poland. At that time, UMCS also had to adjust its internal rules to nationwide regulations. As a result, the *UMCS Statute*, *Work Regulations*, *Remuneration Regulations*, *UMCS*

Doctoral Schools Regulations and other documents were drawn up. These documents ordered the rules of employment, remuneration and promotion. It should be emphasized that the enactment of relevant legal acts is not a goal itself for the University authorities, but rather a starting point for further actions aimed at making UMCS a more friendly place of work and study. The review from 2019 became a stimulus for a more detailed analysis of the rules contained in the *Charter* and the *Code* and for more relevant actions.

According to the COVID-19 pandemia, most of our activities planned in 2020-2022 (trainings, meetings, seminars) were conducted online. This challenge caused even greater attendance of UMCS' employees, as proposed events were more accessible. What is more, to overcome difficulties caused by pandemia, the Rector's Regulations No. 35/2020 and 103/2020 provided employees of the UMCS with the opportunity to perform their duties remotely. Thanks to that, employees were granted with a chance to join their duties with their family life.

Are any strategic decisions under way that may influence the action plan? (max 500 words)

In June 2020 the *UMCS Strategic Programme for Internationalization of Research for 2020-2024* was adopted. After 18 months of meetings and discussions, the strategic document was drawn up, which supplements the *Strategy of Maria Curie-Skłodowska University in Lublin for 2019-2025* and contains the priority goals for UMCS with respect to increasing the internationalization level of research, as well as specific indicators demonstrating clearly how particular University institutes are developing. One of the operational goals included in the plan is the higher internationalization of the human resources potential. with an accompanying list of planned activities.

In 2022 UMCS joined a prestigious consortium of European universities – *ATHENA (Advanced Technology Higher Education Network Alliance)*. Together with other universities from the entire continent, UMCS shall implement projects in the field of advanced technologies in higher education. The Alliance operates on the basis of partnerships of higher education institutions from the EU regions which cooperate and implement projects for students, researchers, and academic and local communities. This cooperation strengthens the academic exchange e.g. through joint study programmes, projects and training. As a result of joining the Alliance, UMCS will get to know best practices and implement the principles of the *Charter* and the *Code*. Numerous international cooperation agreements are still concluded with higher education institutions from abroad. These agreements enable exchange of students and researchers, and joint applications in competitions announced e.g. in the *Horizon Europe* Programme. The current list of 201 agreements concluded is available at: <https://phavi.umcs.pl/at/attachments/2022/0322/085353-aktualne-zestawienie-umow-miedzynarodowych-umcs-marzec-2022-1-.pdf>

The military conflict in the close vicinity to Poland, as well as an unstable political and economic situation in Central-Eastern Europe pose risks, difficult to specify at the moment, to keeping and implementing the priority goals set by UMCS authorities. We are not indifferent to the needs of researchers from Ukraine. The Vice-Rector for Science and International Cooperation granted paid internships in UMCS institutes to Ukrainian researchers who asked UMCS for help. From April to June 2022 we concluded 30 internship agreements. Moreover, scientists from UMCS and from Ukraine applied jointly for project funding in competitions. As a result, 6 people had their scholarships financed from the International Visegrad Fund and 1 person became employed at UMCS for 12 months in order to implement a project funded by the National Science Centre. We await the results of other competitions in which applications for funding have been submitted. UMCS immediately created a website with information about support, dedicated to students and researchers – refugees from Ukraine. All information is published in the Polish and Ukrainian languages: <https://www.umcs.pl/pl/ukraina.htm>. In March 2022 the Rector of UMCS appointed the *UMCS Team for Supporting Ukraine*. The Team is headed by dr hab. Arkadiusz Bereza, Associate Professor, Vice-Rector for General Affairs. Furthermore, dr Alina Czarnacka was appointed the Rector's Plenipotentiary for Supporting Ukraine. The academic community is informed about the Team's work on a regular basis via the website and news published in UMCS journal *Wiadomości Uniwersyteckie*.

3. Actions

Please consult the list of all actions you have submitted as part of your HR strategy. Please add to the overview the current status of these actions as well as the status of the indicators. If any actions have been altered or omitted, please provide a commentary for each action. You can also add new objectives.

Note: Choose one or more of the principles automatically retrieved from the GAP Analysis with their implementation ratings.

Proposed ACTIONS

Action 1

Verification and update of the principles of commissioning classes taking into account time devoted to training novice researchers

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
5. Contractual and legal obligations	Q4 2019	A team appointed by the Rector	The new Work Regulations
33. Teaching			
Current Status	Remarks		
COMPLETED	The rules of assigning classes to academic teachers are specified in Resolution XXII-10.3/09 of the UMCS Senate from 29th June 2009 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. The new Work Regulations have been prepared and implemented - Regulation 38/2019 of the Rector of Maria Curie-Skłodowska University in Lublin from 17th September 2019: https://www.umcs.pl/pl/regulamin-pracy,6226.htm		

Proposed ACTIONS**Action 2**

Preparation and implementation of an information campaign among the academic community about organized and promoted training courses for research workers

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
39. Access to research training and continuous development	VI 2022	HR-Payroll Center. International Cooperation Center, Center for Education and Study Services	From I 2019 to VI 2022, 141 events were held with a total of 8,483 participants. For years 2022-2025 we are planning to organize around 200 events and to extend the number of participants to 9,000.
Current Status	Remarks		
COMPLETED	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 - e.g. http://www.zintegrowany.umcs.lublin.pl , https://projektybadawcze.umcs.pl/en/miedzynarodowe/szkolenia/?status=aktualne - and delivered via e-mail to UMCS employees. A detailed list of training courses is given in the Annex. This activity will be continued, also with the support of external funds.		

Action 3

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

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
4. Professional attitude		Research and International Cooperation Centre	
23. Research environment		Knowledge and Technology Transfer Center	
28. Career development	VI 2020		dedicated websites, portals, regulations and meetings with UMCS employees
31. Intellectual Property Rights			
38. Continuing Professional Development			
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
COMPLETED	<p>1. On the main UMCS website, the news tab with 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. 2. On the webpage dedicated to research (https://projektybadawcze.umcs.pl/miedzynarodowe/szukaj/?dobrepraktyki=realizowane) one may find a list of international research projects realized at UMCS. 3. 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. 4. Educational projects are collected and described at: https://www.umcs.pl/pl/projekty-realizowane,5219.htm. 5. Additionally, such information is published, the 'pracownik' tab, on the www.umcs.pl site in the University monthly periodical "University News", faculties' webpages and on the Facebook profile of The Centre of Knowledge and Technology Transfer of UMCS and International Cooperation Center. All these channels are being constantly updated. 6. To ensure the clear and simple process of applying for external funds, internal Application Form was developed. Thanks to that, it is easy to find if the proposal includes educational, research or R&D ideas. 7. In 2021 International Cooperation Center conducted series of online information meetings with Faculties' employees, in order to present actual grants offer and to explain how to apply for external funding, what are tips for researchers and what kind of formalities must be met. 8. From 2015 the Regulation on project management systematizes internal procedures regarding applying for EU and international funds: https://www.umcs.pl/pl/uchwaly-zarzadzenia-pisma-okolne,2499,zarzadzenie-nr-21-2015-rektora-universytetu-marii-curie-sklodowskiej-w-lublinie-z-dnia-31-marca-2015-r-w-sprawie-wprowadzenia-regulaminu-zarzadzania-projektami-finansowanymi-lub-wspolfinansowanymi-z-europejskich-i-miedzynarodowych-funduszy-pomocowych,22823.chtm</p>

Proposed ACTIONS**Action 4**

Preparation and implementation of the new Work Regulations

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
10. Non discrimination			
24. Working conditions		HR-Payroll Center, Legal and Organization Center	The new Work Regulations
25. Stability and permanence of employment	Q4 2019		
27. Gender balance			

Current Status**Remarks**

COMPLETED

The new Work Regulations have been prepared and implemented - Regulation 38/2019 of the Rector of Maria Curie-Skłodowska University in Lublin from 17th September 2019: <https://www.umcs.pl/pl/regulamin-pracy,6226.htm>

Proposed ACTIONS**Action 5**

Carrying out an occupational hazard assessment for missing workstations and updating the occupational hazard assessment documentation

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
7. Good practice in research	Q4 2019	HR-Payroll Center, Legal and Organization Department, Occupational Health and Safety Department	The new Work Regulations, The occupational hazard assessment
Current Status	Remarks		
COMPLETED	The new Work Regulations have been prepared and implemented - Regulation 38/2019 of the Rector of Maria Curie-Skłodowska University in Lublin from 17th September 2019: https://www.umcs.pl/pl/regulamin-pracy,6226.htm The occupational hazard assessment was conducted at the Department of Chemistry in 2019.		

Proposed ACTIONS**Action 6**

Creating a website section (in English and Polish) dedicated to HR Excellence in Research award.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
4. Professional attitude	VI 2020	International Cooperation Center	the website section: https://www.umcs.pl/en/en-logo-hr.htm
23. Research environment			
Current Status	Remarks		
COMPLETED	The aim is to disseminate information about the award among the academic community. The website contains information about the origin of the award, source documents, events connected with granting the award to UMCS in a chronological order, as well as news concerning its implementation. The website is available in Polish: https://www.umcs.pl/pl/logo-hr.htm and in English: https://www.umcs.pl/en/en-logo-hr.htm .		

Proposed ACTIONS**Action 7**

Creating a website section (in English) with job offers for academic teachers.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
12. Recruitment			
14. Selection (Code)	III 2021	International Cooperation Center	the website section: https://www.umcs.pl/en/job-offers,21736,1.lhtm
15. Transparency (Code)			

Current Status	Remarks
COMPLETED	The aim is to reach as many foreign recipients as possible, and thus to employ a person with the best competences for a given position, in accordance with the OTM-R Policy. The website with current job offers is available at: https://www.umcs.pl/en/job-offers,21736,1.lhtm The linguistic correctness of translations is monitored by an UMCS employee, specifically delegated by the Vice-Rector for Science and Internal Cooperation. Furthermore, in accordance with the binding laws, job advertisements are also published on the website of the Ministry of Education and Science and on the website of Euraxess.

Proposed ACTIONS**Action 8**

Appointment of the UMCS Ombudsman for Academic Rights.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
10. Non discrimination	XII 2019	UMCS Senate	The UMCS Ombudsman for Academic Rights, the individual meetings
34. Complains/ appeals			

Current Status	Remarks
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COMPLETED	<p>On 18 December 2019 the Ombudsman for Academic Rights was appointed by a resolution of the UMCS Senate. The Academic Ombudsman is entirely independent of the University authorities and has been appointed to help solve conflicts between students or employees and the University's bodies, as well as between members of the academic community. The primary goal of the Ombudsman is to prevent and combat such phenomena as: discrimination, mobbing, intolerance, harassment, scientific fraud and other unethical conduct. The Ombudsman intervenes in individual cases, as a result of complaints filed by members of the academic community (employees and students), and develops standards preventing negative phenomena and limiting the emergence of disputes. The Ombudsman's operation is based on the ethical rules and standards developed by the International Ombudsman Association – IOA, which comprise: independence, neutrality and impartiality, confidentiality, informality. https://www.umcs.pl/pl/umcs-aktualnosci,1,rzecznik-praw-akademickich-na-umcs,85640.chtm</p>
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Action 9

Introduction of regular training courses (several in an academic year) on equality, prevention of mobbing and discrimination.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
4. Professional attitude 10. Non discrimination 28. Career development 39. Access to research training and continuous development	since 2019	International Cooperation Center, Center for Education and Study Services	12 events from 2019 to 2022, 24 events planned in years 2022-2025 (also as a part of implementation of Gender Equality Plan)
Current Status	Remarks		

Proposed ACTIONS**Current Status****Remarks**

COMPLETED

Introduction of regular training courses (several in an academic year) on equality, prevention of mobbing and discrimination. These training courses have been organized online so far due to the epidemiological situation. As a result, more people were able to participate in the events. The training is aimed at raising awareness of the above-mentioned phenomena among the UMCS academic community, counteracting them and reacting if they occur. Training courses are run by academic teachers dealing with these issues, as well as by employees of the State Labour Inspectorate. In April 2021, Prof. dr hab. Radosław Dobrowolski, His Magnificence Rector of UMCS, joined on behalf of UMCS a prevention programme of the State Labour Inspectorate: Counteracting negative effects of stress and other psychosocial risks at work. The programme is implemented by the State Labour Inspectorate, Branch in Lublin, and will be continued on a regular basis. In each academic year, several such meetings will be held. Information about these events is posted on the website and sent by e-mail to UMCS employees and students. The following activities for the promotion of non-discrimination and equal rights have been organized by UMCS so far: • Lecture on disciplinary liability of academic teachers • Lecture on disciplinary liability of doctoral students • Lecture on mobbing at work • Project: Autism Awareness Days "Language of Autism" • Workshops for UMCS employees on supporting people with special needs – Friendly University Project • Workshops for employees and students / doctoral students on the support procedure for people in mental crisis • Training on the problem of discrimination • Training for tutors of particular years and majors of study "Communication with a student in a crisis situation" • Training on counteracting mobbing at work • A student / doctoral student with a disability in the higher education system – training on social inclusion • Training "Crisis intervention – description of the crisis theory, suicidal crisis, rules of crisis intervention" • Discussion panel as part of an EU project Accessible UMCS – "Understanding Disability"

Action 10

Development of the Anti-Discrimination Guidebook.

GAP Principle(s)**Timing (at least
by year's
quarter/semester)****Responsible
Unit****Indicator(s) / Target(s)**

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
10. Non discrimination 34. Complain/ appeals	VII 2022	International Cooperation Center, Team of scientists, Monitoring Team for the Implementation of HR Excellence in research Strategy at UMCS	The Anti-Discrimination Guidebook: https://www.umcs.pl/en/news,23687,anti-discrimination-guidebook-for-students-and-employees-of-maria-curie-sklodowska-university-in-lublin,120136.htm

Current Status**Remarks**

COMPLETED	The Anti-Discrimination Guidebook for students and employees of UMCS was published in order to raise awareness and strengthen a sense of security among the academic community members, and with a view to guaranteeing high anti-discrimination standards at UMCS. The guidebook contains practical information on the definition of discrimination, stereotype and prejudice, on legal aspects of protection against discrimination, and the procedure in case such phenomena occur. The guidebook is available in Polish and English languages. The guide in Polish: https://www.umcs.pl/pl/aktualnosci,23672,poradnik-antydyskryminacyjny-umcs,117178.htm , in English: https://www.umcs.pl/en/news,23687,anti-discrimination-guidebook-for-students-and-employees-of-maria-curie-sklodowska-university-in-lublin,120136.htm .
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Action 11

Strategy of Maria Curie-Skłodowska in Lublin for 2019-2025, UMCS Strategic Programme for Internationalization of Research for 2020-2024

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
4. Professional attitude 23. Research environment	III 2019, VI 2020	UMCS Senate	Strategy of Maria Curie-Skłodowska in Lublin for 2019-2025, UMCS Strategic Programme for Internationalization of Research for 2020-2024, yearly report of Programme implementation and progress

Current Status**Remarks**

COMPLETED

In March 2019 the Strategy of Maria Curie-Skłodowska in Lublin for 2019-2025 was adopted. The Strategy has the following goals: improvement of the scientific position of UMCS among Polish universities, significant enhancement of quality and increased internationalization of research, maintaining the educational standards by means of regular updating of study programmes directed at a broad range of recipients at home and abroad, strengthening the role of the university in shaping the social and economic development of Lublin and the region; promoting greater cooperation with higher education institutions of the Lublin region and scientific institutes of the Polish Academy of Sciences within the framework of the Union of Lublin Universities, federation of scientific institutions and joint doctoral schools; development of employees' competence, streamlining of the employment structure, and adjustment of the university infrastructure and management processes to the contemporary needs in the areas of scientific research, education, culture and sports. In June 2020 the UMCS Strategic Programme for Internationalization of Research for 2020-2024 was adopted. Document supplements the Strategy of UMCS in Lublin for 2019-2025 and contains the priority goals for university with respect to increasing the internationalization level of research, as well as specific indicators demonstrating clearly how particular university institutes are developing.

Proposed ACTIONS**Action 12**

Adoption of the Anti-Mobbing Regulations.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
4. Professional attitude			
10. Non discrimination	II 2021	Rector of UMCS	The Anti-Mobbing Regulations
23. Research environment			
34. Complains/ appeals			

Current Status**Remarks**

COMPLETED	On 1 February 2021, pursuant to the Regulation No. 7/2021 of the Rector of Maria Curie-Skłodowska University, the internal anti-mobbing policy regulations were adopted. The aim of the Regulations is to support activities conducive to building positive relations among employees and to counteract any manifestations of mobbing. The Regulations specify the procedure in case mobbing occurs, making it easier for victims to report such cases and receive real support for the University authorities. The Regulations are available at: https://www.umcs.pl/pl/regulamin-antymobbingowy,21267.htm Each employee is obliged to read the Regulations, which is confirmed by filling in an electronic form. For this purpose, the University authorities sent an e-mail to all employees. Translation of the Regulations into English is planned.
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Action 13

Development of the UMCS Code of Ethics of an Academic Teacher, Development of the UMCS Code of Ethics of a Doctoral Student

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
1. Research freedom		UMCS Senate, Monitoring Team for the Implementation of HR Excellence in research Strategy at UMCS	
2. Ethical principles			
3. Professional responsibility	V 2021, XI 2021		The Code of Ethics of an Academic Teacher, The Code of Ethics of a Doctoral Student
4. Professional attitude			
6. Accountability			
Current Status	Remarks		
COMPLETED	<p>The Senate of Maria Curie-Skłodowska University in Lublin adopted the Code of Ethics of an Academic Teacher of Maria Curie-Skłodowska University in Lublin at a sitting on 26 May 2021. The Code refers to the ethical principles that should be followed by every academic teacher at UMCS as a scientist, lecturer and educator. All academic teachers employed at UMCS are obliged to familiarize themselves with the document and to follow the rules contained therein. The Code was prepared by the Monitoring Team for the Implementation of HR Excellence in Research Strategy at UMCS, consulted several times and agreed with a broad circle of stakeholders – UMCS scientists. The document is available on the website: https://phavi.umcs.pl/at/attachments/2021/0729/113034-uchwala-kodeks-etyki-nauczyciela-akademickiego-umcs.pdf and https://www.umcs.pl/en/news,23687,the-code-of-ethics-of-an-academic-teacher-of-maria-curie-skłodowska-university-in-lublin,120275.htm Development of the UMCS Code of Ethics of a Doctoral Student – a document, analogous to the aforementioned one, regulating the principles referring to doctoral students. The Code was adopted by the Self-Government of UMCS Doctoral Students in November 2021. It was consulted with the Monitoring Team for the Implementation of HR Excellence in Research Strategy at UMCS. Link to the document: https://www.umcs.pl/en/news,23687,the-code-of-ethics-of-a-doctoral-student,120522.htm</p>		

Action 14

Proposed ACTIONS

Action 14	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)		
Training courses on career planning	7. Good practice in research					
	8. Dissemination, exploitation of results					
	22. Recognition of the profession					
	23. Research environment					
	28. Career development					
	30. Access to career advice					
	32. Co-authorship	academic year 2021/2022	International Cooperation Center	2 meetings, more than 80 participants, at least 1 meeting per semester is planned for the period 2022-2025		
	36. Relation with supervisors					
	37. Supervision and managerial duties					
	38. Continuing Professional Development					
39. Access to research training and continuous development						
40. Supervision						
Current Status	Remarks					

Proposed ACTIONS

Current Status	Remarks
IN PROGRESS	In the academic year 2021/2022 there were 2 training courses on career planning for researchers. They were taught by eminent scientists: Prof. dr hab. n. med. Kamil Torres, Vice-Rector for Educational Affairs of the Medical University of Lublin and Prof. Georgiy Kasianov from the Institute of History and Politics of the Ukrainian Academy of Sciences in Kyiv and the Kiyv-Mohyla Academy. The training courses were intended for all scientists, especially those who are beginning their career. The courses will be continued on a regular basis (at least 1 meeting per semester).

Action 15

Preparation of a Guide for Foreign Academics

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
10. Non discrimination			
23. Research environment	VIII 2022	International Cooperation Center	The Guide for Foreign Academics: https://www.umcs.pl/en/news,23687,guide-for-foreign-academics,120196.chtm
24. Working conditions			
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
COMPLETED	<p>The guide has been prepared to meet the needs of foreign researchers who plan to come to UMCS to teach classes and to conduct research and development work. The document contains useful information concerning e.g. the formalities connected with arrival to Poland and registration for residence, as well as information about the University and ways of spending free time in Lublin and around. The need to prepare such a guide was diagnosed during a questionnaire survey carried out by the International Cooperation Centre in 2020 among foreign researchers visiting UMCS at that time. They reported difficulties encountered while they were preparing for arrival to Poland and after they arrived. The goal of the guide is to encourage foreign scientists to come to UMCS and to facilitate their quick inclusion into the UMCS community. The guide addresses the problem of insufficient support with formal matters and inadequate information on living issues and administrative formalities at the University. The guide is available at: https://www.umcs.pl/en/news,23687,guide-for-foreign-academics,120196.chtm</p>

Proposed ACTIONS**Action 16**

Opening of the Welcome Center for Foreign Students at UMCS.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
23. Research environment	V 2022	Rector's Plenipotentiary for Internationalization of Education	Over 70 individual meetings with students from V 2022
24. Working conditions			
Current Status	Remarks		
COMPLETED	<p>A new and extremely important point on the map of Maria Curie-Skłodowska University campus in Lublin has been established. The University Welcome Center, located in the Main Library, officially opened its doors to the public and to the academic community on 12 May 2022. The UMCS Welcome Center is a place of first contact for foreign students who get admitted to our University. Its main tasks include: giving information to foreign students, providing them with assistance and mentorship, organizing integration and educational events, as well as supporting internationalization at the University. The Welcome Center team includes 3 employees under the supervision of dr Ewelina Panas - Rector's Plenipotentiary for Internationalization of Education: https://www.umcs.pl/en/news,17,opening-of-the-welcome-center-at-umcs,116763.chtm, https://www.umcs.pl/pl/o-nas,23810.htm</p>		

Proposed ACTIONS**Action 17**

Opening of the Welcome Center for Foreign Academics.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
23. Research environment	VI 2021	International Cooperation Center	Over 50 individual meetings with foreign scientists from VI 2021
24. Working conditions			
Current Status	Remarks		
COMPLETED	This is another place of support for scientists from abroad who arrive in UMCS in order to complete their scientific scholarships or internships, conduct research, and teach classes. The employees of the International Cooperation Center are involved in the activities of the Welcome Center. The employees of the Welcome Center help deal with the formalities before arrival (invitations and visas, insurance, accommodation finding) and after arrival (registration for temporary residence).		

Proposed ACTIONS**Action 18**

Carrying out periodical appraisal of employees who are not academic teachers

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
11. Evaluation/ appraisal systems			
24. Working conditions	IV-VII 2022	HR-Payroll Center	The periodical appraisals
34. Complains/ appeals			
35. Participation in decision-making bodies			

Current Status	Remarks
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COMPLETED	A periodical appraisal of UMCS employees who are not academic teachers was carried out from April to June 2022. The appraisal comprised 3 stages: 1) self-evaluation of an employee, 2) evaluation of an employee by his/her superior, 3) discussion and agreeing on the final result. Appraisals enabled two-way communication, reporting difficulties at work, problems and successes. On the other hand, the appraisal of employees who are not academic teachers comprised: evaluation of their knowledge of regulations and procedures binding at UMCS, as well as evaluation of their competences which are important with respect to duties entrusted to them.
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Action 19

Carrying out a periodical appraisal of academic teachers.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
11. Evaluation/ appraisal systems			
23. Research environment			
24. Working conditions	XII 2021 -I 2022	HR-Payroll Center	The periodical appraisal
34. Complains/ appeals			
35. Participation in decision-making bodies			

Current Status**Remarks**

COMPLETED

In the academic year 2021/2022 a periodical appraisal of academic teachers and non-teaching staff has been carried out. The appraisal of the research and teaching staff covered the scientific, educational and organizational activity. Every 4 years, in accordance with the regulations binding in Poland, an appraisal of academic teachers is carried out. The aim of a periodical appraisal is, in particular, to verify how an academic teacher performs duties associated with his or her position, and to monitor the compliance with copyright and related rights, and industrial property law.

Proposed ACTIONS**Action 20**

Opening of the Office for People with Disabilities and for Psychological Support, within which the Psychological Clinic operates

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
10. Non discrimination			
24. Working conditions	academic year 2021/2022	Center for Education and Study Services	Office for People with Disabilities and for Psychological Support, The individual meetings interested persons
40. Supervision			

Current Status**Remarks**

COMPLETED

The initiative for opening of this facility was born during COVID-19 pandemic. In connection with the lockdown and resulting difficulties in personal and professional lives of UMCS employees, the university authorities decided to establish this unit in order to foster mental well-being of the UMCS community and to prevent negative phenomena. <https://www.umcs.pl/en/counselling,15039.htm>

Proposed ACTIONS**Action 21**

Appointment of the Team for the Optimization of Learning Conditions for Students with Individual Educational Needs – OPTIMUM UMCS.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
10. Non discrimination	I 2022	Center for Education and Study Services	OPTIMUM UMCS.
24. Working conditions			

Current Status	Remarks
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COMPLETED	The Team's activities are consistent with the tasks implemented by the University for people with disabilities, aimed at providing them with the conditions for full participation in the process of admission to the university and doctoral schools, education at the university and in doctoral schools, conducting scientific research, as well as with the broadly understood UMCS accessibility strategy. Members of the Team are experts – UMCS academic teachers from the Faculty of Pedagogy and Psychology. Website: https://www.umcs.pl/pl/aktualnosci,22936,1.lhtm
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Proposed ACTIONS**Action 22**

Reimbursement of holiday costs of UMCS employees' children.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
24. Working conditions 26. Funding and salaries	Since 2014	HR-Payroll Center	In the 2020/2021 academic year, reimbursement of holiday costs benefited 192 employees.
Current Status	Remarks		
COMPLETED	In accordance with the Regulations of the University Social Benefits Fund (Regulation No. 68/2014 of 13 November 2014), UMCS employees whose children participated in leisure activities organized outside the University, as well as old age pensioners and disability pensioners – former employees of UMCS, can apply for a refund. The amount of reimbursement depends on income per family member. This is a form of support and financial relief for UMCS employees, as well as old age pensioners and disability pensioners – former employees of the University, provided by UMCS authorities. These activities are still continuing.		

Action 23

Development of a website dedicated to scientists:
<https://projektybadawcze.umcs.pl/miedzynarodowe/>

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
7. Good practice in research			
8. Dissemination, exploitation of results	VI 2020	International Cooperation Center	The website: https://projektybadawcze.umcs.pl/miedzynarodowe/ , number of webpage views (until 31.08.2022: 14 373, source of information: Google Analytics)
23. Research environment			
39. Access to research training and continuous development			
Current Status	Remarks		
COMPLETED	Development of a website dedicated to scientists: https://projektybadawcze.umcs.pl/miedzynarodowe/ where researchers can find information about current competitions for funding of international scientific projects, about the projects currently implemented by UMCS researchers, as well as training courses and other events intended for scientists in connection with application for grants and implementation of international research projects.		

Proposed ACTIONS**Action 24**

Organization of Business Mentoring Sessions

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
4. Professional attitude		Rector's	
9. Public engagement	since IV 2022	Plenipotentiary for Internationalization of Education	2 meetings in 2022
29. Value of mobility			

Current Status**Remarks**

IN PROGRESS

Business Mentoring Sessions are a series of events with the primary goal to inspire foreign students and young scientists to connect their professional future with Lublin. Welcome Center UMCS, in cooperation with Lublin Global Community, European Pact for Integration and Wolna Lubelszczyzna association, invites students from abroad to meetings with international entrepreneurs who came to Poland a few years ago, settled in Lublin and opened their businesses. Reports from the meetings are available at: <https://www.umcs.pl/en/news,17,inaugural-edition-of-business-mentoring-sessions,115150.chtm>, <https://www.umcs.pl/en/news,17,business-mentoring-sessions-vol-2-recap,118267.chtm> Business Mentoring Sessions nominated for European Commissions award on promotion of entrepreneurship by the the Marshal's Office of the Lubelskie Voivodeship: <https://www.umcs.pl/en/news,23687,business-mentoring-sessions-nominated-for-european-commission-award,119400.chtm> These activities are still continuing.

Proposed ACTIONS**Action 25**

Conducting a job satisfaction survey for UMCS employees

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
11. Evaluation/ appraisal systems		HR-Payroll Center,	
23. Research environment		Monitoring Team for the	
24. Working conditions	academic year 2022/2023	Implementation of HR	2 questionnaires (for academic teachers and for employees who are not academic teachers)
34. Complains/ appeals		Excellence in research	
35. Participation in decision-making bodies		Strategy at UMCS	

Current Status	Remarks
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IN PROGRESS	Due to the character of work, two questionnaires have been prepared: for academic teachers and for employees who are not academic teachers. The Monitoring Team for the Implementation of HR Excellence in Research Strategy at UMCS was involved in the preparation of the questionnaire. The questionnaire survey shall be carried out in the academic year 2022/2023. The questionnaire is supposed to give employees real influence on the decisions taken by UMCS authorities. The results of the questionnaire shall be analysed and submitted to UMCS authorities, and relevant recommendations shall be prepared on their basis.
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Action 26

Development of the recruitment procedure in line with the OTM-R policy.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
13. Recruitment (Code)			
14. Selection (Code)			
15. Transparency (Code)			
16. Judging merit (Code)		Vice-Rector for General Affairs, HR-Payroll Center, Monitoring Team for the Implementation of HR Excellence in research Strategy at UMCS	
17. Variations in the chronological order of CVs (Code)	2023		The recruitment procedure
18. Recognition of mobility experience (Code)			
19. Recognition of qualifications (Code)			
20. Seniority (Code)			
21. Postdoctoral appointments (Code)			

Current Status**Remarks**

IN PROGRESS

The first draft version of the procedure was submitted to UMCS authorities for opinion. It is planned that the procedure shall be adopted in the academic year 2022/2023.

Proposed ACTIONS**Action 27**

Development of the Gender Equality Plan

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
10. Non discrimination			
11. Evaluation/ appraisal systems		Vice Rector for Science and International	
23. Research environment	X 2022	Cooperation, Team for Gender Equality Plan at UMCS	The Gender Equality Plan
24. Working conditions			
27. Gender balance			
34. Complains/ appeals			

Current Status**Remarks**

IN PROGRESS

In March 2022 the Team for Gender Equality Plan at UMCS was appointed. The Team carried out an analysis and made a diagnosis (on the basis of questionnaire surveys and data collected from UMCS institutions), defined goals and planned activities. Currently, the final works on the Plan are pending. It is expected that the Gender Equality Plan will be adopted in October 2022. One of the numerous activities planned is the appointment of a team to which cases of unequal treatment and discrimination can be reported. The team's work shall be supervised by the chairperson. The team will be responsible for monitoring the implementation of the Gender Equality Plan at UMCS and for preparing an annual report on the performance of activities included in the Plan.

Proposed ACTIONS**Action 28**

Creation of a separate website section dedicated to the Gender Equality Plan adopted by UMCS.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
10. Non discrimination			
24. Working conditions	Q4 2022	Team for Gender Equality Plan at UMCS	The separate website section
27. Gender balance			

Current Status	Remarks
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NEW

The section shall contain information about actions planned under the Gender Equality Plan, anti-discrimination procedure, source documents and contact details of the Gender Equality Team.

Action 29

Creation of a separate website section with information concerning the activity of the Ombudsman for Academic Rights.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
10. Non discrimination			
24. Working conditions	academic year 2022/2023	Ombudsman for Academic Rights	The separate website section
27. Gender balance			
34. Complains/ appeals			

Current Status	Remarks
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NEW

The section shall contain information on forms of support that can be offered by the Ombudsman, as well as source documents.

Proposed ACTIONS**Action 30**

Development of the anti-discrimination procedure

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
10. Non discrimination			
24. Working conditions	I 2023	Team for Gender Equality Plan at UMCS	The anti-discrimination procedure
34. Complains/ appeals			

Current Status **Remarks**

NEW

Development of the anti-discrimination procedure – as one of the activities planned in the Gender Equality Plan

Action 31

Support for employees in conducting classes with sensitivity to gender equality issues.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
10. Non discrimination	academic years	Team for Gender Equality Plan at UMCS	
23. Research environment	2022/2023, 2023/2024,		Workshops, trainings - at least one in the academic year
24. Working conditions	2024/2025		

Current Status **Remarks**

NEW

This goal shall be pursued through organization of workshops on conducting research and classes, and through distribution of relevant materials on this topic among UMCS employees.

Proposed ACTIONS**Action 32**

Information and promotion campaign in the social media (LinkedIn, Facebook) directed at foreign researchers and teaching staff.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
23. Research environment		UMCS Promotion	
24. Working conditions	academic year 2022/2023	Center, International Cooperation	The number of page views
29. Value of mobility		Center	

Current Status**Remarks**

NEW

The goal of the campaign is to disseminate information on the potential of UMCS and to encourage foreign researchers to start cooperation with the scientific environment of UMCS. As part of the activity, professional advertising graphics will be designed, which will strengthen the visual message about the University's openness to international cooperation with scientific partners from abroad (institutional cooperation) and individual cooperation with scientists from all over the world.

Proposed ACTIONS**Action 33**

Translation of the most important internal documents of UMCS into English.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
10. Non discrimination			
23. Research environment	academic year 2022/2023	International Cooperation Center	The number of documents translated - we are preparing a list of documents to be translated.
24. Working conditions			

Current Status	Remarks
NEW	The activity consists in translation into English of the documents indispensable to students and employees of UMCS e.g. Remuneration Regulations, Work Regulations, University's Financial Management, legal acts related to project implementation, Health and Safety Rules and others. This activity responds to the identified problem of limited availability of basic documents in the English language concerning the functioning at the university. The documents translated into English shall be available online, which will increase the transparency of internal procedures at UMCS and will be helpful for people who do not speak Polish. UMCS obtained funding for this task under a project UMCS 4ALL – an integrated set of actions for the internationalization and organizational strengthening of Maria Curie-Skłodowska University with respect to services for students, PhD students and staff from abroad.

Proposed ACTIONS**Action 34**

Organization of integration events for UMCS employees and students who are parents or caregivers of dependents (elderly, disabled etc.), their children and charges.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
23. Research environment	academic years 2022/2023, 2023/2024,	Legal and Organization Center, UMCS	The number of activities - at least once a year
24. Working conditions	2024/2025	Promotion Center, The Children's University	

Current Status	Remarks
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IN PROGRESS	Suggested regular events: picnics on Children's Day, Mother's Day, Father's Day, summer play center. The aim of this activity is to integrate the academic community of UMCS. E.g. on September 4, a picnic of the UMCS will be held. The UMCS employees and their families are invited to the picnic.
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Action 35

Organization of a series of meetings entitled "School for parents/guardians"

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
24. Working conditions	academic years 2022/2023, 2023/2024, 2024/2025	Team for Gender Equality Plan at UMCS	The number of activities - at least once a year

Current Status	Remarks
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NEW	The meetings shall comprise workshops and training courses on coping with difficult situations in family life.
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Proposed ACTIONS**Action 36**

Opening of a day-care room for children of UMCS employees and students

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
24. Working conditions	2025	Team for Gender Equality Plan at UMCS	The day-care room, the number of children receiving care
Current Status	Remarks		
NEW	This activity is a form of support in parenting. A need to create such a facility was identified during the questionnaire survey carried out in connection with the works on the Gender Equality Plan.		

Action 37

Regular workshops for employees on maintaining work-life balance.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
24. Working conditions	academic years 2022/2023, 2023/2024, 2024/2025	Team for Gender Equality Plan at UMCS, Center for Education and Study Services	The number of activities - at least one in semester
Current Status	Remarks		
NEW	Workshops on occupational burnout, coping with stress etc. The activity is aimed at supporting the mental condition of UMCS employees.		

Proposed ACTIONS**Action 38**

Information campaign on equality measures introduced by UMCS: in the form of brochures and posters concerning e.g. the anti-discrimination procedure.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
10. Non discrimination	academic year 2022/2023	Team for Gender Equality Plan at UMCS	Brochures spread online and around 500 printed versions
24. Working conditions			
Current Status	Remarks		
NEW	It is also planned to start cooperation with other universities / public benefit organizations with respect to promotion of gender equality and combating discrimination.		

Action 39

Information campaign on legal aspects of parenthood and the role of a caregiver in the context of the working life.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
24. Working conditions	academic year 2022/2023	HR Payroll Center	The number of activities - at least once a year
Current Status	Remarks		
NEW	The activity aims to promote the use of available forms of support and to encourage fathers to take parental leave. Data of the HR and Payroll Centre show that only a slight number of male employees take parental leave. In a vast majority of cases, parental leave is taken by women.		

Proposed ACTIONS**Action 40**

Information meetings for recruiters and managers concerning the avoidance of gender discrimination in the recruitment process in line with the OTM-R policy.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
13. Recruitment (Code)			
14. Selection (Code)			
15. Transparency (Code)			
16. Judging merit (Code)		HR Payroll Center,	
17. Variations in the chronological order of CVs (Code)	academic year 2022/2023	Monitoring Team for the Implementation of HR Excellence in research Strategy at UMCS	The number of meetings and participants
18. Recognition of mobility experience (Code)			
19. Recognition of qualifications (Code)			
20. Seniority (Code)			
21. Postdoctoral appointments (Code)			

Current Status	Remarks
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NEW	
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Proposed ACTIONS**Action 41**

Launching electronic application for vacant positions.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
13. Recruitment (Code)	2025	Vice-Rector for General Affairs, HR-Payroll Center, Legal and Organization Center,	The online registration form

Current Status	Remarks
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NEW	Application to higher education studies and Doctoral Schools takes place electronically. On the other hand, applications to vacant employment positions are still accepted in a traditional form (paper documents are either submitted personally or sent by post). However, the university authorities notice the need to make online recruitment possible. We intend to further pursue this aim.
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Action 42

Placement of the HR Excellence in Research logo on UMCS letterhead.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
23. Research environment	December 2022	Legal and Organization Center	The logo on UMCS letterhead

Current Status	Remarks
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NEW	The aim of the activity - to increase awareness of HRS4R in the UMCS community
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Proposed ACTIONS**Action 43**

The Strategy for the Social Responsibility of the Maria Curie-Skłodowska University in Lublin for the people with disabilities

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
6. Accountability		Center for Education and Study Services	The Strategy for the Social Responsibility of the Maria Curie-Skłodowska University in Lublin for the people with disabilities
10. Non discrimination	VII 2022		
23. Research environment			

Current Status	Remarks
COMPLETED	In September 2020, work began on the preparation of the Strategy for the Social Responsibility of the Maria Curie-Skłodowska University in Lublin for the people with disabilities and continued until September 2021. The document describes how to undertake and improve organizational changes at UMCS as an open and welcoming place for people with disabilities and special needs, including the creation of an appropriate organizational culture, adopting principles of non-discrimination, sustainability, among others, creating a positive image of the university. The document is available in Polish: https://phavi.umcs.pl/at/attachments/2022/0711/110714-strategia-sosnazno.pdf

Unselected principles:

The extended version of the reviewed HR Strategy for your organisation for the next 3 years, including the OTM-R policy must be published on your organisation's website.

Please provide the link to the dedicated webpage(s) on your organisation's web site *:

URL *:

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

If your organisation has already filled in the OTM-R checklist in the Initial Phase, please also indicate how your organisation is working towards / has developed an Open, Transparent and Merit-Based Recruitment Policy. Although there may be some overlap with a range of actions listed above in the action plan (as emerged from the Gap Analysis), please provide a short commentary demonstrating the progress of the implementation versus the initial phase.

Comments on the implementation of the OTM-R principles (Initial Phase)

Comments on the implementation of the OTM-R principles (Internal Review for Interim Assessment)

Comments on the implementation of the OTM-R principles (Internal Review for Award Renewal)

The most important UMCS regulations were amended as a result of the reform of science and higher education undertaken in Poland in 2018. OTM-R policies are part of the university's most important act laws. Relevant regulations are specified in the *UMCS Statute, Remuneration Regulations, Work Regulations, Regulations of UMCS Doctoral Schools*.

Recruitment to vacant positions of academic teachers and to Doctoral Schools is organized on the basis of clearly defined rules. A decentralized organizational structure of the university and the recruitment process carried out by autonomous organizational units do not pose an obstacle to the application of these rules. In the recruitment process, the number of documents required of a candidate at the recruitment stage was reduced to a minimum. The selection criteria are transparent. Candidate's achievements are evaluated both in terms of their quality and quantity. Interruptions in the career and departures from the chronological order are perceived as evolution of the career, and not evaluated negatively.

All the rules and formalities regarding the recruitment process in Doctoral Schools are described both in the above mentioned act laws, as well as at websites of 3 Schools. All formalities and selection criteria for candidates for vacancies are clearly described in job offers' announcements. Access to job offers is guaranteed both to Polish and foreign candidates (Polish and English versions of offers).

However, despite significant improvement in this area, a recruitment procedure for UMCS academic teachers has still not been adopted. The works on this document are pending. The rules specified in the document will comply with the *OTM-R Policy*. It is planned that this document will be adopted in the academic year 2022/2023.

Moreover, applications to higher education studies and Doctoral Schools takes place electronically, while applications to vacant employment positions are still accepted in a traditional form (paper documents are either submitted personally or sent by post). Improvement of this issue is planned in the Action Plan.

Please be aware that your OTM-R policy should be 'embedded' into the institutional HR strategy at the award renewal phase. The extended version of the reviewed HR strategy including the OTM-R policy and actions should be published on your organisation's website.

4. Implementation

General overview of the implementation process: (max. 1000 words)

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.

In connection with a need to undertake more decisive actions for the implementation of *HR Excellence in Research Strategy*, the *Monitoring Team for the Implementation of HR Excellence in Research Strategy at UMCS* was appointed in October 2020. The Team's members are employees of university-wide units, representatives of academic teachers and PhD students. The Chairperson of the Team is Prof. dr hab. Wiesław Gruszecki, Vice-Rector for Science and International Cooperation. The Team meets on a regular basis, analyses the current situation at UMCS, agrees on corrective and self-improvement actions which should be undertaken and supervises their implementation. The Team's members are listed on the website: <https://www.umcs.pl/en/otm-r-policy,23690.htm>

Owing to the participation of people from various environments of UMCS, detailed research, wide-ranging discussion and more relevant actions are possible. The Team's efforts contributed to increased awareness and involvement of the academic community in making UMCS a friendly place for work and study. UMCS authorities support all actions which serve this purpose. The academic community of UMCS is regularly informed about the works of the Team through news posted on the website and in the newsletter.

Moreover, members of the *Monitoring Team* are involved in implementation of other strategic programmes at UMCS. As a result, implementation of *HRS4R* is strengthened and embedded in long-term actions undertaken by the University authorities. Furthermore, representatives of the *Monitoring Team* participated in information meetings concerning the implementation of the Strategy, organized by the European Commission and the National Contact Point.

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

Note: Click on each question of the checklist to open the editor.

How have you prepared the internal review?*



Detailed description and duly justification (max. 500 words)

In order to prepare the Internal Review and ensue the proper implementation of the HRS4R, His Majesty Rector of UMCS appointed the *Monitoring Team* in October 2020. Meetings of the Team were held regularly and their frequency depended on the activities currently undertaken by the Team. The Chairperson of the Team is Prof. dr hab. Wiesław I. Gruszecki, Vice-Rector for Science and International Cooperation. The Team commenced its work with an analysis of the documents: the *European Charter for Researchers*, the *Code of Conduct for the Recruitment of Researchers*, the *HRS4R Strategy* adopted by UMCS, and the *Consensus Report*, with special regard for the recommendations contained herein.

The analysis revealed that the actions undertaken so far implemented the principles of the *Charter* and the *Code* inadequately. The Team, whose members are representatives of university-wide units, academic teachers and PhD students, set new corrective and self-improvement actions. The academic community was informed about the Team's works via the website. Actions were implemented by UMCS units responsible for particular areas, under the supervision of the Team.

In order to sum up the Team's works in 2020-2022, a draft version of *Internal Review* was prepared and submitted to UMCS Rector and Vice-Rectors for approval.

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



Detailed description and duly justification (max. 500 words)

As a first step, His Majesty Rector of UMCS ha appointed the *the Monitoring Team for the Implementation of HR Excellence in Research Strategy at UMCS*, which members are both employees of university-wide units (administrative responsables), representatives of academic teachers and PhD students. Chosen employees are also representatives of other UMCS bodies, like Senate or Faculties' governance.

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).

In connection with the HRS4R two additional teams were appointed:

- Welcome Center for Foreign Students and Welcome Center for Foreign Academics- to support our foreign stakeholders in adaptation process and help them with all organizational issues.
- Gender Equality Plan Team and Operational Team- to create and ensure the implementation of Gender Equality Plan at UMCS.

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



Detailed description and duly justification (max. 500 words)

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. For this purpose, the Monitoring Team was established, the meetings of which were held regularly. The Team is composed of 9 women and 4 men. Members of the Team are representatives of different university's units, according to their merit competences and experiences.

Members:

1. **Prof. Hab. PhD Wiesław Gruszecki - Chairman of the Monitoring Team, Deputy Vice-Rector for Scientific Affairs and International Cooperation**
2. **Prof. Hab. PhD Katarzyna Dudka** - Faculty of Law and Administration, **Academic Ombudsman**
3. **Prof. Hab. PhD Marek Pietraś**, Faculty of Political Science and Journalism
4. **Prof. Hab. PhD Anna Jarosz-Wilkolazka**, Faculty of Biology and Biotechnology
5. **Prof. Hab. PhD Irena Pidek** - Faculty of Earth Sciences and Spatial Management
6. **Hab. PhD Piotr Łuczkiwicz** - Faculty of History and Archeology
7. **MSc Agnieszka Krukowska** - HR-Payroll Center
8. **MSc Alicja Borzęcka-Szajner** - Education and Student Services Center
9. **MSc Elwira Rycaj** - Research Center
10. **MSc Diana Szczepańska** - International Cooperation Center
11. **MSc Grzegorz Narolski** - Legal and Organization Center
12. **MSc Ewa Majewska** - Doctoral Student Council
13. **Msc Anita Sobczyk-Adamska** - International Cooperation Center

DATES OF MEETINGS OF THE MONITORING TEAM


1. 11 December 2020
2. 25 February 2021
3. 15 April 2021
4. 12 May 2021
5. 24 June 2021
6. 08 December 2021

7. 07 April 2022

8. 08 June 2022

9. 05 July 2022

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

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 * 

Detailed description and duly justification (max. 500 words)

The awareness of *HRS4R* has increased among the UMCS academic community and the university authorities since the previous review. Documents which are strategic for UMCS are prepared with regard for the provisions of the *Charter* and the *Code*. The UMCS Strategy for 2019-2025 provides for the implementation of strategic goals compliant with the values listed in the *Charter* and *the Code*, e.g. internationalization of research; adjustment of the University's infrastructure and management processes to the current needs in the areas of scientific research, education, culture and sports; introduction of a new academic teacher's assessment card.

The Strategy of Maria Curie-Skłodowska in Lublin for 2019-2025 and its main goals accompanies strongly with HRS4R, including following priorities: research, education, improvement of HR potential.

Adopted in 2020 *UMCS Strategic Programme for Internationalization of Research for 2020-2024* includes in the plan is the higher internationalization of the human resources potential. with an accompanying list of planned activities, which strongly corresponds with HRS4R.

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



Detailed description and duly justification (max. 500 words)

The planned activities are being supervised by the *Monitoring Team*. Some equality-related activities are supervised by the *Team for Gender Equality Plan*. The Chairperson of both Teams is the Vice-Rector for Science and International Cooperation. As a result, actions undertaken by both Teams are coherent and cooperation is guaranteed. Particular UMCS units shall be delegated to perform specific tasks, depending on their responsibility areas. The *Monitoring Team* and the *Team for Gender Equality Plan* shall continue their regular meetings. The results of their works shall be communicated to the Rector, Vice-Rectors and Chancellor of UMCS, as well as posted on the website.

Gender Equality Plan and its activities are going to be yearly revised. As the planned actions strongly correspond to the HRS4R, the consolidated data according implementation of the whole Strategy will be revised yearly as well (each Q4 of the year).

Each of the planned activity has its own deadline and measures, which will be also supervised by the *Monitoring Team*. Respective collective measures will be implemented, in case of not reaching the planned target.

How are you monitoring progress (timeline)?*



Detailed description and duly justification (max. 500 words)

The Monitoring Team will prepare an annual progress report and announce it to the public. On the basis of the annual report it will be possible to modify actions, if necessary. Each of the activities planned has its due dates for implementation, so it will be possible to monitor progress on a regular basis. Furthermore, we will prepare an information campaign on the implementation of the *Strategy*, and then, before the next Review, we will carry out a questionnaire survey among academic teachers, evaluating the implementation level of the principles of the *Charter* and the *Code* at UMCS. A similar questionnaire survey was planned in the previous *Internal Review* but due to the obstacles connected with COVID-19 and a need to design and conduct a questionnaire survey for the purposes of preparing the *Gender Equality Plan*, this task was not yet performed. Annual reports and the questionnaire survey will be used to prepare next *Internal Review*.

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



Detailed description and duly justification (max. 500 words)

Implementation of activities shall be monitored in accordance with the indicators and the schedule contained in the Internal Review. The progress will be evaluated by a interpretation of an annual progress report prepared by the Monitoring Team. The results achieved shall be used to prepare next Internal Review.

In order to prepare for an external review, Maria Curie Sklodowska 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. Thus, the acquired indicators will help to evaluate once again the effectiveness of the solutions introduced in the plan. 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 monitoring team, 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).

How do you expect to prepare for the external review?*



Detailed description and duly justification (max. 500 words)

Depending on the needs and questions raised by the evaluators, required documentation and necessary data shall be submitted. Furthermore, we will prepare a schedule of meetings with stakeholders at UMCS: university authorities, the *Monitoring Team* and the *Team for Gender Equality Plan*, representatives of the academic community (researchers in all stages R1, R2, R3 and R4), administrative staff and trade unions. The academic community will be informed about all activities via the website. The information campaign about the HRS4R and Action Plan will be launched.

Additional remarks/comments about the proposed implementation process: (max. 1000 words)

According to the EC Consensus Report, all remarks were taken into consideration and were improved:

- we planned actions corresponding to UMCS employees' needs, which are supported by relevant documentation;
- indicators and targets are clearly described, including also the timeline reference. Thanks to this description, we can monitor and evaluate the progress of implementation of the Strategy;
- OTM-R policy is being developed, we are planning to include these rules in the recruitment procedure;

- gender balance actions were already taken (Gender Equality Plan is in final-preparation process (October 2022), the Gender Equality Plan Team was created);
- strategy for HR internationalization is included in the specific document and Welcome Centers for Foreign Students and Academics were created.
- added value of the HRS4R is taken into action, e.g. European Commission projects participation, trainings organization.