



**Uchwała nr 1866
Senatu Uniwersytetu w Białymstoku
z dnia 27 kwietnia 2016 r.**

***w sprawie zatwierdzenia dokumentacji związanej z wdrożeniem zasad
Europejskiej Karty Naukowca w Uniwersytecie w Białymstoku***

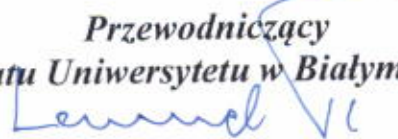
Na podstawie § 24 ust. 2 pkt 43 Statutu Uniwersytetu w Białymstoku Senat Uniwersytetu w Białymstoku uchwała, co następuje:

§1

Senat zatwierdza dokumentację związaną z wdrożeniem zasad Europejskiej Karty Naukowca w Uniwersytecie w Białymstoku, stanowiącą Załącznik do niniejszej Uchwały.

§2

Uchwała wchodzi w życie z dniem podjęcia.

Przewodniczący
Senatu Uniwersytetu w Białymstoku

Prof. dr hab. Leonard Etel



**Report on the implementation of the European
Charter for Researchers and the Code of Conduct
for Recruitment of Researchers at the
University of Białystok**

**University of Białystok
April 2016**

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1. Information about the University of Bialystok

University of Bialystok was created in 1997 from the former Branch of the University of Warsaw (established in 1968). Over almost twenty years the University of Bialystok has become a dynamically growing institution of higher education, the largest one in the Podlasie region (the North-Eastern part of Poland) both with respect to the number of researchers, fields of study and forms of education offered as well as the number of students and graduates. In 2014 the construction of a modern and well-equipped campus for the students of natural and mathematical sciences was completed.

The University consists of nine faculties, including one located abroad in Vilnius (Lithuania): Faculty of Law, Faculty of Economics and Management, Faculty of Mathematics and Informatics, Faculty of Physics, Faculty of History and Sociology, Faculty of Pedagogy and Psychology, Faculty of Biology and Chemistry, Faculty of Philology, and Faculty of Economics and Informatics in Vilnius.

Classes and lectures are delivered by approximately 850 academic teachers including around 200 university and tenured professors. At present the University offers courses in 35 fields of study and over 110 specializations for approximately 12,500 students. The major fields of study offer unique and inter-faculty courses created to meet the social demand.

In 2010 and 2011 the University of Bialystok was awarded the 3rd place whereas in 2012 it was one of five laureates and received a certificate "Good School – Good Job" in the contest for "The most innovative and creative university in Poland". In 2011 the University of Bialystok was awarded the certificate "University of Leaders" by the Foundation for the Development of Education and Higher Learning.

PhD degree studies are carried out within six University units: the Faculty of Law, the Faculty of Economics and Management, the Faculty of Philology, the Faculty of Biology and Chemistry, the Faculty of History and Sociology, and the Faculty of Physics.

The University is entitled to confer the university degree of doctor in economics, law, physics, biology, chemistry, sociology, history, linguistics, literary studies, as well as education, and the postdoctoral degree (doctor habilitatus) in law, economics, biology, chemistry, physics and history.

The region's unique nature and cultural diversity, which attracts scientific studies, are applied to science research carried out at the University.

As of April 2016, within the frames of over 60 scientific and teaching agreements, the University cooperates with foreign partner universities from the Russian Federation, the USA, China, Great Britain, Romania, Japan, Belarus, Lithuania, Latvia, Ukraine, Switzerland, Czech Republic and Italy. The University has signed almost 170 agreements within the framework of the Erasmus + Programme.

The fields of study are adapted to the region's needs and capabilities. They also include the needs of our compatriots residing east of Poland. The University of Bialystok offers studies in Catholic and Orthodox Churches' theologies. They are of great ecumenical significance and emphasize the university's specificity.

The University has awarded Honoris Causa Doctorate Degree to ten outstanding persons for their immense scientific, social and political achievements: Prof. Brunon Hołyst, Prof. Jerzy Wilkin, President of Poland in Exile - Ryszard Kaczorowski, a founder of Paris "Culture" – Jerzy Giedroyć, Prof. Andrzej Stelmachowski, Prof. Andrzej Wyczański, Autocephaly Orthodox Church Metropolitan of Poland - Prof. Sawa, Prof. Marcel Morabito, Archbishop Metropolitan of Bialystok - Prof. Edward Ozorowski, and Prof. Keiichi Yamanaka.

The University of Bialystok is continually developing and improving its facilities to provide the best possible conditions to study and research.



The mission of the University of Bialystok

In reference to the fundamental ideals of the University, such as the pursuit of truth, service to the public good, educated society, preserving the autonomy of the research, the mission of the University of Bialystok is:

- ✓ conducting high-quality research in the natural sciences, science, humanities and social sciences, thereby bringing standing contribution to the scientific knowledge of the world and solving its major contemporary problems;
- ✓ educating highly qualified personnel for modern research and development facilities in the region and the country;
- ✓ learning and enriching the cultural heritage of the region;
- ✓ promoting graduates equipped with comprehensive knowledge, skills and competences suited to the needs of the labour market and the requirements of the knowledge economy.

The location of the University of Bialystok close to the eastern border of Poland, the enormous importance of democratic values, such as openness to others, tolerance, respect for social and cultural diversity, are the foundation for the development of cooperation with our closest neighbours, with special regard to the educational needs of the Poles in the East and broadening the educational offer at the Faculty of Economics and Informatics in Vilnius.

2. Process Description and Methodology

2.1 Process Description

The University of Bialystok decided to take action upon the implementation of the European Charter for Researchers and the Code of Conduct for Recruitment of Researchers on the **28th of April 2015** at the meeting of the Senate Committee for Research. The Committee members debated on the letter by the Minister of Science and Higher Education on the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. They also discussed founding criteria of research projects regarding the implementation of documents mentioned above that were planned by the National Science Centre and the National Centre for Research and Development in Poland.

Between **May and September of 2015** discussions on the implementation of the European Charter for Researchers and the Code of Conduct for Recruitment of Researchers took place at the meetings of the Faculty Councils. On the **30th October 2015** Vice-Rector for Research and International Relations Professor Beata Godlewska-Żyłkiewicz held a meeting with the Vice-Deans for Research. On the **3rd of November 2015** the University Authorities (Rector and Vice-Rectors) presented and discussed the preliminary information about the Charter and Code. On 13th of November 2015 the University Authorities discussed the implementation of the Charter and Code at the University of Bialystok. On the **12th of January 2015** the University Authorities decided to establish the Committee to develop a strategy for the implementation of the Charter and Code.

Following that decision, on the **26th of January 2016** Rector Professor Leonard Etel signed an Ordinance on the formation of the Committee to develop the implementation strategy of the European Charter for Researchers and the Code of Conduct for Recruitment of Researchers at the University of Bialystok (hereinafter referred to as the Committee).



The Committee consists of five members:

- Dr Anna Budnik, PhD, LL.M. - Chair
- Dr hab. Elżbieta Kuźelewska, PhD - Member
- Dr hab. Paweł Brzęk, PhD - Member
- Dr Piotr Guzowski, PhD - Member
- Dr Katarzyna Winiecka, PhD - Member

The members of the Committee represent four Faculties of the University of Białystok: Faculty of Law, Faculty of Biology and Chemistry, Faculty of Pedagogy and Psychology, and Faculty of History and Sociology; among them are experts in administrative law, political science, sociology, experimental science and history. One member is engaged in the Citizens of Academia movement which was established to initiate a broad debate on the future of Academia in Poland.

The members of the Committee are young scholars who earned their PhD or PhD with habilitation degrees in different scientific areas. They have gained broad international experience by conducting research, lecturing, and carrying out various other projects at European and American Universities. Their diverse expertise and skills guarantee a comprehensive approach to different activities at the University of Białystok that were examined and evaluated in this study.

Composition of the Committee complies with the principle of gender balance as it consists of three women and two men.

On the **27th January 2016** at a meeting of the University Senate the current status of the implementation process of the Charter and the Code was presented and discussed. On the **24th February 2016** the University Senate made a Resolution in support for the principles of the European Charter for Researchers and the Code of Conduct for Recruitment of Researchers and activities to obtain the HR Excellence in Research logo. On the same day the Rector of the University of Białystok Professor Leonard Etel signed the Declaration of endorsement for the European Charter for Researchers and the Code of Conduct for Recruitment of Researchers.

At the meeting on the **14th of April 2016** the Committee discussed a preliminary version of the Recommendation with Vice-Rector for Research and International Relations Professor Beata Godlewska-Żyłkiewicz, Vice-Rector for University Organization and Development Professor Dariusz Kijowski, and representatives of the University's trade unions.

On the **27th April 2016** the University Senate made a Resolution ratifying the documentation related to the implementation of the European Charter for Researchers at the University of Białystok.

2.2 Methodology

In March 2016 the Committee carried out a survey whose main objective was recognition of the work conditions at the University of Białystok. The purpose of the research was constructed on the basis of guidelines coming from the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. In order to achieve the aim of the examination the Committee decided to conduct a survey among academics and PhD students of the University.

In the research a quantitative method was applied. The survey was carried out using a computer-assisted web interview technique.

121 people participated in the survey, among which were: academics with the title of Professor (6), academics



with the Doctorate degree with habilitation (29), academics with the Doctorate degree (40), academics with the Master's degree (10), and PhD students (36). The persons who participated in the survey represented the whole academic environment and Faculties of the University of Bialystok. There were 56% women and 44% men in the research sample. In the survey a nonprobability sampling was used.

The participants were asked to complete an anonymous questionnaire. At the outset the survey explained that it concerns the European Charter and Code of Conduct for the Recruitment of Researchers and its aim is to learn what academics and PhD students think of the work conditions at the University of Bialystok. The addressees of the questionnaire were also informed that their opinion is important as the University is going to apply for the HR Excellence in Research logo granted by the European Commission.

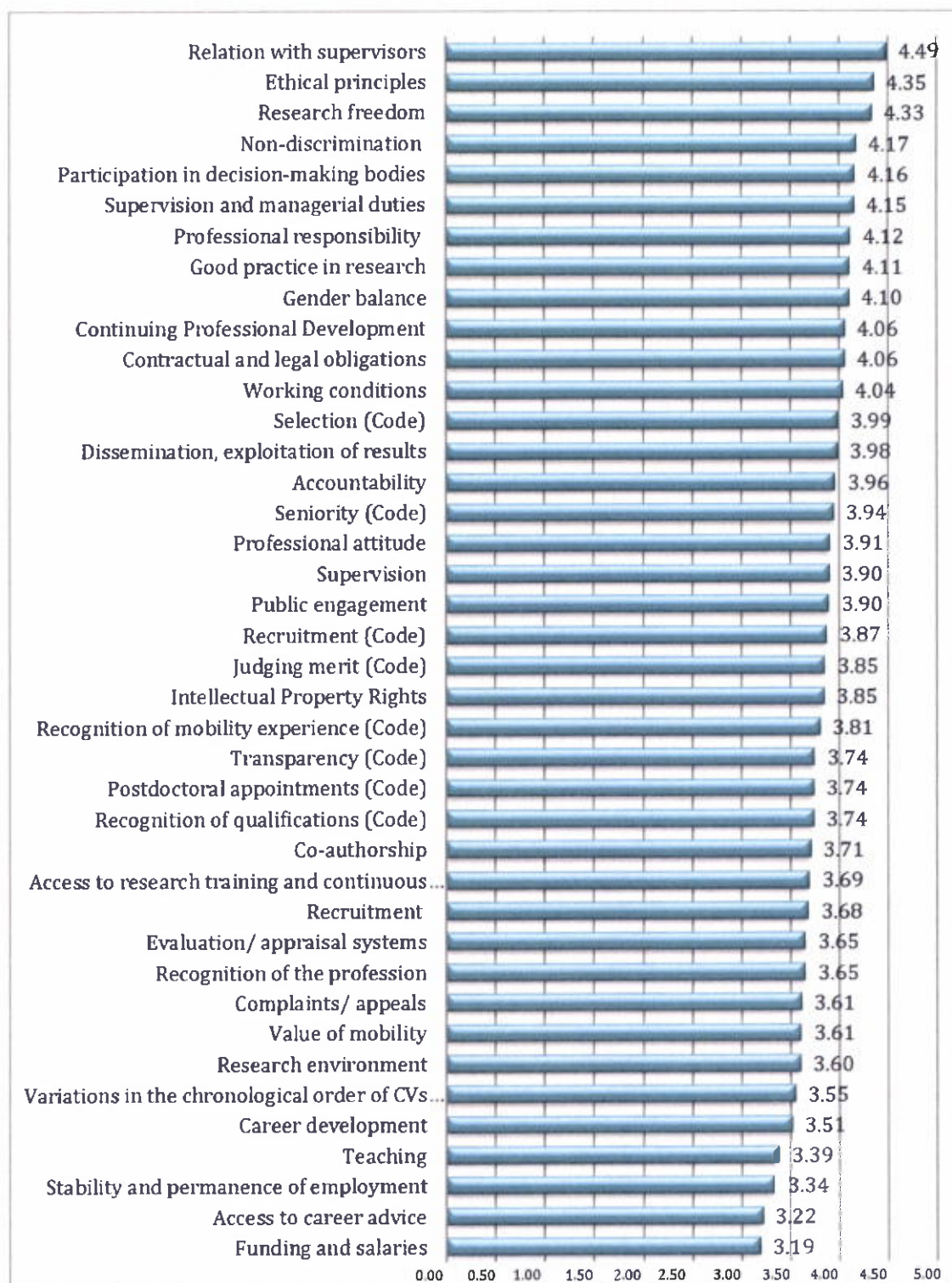
The Committee divided the survey into 4 fields, according to the four areas suggested in the gap analysis template, and they were as follows: ethical and professional aspects of work, recruitment, work conditions, and finally social security and training at the University of Bialystok. Participants were asked to evaluate the level of implementation of the 40 principles of the Charter and Code at University of Bialystok by scoring forty Likert-scale questionnaire items from 1 ("very poor") to 5 ("very good").

3. Results

The results of the questionnaire were analysed by the Committee. They identified three categories of responses. Items classified as the strengths are in the first one, in the second one there are items classified as good or quite good and the last category consists of objects classified as the challenges. The graph below shows the mean scores for each item.



TABLE 1. QUESTIONNAIRE RESULTS



Elements classified as the strengths scored 4.0 and above. Items of score 3.55 to 3.70 were identified as good or quite good. The challenges are the items that got the score 3.55 and below.



3.1. Strengths

According to Table 1, the highest mean scores were gained by the following items: relation with supervisors (4.49), ethical principles (4.35), research freedom (4.33), non-discrimination (4.17), participation in decision-making bodies (4.16), supervision and managerial duties (4.15), professional responsibility (4.12), good practice in research (4.11), gender balance (4.10), continuing professional development (4.06), contractual and legal obligation (4.06) and work conditions (4.04).

3.2. Challenges

The lowest mean scores in the survey were gained by such items as: funding and salaries (3.19), access to career advice (3.22), stability and permanence of employment (3.34), teaching (3.39), career development (3.51) and variations in the chronological order of CVs (3.55). This group of items was recognized as the challenges.

There is also a group of items which was recognized as good or quite good. These are items between 3.60 and 3.70 score. The Committee decided that the University of Bialystok will have to take action in order to improve their implementation at the University, especially in the case of items with the scores which are close to 3.5. The following items were assessed as good or quite good: access to research training and continuous development (3.69), recruitment (3.68), evaluation/ appraisal systems (3.65), recognition of the profession (3.65), complaints/appeals (3.61), value of mobility (3.61), and research environment (3.60).

Analysis of the challenges

Each item that was recognized as a challenge concerns the work conditions and social security at the University of Bialystok. Strikingly, the most important factor affecting the results is the research degree of the respondents. In almost each case the largest discrepancies in the scores were found between the academics with the title of Professor and PhD students.

Funding and salaries (3.19) – principle 26 in the gap analysis

Among the academics with the title of Professor this point achieved 2.8 score. The highest mean score was achieved in the group of PhD students – 3.52.

Both results are unsatisfactory. Nevertheless, it is believed that this evaluation to a greater extent relates to funding rather than the salary. Teaching duties of the PhD students are included in the curriculum of the PhD studies. PhD students do not receive salary but a scholarship. The salary of academics with the title of Professor is much higher than this scholarship.

Although the research funding policy in Poland offers many opportunities of funding for both young scholars and professors, the academics at the University of Bialystok have little assistance in preparing and applying for grants. Moreover, the academic staff of the University of Bialystok submit around 90 grant applications per year but only fifteen percent of them are successful. The small rate of successful applications could be the main reason for a low score of this principle.

Access to career advice (3.22) - principle 30 in the gap analysis

Among academics with a PhD degree this point achieved 2.88 score. The highest mean score was achieved in the group of Professors – 3.80.

It is believed that this result is determined by different periods of academic seniority which is usually longer



in the case of academics with higher academic degrees. In the case of professors, the result is much higher because they have already completed the process of achieving their academic degrees. Young researchers, who are at the beginning of their academic career, do not receive support from supervisors and more experienced colleagues. Another reason for this result is the fact that the academic teachers, unlike the students, are not supported by the University Career Office. There is no unit in the university structure that might help the academics in their career development.

Stability and permanence of employment – principle 25 in the gap analysis

Among academics with the title of Professor this point achieved 2.4 score. The highest mean score was gained in the group of PhD students – 3.71.

Stability and permanence of employment is defined by the statutory regulations, mainly by the Law on Higher Education of 27 July 2005. This law is binding for all public universities. The provisions of this act determine the conditions of employment, thereby influencing the stability and permanence of employment. The professors' opinion about the stability and permanence of employment is worse (2.4) than PhD students' (3.71) because professors - having achieved all academic degrees – are more aware of instability of employment of young researchers. In addition, the academics are poorly informed about the requirements of the stability and permanence of employment which are determined by the state and internal regulations.

Teaching (3.39) - principle 33 in the gap analysis

Among academics with the PhD degree this point achieved 2.80 score. The highest mean score was achieved in the group of PhD students – 4.15.

In this case there is statistically a significant difference between responses of the academics with the PhD degree (2.80) and PhD students (4.15). PhD students evaluated the importance of teaching than academics better. Probably, this result reflects a different number of teaching hours. PhD students usually teach 90 hours per year and academics without the title of Professor have to teach the minimum of 240 hours per year. Moreover, teaching qualities of the PhD students, unlike academics, are not evaluated by the students. The academic teachers see teaching as an important component of their work because it takes a lot of time and effort to prepare and run classes in a solid manner. However, the university does not consider teaching activities as an important element in the overall assessment of an academic teacher.

Career development (3.51) – principle 28 in the gap analysis

Among academics with the title of Professor this point achieved 3.20 score. The highest mean score was achieved in the group of PhD students – 4.70.

Strikingly, direction of discrepancy between Professors and PhD students in this principle was opposite to that in Principle 30 (Access to career advice) though the same as in Principle 25 (Stability and permanence of employment). It may well reflect some 'generation gap': young people are more optimistic about their career prospects but lack guidelines and advice on how to achieve it, whereas older staff has this knowledge but, at the same time, is more aware of existing limitations.

Variations in the chronological order of CVs (Code) (3.55) – principle 17 in the gap analysis

Among academics with a PhD degree this point achieved 3.26 score. The highest mean score was achieved in the group of academics with the Master's degree – 4.50.



It is believed that also in this case such results are determined by various periods of job seniority. The academics with a PhD degree with longer work experience do not perceive intervals in their academic career as a valuable factor in an academic development, even though such experience could be helpful at work at the university. Probably the mean score (3.55) is provoked by the lack of internal measures to evaluate variations in the chronological order of CVs.

Items classified as quite good and good

The Committee thinks that the explanation for the results of the principles which gained mean scores between 3.60 and 3.70 is as follows:

- a) research environment (3.60) – some faculty buildings are old and do not provide sufficient work environment;
- b) value of mobility (3.61) – lack of internal regulations that would recognize the importance of the mobility;
- c) complaints/appeals (3.61) – lack of internal procedures that would regulate dispute resolutions between the academics at the University of Białystok;
- d) recognition of the profession (3.65) – although the mission of the University clearly covers education and promotion of highly qualified personnel, it passes over promoting and acting on the benefit of its academic staff;
- e) evaluation/ appraisal systems (3.65) – lack of internal structures that would help resolving disputes between colleagues;
- f) recruitment (3.68) – lack of knowledge among the academics on where to get the information about the recruitment process;
- g) access to research training and continuous development (3.69) – lack of knowledge on where to get the information about the research training and continuous development.

4. Gap analysis

List of national and internal rules

National rules:

- Constitution of the Republic of Poland of 2 April 1997
- Law on the Principles of Financing Science of 30 April 2010
- Law on the National Science Centre of 30 April 2010
- Law on the National Centre for Research and Development of 30 April 2010
- Law on the implementation of selected EU directives on equal treatment of 3 December 2010
- Law on Public Finance of 27 August 2009
- Competition Law of 16 February 2007
- Law on Higher Education of 27 July 2005
- Law on national and ethnic minorities and regional dialects of 6 January 2005
- Public Procurement Law of 29 January 2004
- Law on Academic Degrees and Title and Degrees and Title in the Arts of 14 March 2003
- Law on Database Protection of 27 July 2001



- Industrial Property Law of 30 June 2000
- Law on Copyright and Related Rights of 4 February 1994
- Labour Code of 26 June 1974
- Civil Code of 23 April 1963
- Regulation of the Minister of Science and Higher Education of 27 October 2015 on the criteria of granting and accounting for financial resources for the public dissemination of science
- Regulation of the Minister of Science and Higher Education of 30 October 2015 on detailed procedures and conditions of proceedings leading to the conferment of the PhD degree, habilitation and professorial title
- Regulation of the Minister of Science and Higher Education of 27 October 2014 on the criteria and procedure for granting of and accounting for financial resources for science to fund statutory activities
- Regulation of the Minister of Science and Higher Education of 18 December of 2014 on the criteria and procedure for granting of and accounting for financial resources for science to fund statutory activities
- Regulation of the Minister of Science and Higher Education of 1 September 2011 on the criteria of performance assessment of candidates applying for habilitation
- Regulation of Minister of Science and Higher Education of 5 November 2010 on the criteria and procedures for granting and accounting for financial resources to fund statutory activities
- Regulation of the Minister of Science and Higher Education of 12 October 2006 on the conditions of visits abroad for scientific, didactic and training purposes and such visitors' special entitlements
- Code of Ethics of Researchers of Polish Academy of Sciences recommended by Ministry of Science and Higher Education

Internal rules:

- Statute of the University of Bialystok of 4 April 2012
- Work Regulations of the University of Bialystok
- Academic Teacher Self-Appraisal Document
- Form of Academic Teachers' Periodic Assessment
- Mission and Strategy of the University of Bialystok for years 2014-2024
- Resolution of the Senate of the University of Bialystok no. 1703 of 25 March 2015 on Regulations on the Use of Research Infrastructure of the University of Bialystok
- Resolution of Senate no. 1110 of 25 May 2011 on the rules of e-learning at the University of Bialystok
- Rules of Doctoral Studies
- Resolution of the Senate of the University of Bialystok no. 1702 of 25 March 2015 - Regulations on Management of Copyright and Rules of Commercialization of Results of Research Work of the University of Bialystok
- Resolution of the Senate of the University of Bialystok no. 956 of 16 June 2010 on teaching activity demanded of academic teachers, the rules of calculating teaching hours, and calculating and financing overtime payments
- Resolution of Senate no. 954 of 16 June 2010 on the rules of accounting for the University of Bialystok expenditures



- Resolution of Senate of the University of Bialystok no. 792 of 25 March 2009 on the introduction of the University System of Quality Assurance in Education
- Ordinance no. 7 of 24 February of 2015 of the Rector of the University of Bialystok rules on accounting for scientific and educational conferences at the University of Bialystok
- Circular letter no. 2 of 28 September 2011 of the Rector of the University of Bialystok on the introduction of the “Principles of funding in the competitive procedure of research or development work and related tasks, contributing to the development of young researchers and doctoral students” and “the mode of preparing grant applications for base subvention and the principles of the division, spending and accounting for assigned funds”
- Rules of 24 February 2015 on social security benefits fund
- Regulations on the rules and procedures in research activities done at the University of Bialystok to order by the other party
- Rules on granting and paying scholarships for employees and students of the University of Bialystok funded by the Foundation of Bank Zachodni WBK S.A.
- Agreement between the Rector and trade unions regarding teleworking (in force since 8 January 2009)
- Code of Ethics of Doctoral Students



I. Ethical and professional aspects

1. Research freedom

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required |
|--|---|----------------------------------|
| <p>Constitution of the Republic of Poland of 2 April 1997– art. 73</p> <p>Law on Higher Education of 27 July 2005 – art. 4 sec. 1</p> <p>Act of 30 April 2010 - Law on the Principles of Financing Science</p> <p>Law on Copyright and Related Rights of 4 February 1994</p> <p>Law on Database Protection of 27 July 2001</p> <p>Competition Law of 16 February 2007</p> <p>Public Procurement Law of 29 January 2004</p> | <p>Mission and Strategy of the University of Bialystok for years 2014-2024 http://uwb.edu.pl/misja-i-strategia-rozwoju-180</p> <p>Statute of the University of Bialystok, section I http://www.uwb.edu.pl/pliki/statut%20UwB.pdf</p> | <p>No action required</p> |



2. Ethical principles

Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics.

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required |
|---|--|---------------------------|
| Code of Ethics of Researchers of Polish Academy of Sciences recommended by Ministry of Science and Higher Education | Mission and Strategy of the University of Białystok for years 2014-2024 http://uwb.edu.pl/misja-i-strategia-rozwoju-180 Code of Ethics of Doctoral Students http://uwb.edu.pl/kodeks-etyki-doktoranta-uwb | No action required |



3. Professional responsibility

Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required |
|---|--|----------------------------------|
| <p>Law on Higher Education of 27 July 2005</p> <p>Act of 30 April 2010 - Law on the Principles of Financing Science</p> <p>Law on Copyright and Related Rights of 4 February 1994</p> <p>Law on Database Protection of 27 July 2001</p> <p>Competition Law of 16 February 2007</p> <p>Industrial Property Law of 30 June 2000</p> | <p>Resolution of the Senate of the University of Bialystok no. 1702 of 25 March 2015 - Regulations on Management of Copyright and Rules of Commercialization of Results of Research Work of the University of Bialystok</p> <p>http://docs.uwb.edu.pl/opis.php?pid=2033</p> <p>Annex 2 to the Statute of the University of Bialystok – the rules of periodic performance appraisal of academic teachers</p> <p>http://www.uwb.edu.pl/pliki/statut%20UwB.pdf</p> <p>Work Regulations of the University of Bialystok</p> <p>http://uwb.edu.pl/regulamin-pracy</p> <p>application of database protection law is included in the programme of doctoral studies</p> <p>employees have professional trainings in data protection law</p> | <p>No action required</p> |



4. Professional attitude

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required |
|---|---|----------------------------------|
| <p>Law on Higher Education of 27 July 2005</p> <p>Act of 30 April 2010 - Law on the Principles of Financing Science</p> <p>Law on the National Science Centre of 30 April 2010</p> <p>Law on the National Centre for Research and Development of 30 April 2010</p> <p>Regulation of Minister of Science and Higher Education of 5 November 2010 on the criteria and procedures for granting and accounting for financial resources to fund statutory activities</p> | <p>Circular letter no. 2 of 28 September 2011 of the Rector of the University of Bialystok on the introduction of the "Principles of funding in the competitive procedure of research or development work and related tasks, contributing to the development of young researchers and doctoral students" and "the mode of preparing grant applications for base subvention and the principles of the division, spending and accounting for assigned funds"</p> <p>http://docs.uwb.edu.pl/opis.php?pid=2362</p> <p>Resolution of the Senate of the University of Bialystok no. 1703 of 25 March 2015 on Regulations on the Use of Research Infrastructure of the University of Bialystok</p> <p>http://docs.uwb.edu.pl/opis.php?pid=2032</p> | <p>No action required</p> |



5. Contractual and legal obligations

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required |
|---|---|--|
| <p>Law on Academic Degrees and Title and Degrees and Title in the Arts of 14 March 2003</p> <p>Law on Higher Education of 27 July 2005</p> <p>Act of 30 April 2010 - Law on the Principles of Financing Science</p> <p>Law on the National Science Centre of 30 April 2010</p> <p>Law on the National Centre for Research and Development of 30 April 2010</p> <p>Civil Code of 23 April 1963</p> | <p>Statute of the University of Bialystok, section III, chapter 1</p> <p>http://www.uwb.edu.pl/pliki/statut%20UwB.pdf</p> <p>Resolution of the Senate of the University of Bialystok no. 956 of 16 June 2010 on teaching activity demanded of academic teachers, the rules of calculating teaching hours, and calculating and financing overtime payments</p> <p>http://www.uwb.edu.pl/pliki/uchwala_956_16_06_2010.pdf</p> <p>Resolution of Senate of the University of Bialystok no. 792 of 25 March 2009 on the introduction of the University System of Quality Assurance in Education</p> <p>http://docs.uwb.edu.pl/opis.php?pid=271</p> <p>with the amendments to the Resolution of the Senate no. 1170 21 December 2011</p> <p>http://docs.uwb.edu.pl/opis.php?pid=673</p> <p>Annex 2 to the Statute of the University of Bialystok – the rules of periodic performance appraisal of academic teachers http://www.uwb.edu.pl/pliki/statut%20UwB.pdf</p> | <p>Actions required</p> <p>No action required</p> |



6. Accountability

Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees.

Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required |
|---|---|----------------------------------|
| <p>Law on Higher Education of 27 July 2005</p> <p>Law on Public Finance of 27 August 2009</p> <p>Act of 30 April 2010 - Law on the Principles of Financing Science</p> <p>Law on the National Science Centre of 30 April 2010</p> <p>Law on the National Centre for Research and Development of 30 April 2010</p> <p>Public Procurement Law of 29 January 2004</p> <p>Regulation of the Minister of Science and Higher Education of 18 December of 2014 on the criteria and procedure for granting of and accounting for financial resources for science to fund statutory activities</p> | <p>Resolution of Senate no. 954 of 16 June 2010 on the rules of accounting for the University of Bialystok expenditures http://docs.uwb.edu.pl/opis.php?pid=441</p> <p>Ordinance no. 7 of 24 February of 2015 of the Rector of the University of Bialystok rules on accounting for scientific and educational conferences at the University of Bialystok http://www.uwb.edu.pl/pliki/file/Zarz%C4%85dzenie.pdf</p> <p>Circular letter no. 2 of 28 September 2011 of the Rector of the University of Bialystok on the introduction of the "Principles of funding in the competitive procedure of research or development work and related tasks, contributing to the development of young researchers and doctoral students" and "the mode of preparing grant applications for base subvention and the principles of the division, spending and accounting for assigned funds" http://www.uwb.edu.pl/pliki/Pismo%20okolne%20nr%202.pdf</p> <p>Rules on granting and paying scholarships for employees and students of the University of Bialystok funded by the Foundation of Bank Zachodni WBK S.A. http://uwb.edu.pl/uploads/documents/regulamin-santander.pdf</p> | <p>No action required</p> |



7. Good practice in research

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required |
|---|---|----------------------------------|
| <p>Act of 30 April 2010 - Law on the Principles of Financing Science</p> <p>Law on Copyright and Related Rights of 4 February 1994</p> <p>Law on Database Protection of 27 July 2001</p> <p>Industrial Property Law of 30 June 2000</p> | <p>Statute of University of Bialystok http://www.uwb.edu.pl/pliki/statut%20UwB.pdf</p> <p>Resolution of the Senate of the University of Bialystok no. 1702 of 25 March 2015 - Regulations on Management of Copyright and Rules of Commercialization of Results of Research Work of the University of Bialystok http://docs.uwb.edu.pl/opis.php?pid=2033</p> <p>Resolution of the Senate of the University of Bialystok no. 1703 of 25 March 2015 on Regulations on the Use of Research Infrastructure of the University of Bialystok http://docs.uwb.edu.pl/opis.php?pid=2032</p> | <p>No action required</p> |



8. Dissemination, exploitation of results

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required |
|--|--|----------------------------------|
| <p>Law on Higher Education of 27 July 2005</p> <p>Act of 30 April 2010 - Law on the Principles of Financing Science</p> <p>The Polish Science Database http://www.nauka-polska.pl/en/EN-tekst.html</p> | <p>Resolution of the Senate of the University of Bialystok no. 1702 of 25 March 2015 Regulations on Management of Copyright and Rules of Commercialization of Results of Research Work of the University of Bialystok http://docs.uwb.edu.pl/opis.php?pid=2033</p> <p>Regulations on the rules and procedures in research activities done at the University of Bialystok to order by the other party http://old.uwb.edu.pl/universytet.php?p=1138</p> <p>Ordinance no. 7 of 24 February of 2015 of the Rector of the University of Bialystok rules on accounting for scientific and educational conferences at the University of Bialystok http://www.uwb.edu.pl/pliki/file/Zarz%C4%85dzenie.pdf</p> <p>Database of research employees of the University of Bialystok; Database of experts; Offers on cooperation http://potencjal.uwb.edu.pl/</p> <p>Database of publications of academic teachers of the University http://katalogi.uwb.edu.pl/F?func=scan-list&local_base=pub01</p> | <p>No action required</p> |



9. Public engagement

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required |
|---|--|---------------------------|
| Act of 30 April 2010 - Law on the Principles of Financing Science Regulation of the Minister of Science and Higher Education of 27 October 2015 on the criteria of granting and accounting for financial resources for the public dissemination of science | Academic Teacher Self-Appraisal Document http://www.uwb.edu.pl/karta-osiagniec-i-wynikow-pracy-nauczyciela-akademickiego Form of Academic Teachers' Periodic Assessment http://docs.uwb.edu.pl/opis.php?pid=671 | No action required |

10. Non discrimination

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required |
|--|--|---------------------------|
| Law on national and ethnic minorities and regional dialects of 6 January 2005 Law on the implementation of selected EU directives on equal treatment of 3 December 2010 | Work Regulations of University of Bialystok http://uwb.edu.pl/regulamin-pracy | No action required |



11. Evaluation/ appraisal systems

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required | Who/When |
|--|---|---|---|
| <p>Law on Higher Education of 27 July 2005, art. 132</p> <p>Law on Academic Degrees and Title and Degrees and Title in the Arts of 14 March 2003</p> | <p>Statute of the University of Bialystok, section III, chapter 1, § 59</p> <p>Annex 2 to the Statute of the University of Bialystok – the rules of periodic performance appraisal of academic teachers http://www.uwb.edu.pl/pliki/statut%20UwB.pdf</p> <p>Academic Teacher Self-Appraisal Document http://www.uwb.edu.pl/karta-osiagniec-i-wynikow-pracy-nauczyciela-akademickiego</p> <p>Form of Academic Teachers' Periodic Assessment http://docs.uwb.edu.pl/opis.php?pid=671 http://docs.uwb.edu.pl/opis.php?pid=670</p> | <p>In part</p> <p>Creation and implementation of the Code of good appraisal practice</p> | <p>Rector</p> <p>Fourth quarter of 2016</p> |



II. Recruitment

12. Recruitment

Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning at their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career. Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required | Who/When |
|--|--|--|--|
| <p>Law on Higher Education of 27 July 2005, art. 118,196</p> <p>Law on Academic Degrees and Title and Degrees and Title in the Arts of 14 March 2003</p> | <p>Statute of the University of Bialystok, §52-54 http://www.uwb.edu.pl/pliki/statut%20UwB.pdf</p> <p>Work Regulations of University of Bialystok http://uwb.edu.pl/regulamin-pracy</p> | <p>In part</p> <p>Detailed list of entry and admission standards should be prepared and published online at the University web page. Hyperlinks to this web page should be provided at each job offer</p> | <p>Rector and Human Resources Department, with cooperation with University Faculties</p> <p>2017</p> |



13. Recruitment (Code)

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required |
|--|---|---------------------------|
| Law on Higher Education of 27 July 2005, art. 118a.1-2 | Statute of the University of Bialystok, § 54 sec. 4 www.uwb.edu.pl/pliki/statut%20UwB.pdf | No action required |

14. Selection (Code)

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required |
|--|---|---------------------------|
| Law on Higher Education of 27 July 2005, art. 118,196 | Statute of the University of Bialystok, §54 www.uwb.edu.pl/pliki/statut%20UwB.pdf | No action required |



15. Transparency (Code)

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required | Who/When |
|--|--|--|--|
| Law on Higher Education of 27 July 2005, art. 118,196 | Statute of the University of Bialystok, § 54 http://www.uwb.edu.pl/pliki/statut%20UwB.pdf Work Regulations of the University of Bialystok, §5 sec. 1 http://uwb.edu.pl/regulamin-pracy | In part Creation of a description of recruitment procedures and the selection criteria | Rector with University Faculties 2017 |

16. Judging merit (Code)

The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required | Who/When |
|--|---|------------------|----------|
| | | | |



| | | | |
|--|---|--|--|
| <p>Law on Higher Education of 27 July 2005, art. 118,196</p> | <p>Statute of the University of Bialystok, § 54 sec. 9 www.uwb.edu.pl/pliki/statut%20UwB.pdf</p> <p>Work Regulations of the University of Bialystok, § 5 sec.7 http://uwb.edu.pl/regulamin-pracy</p> | <p>In part Modification of existing internal rules by adding more detailed requirements that are assessed during the selection process</p> | <p>Rector and University Faculties</p> <p>2017</p> |
|--|---|--|--|

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

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required | Who/When |
|---|---|---|---|
| | <p>Work Regulations of the University of Bialystok, § 5 sec. 7 http://uwb.edu.pl/regulamin-pracy</p> | <p>Full Implementation of the relevant provisions to the Form of Academic Teachers' Periodic Assessment that will take experience gained outside the higher education sector into account</p> | <p>Senate of the University</p> <p>Fourth quarter of 2016</p> |



18. Recognition of mobility experience (Code)

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required |
|---|---|----------------------------------|
| <p>Law on Higher Education of 27 July 2005, art. 6 sec. 1, art. 31 sec.1 point 3</p> <p>Regulation of the Minister of Science and Higher Education of 12 October 2006 on the conditions of visits abroad for scientific, didactic and training purposes and such visitors' special entitlements</p> | <p>Statute of the University of Bialystok, section III, chapter 1, § 59</p> <p>Annex 2 to the Statute of the University of Bialystok – the rules of periodic performance appraisal of academic teachers § 3</p> <p>http://www.uwb.edu.pl/pliki/statut%20UwB.pdf</p> <p>Academic Teacher Self-Appraisal Document</p> <p>http://www.uwb.edu.pl/karta-osiagniec-i-wynikow-pracy-nauczyciela-akademickiego</p> <p>Form of Academic Teachers' Periodic Assessment</p> <p>http://docs.uwb.edu.pl/opis.php?pid=671</p> <p>http://docs.uwb.edu.pl/opis.php?pid=670</p> <p>Mission and Strategy of the University of Bialystok for years 2014-2024</p> <p>http://uwb.edu.pl/misja-i-strategia-rozwoju-180</p> | <p>No action required</p> |



19. Recognition of qualifications (Code)

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required |
|---|---|---------------------------|
| Law on Higher Education of 27 July 2005, art. 132 Law on Academic Degrees and Title and Degrees and Title in the Arts of 14 March 2003 | Annex 2 to the Statute of the University of Białystok – the rules of periodic performance appraisal of academic teachers http://www.uwb.edu.pl/pliki/statut%20UwB.pdf Academic Teacher Self-Appraisal Document http://www.uwb.edu.pl/karta-osiagniec-i-wynikow-pracy-nauczyciela-akademickiego Form of Academic Teachers' Periodic Assessment http://docs.uwb.edu.pl/opis.php?pid=671 http://docs.uwb.edu.pl/opis.php?pid=670 | No action required |



20. Seniority (Code)

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required |
|---|--|---------------------------|
| Law on Higher Education of 27 July 2005, art. 132 Law on Academic Degrees and Title and Degrees and Title in the Arts of 14 March 2003 | Annex 2 to the Statute of the University of Białystok – the rules of periodic performance appraisal of academic teachers http://www.uwb.edu.pl/pliki/statut%20UwB.pdf Academic Teacher Self-Appraisal document http://www.uwb.edu.pl/karta-osiagniec-i-wynikow-pracy-nauczyciela-akademickiego Form of Academic Teachers' Periodic Assessment http://docs.uwb.edu.pl/opis.php?pid=671 http://docs.uwb.edu.pl/opis.php?pid=670 | No action required |



21. Postdoctoral appointments (Code)

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required | Who/When |
|---|---|---|---|
| Law on Higher Education of 27 July 2005, art. 121 | Statute of the University of Bialystok § 52 and 54 http://www.uwb.edu.pl/pliki/statut%20UwB.pdf | In part Setting up the rules regulating explicit guidelines for the recruitment and appointment of postdoctoral researchers | Rector with University Faculties Second half of 2017 |



III. Working conditions and social security

22. Recognition of the profession

All researchers engaged in a research career should be recognized as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required | Who/When |
|---|---|---|---|
| Law on Higher Education of 27 July 2005 Law on Academic Degrees and Title and Degrees and Title in the Arts of 14 March 2003 | Statute of the University of Bialystok http://www.uwb.edu.pl/pliki/statut%20UwB.pdf Mission and Strategy of the University of Bialystok for years 2014-2024 http://uwb.edu.pl/misja-i-strategia-rozwoju-180 | In part Realizations of operational goals of the Strategy of the University of Bialystok regarding recognition of the profession of researchers | Senate of the University of Bialystok 2017 |

23. Research environment

Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required | Who/When |
|---|--|--|--|
| <p>Law on Higher Education of 27 July 2005</p> <p>Act of 30 April 2010 - Law on the Principles of Financing Science</p> | <p>Statute of the University of Bialystok, section I, § 4 http://www.uwb.edu.pl/pliki/statut%20UwB.pdf</p> <p>Resolution of the Senate of the University of Bialystok no. 1703 of 25 March 2015 on Regulations on the Use of Research Infrastructure of the University of Bialystok http://docs.uwb.edu.pl/opis.php?pid=2032</p> <p>Strategy and Mission of the University of Bialystok for years 2014-2024 http://uwb.edu.pl/misja-i-strategia-rozwoju-180</p> | <p>In part</p> <p>To ensure that information about interdisciplinary projects is available on the main University web page to strengthen cooperation between different university faculties</p> | <p>Rector with University Faculties</p> <p>Until the end of 2018</p> |



24. Working conditions

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required |
|--|---|----------------------------------|
| <p>Labour Code of 26 June 1974, Section I, Chapter IIb (telework)</p> <p>Labour Code of 26 June 1974, Section 5</p> <p>Law on Higher Education of 27 July 2005, art. 134 sec.1-4</p> | <p>Agreement between the Rector and trade unions regarding teleworking (in force since 8 January 2009)</p> <p>Resolution of the Senate of the University of Bialystok no. 1110 of 25 May 2011 on the rules of e-learning at the University of Bialystok http://uwb.edu.pl/akty-prawne-universytetu-w-bialymstoku-367</p> <p>University Ombudsman for people with disabilities: http://uwb.edu.pl/pelnomocnik-ds-osob-niepelnosprawnych</p> <p>University nursery: http://uwb.edu.pl/nowosci/aktualnosci/minister-nauki-i-szkolnictwa-wyzszego-odwiedzila-universytecki-zlobek/ac3e839c</p> | <p>No action required</p> |

25. Stability and permanence of employment

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required | Who/ When |
|---|--|--|---|
| Labour Code of 26 June 1974 Law on Higher Education of 27 July 2005, Chapter II | Statute of the University of Bialystok, § 4, sec. 51-55 http://www.uwb.edu.pl/pliki/statut%20UwB.pdf | Full Employees with fixed-term contracts ought to be provided with precise criteria of promotion and conditions of change of fixed-term contracts to permanent contracts | Senate of the University Second half of 2017 |



26. Funding and salaries

Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required | Who /When |
|---|--|---|---|
| Law on Higher Education of 27 July 2005, art. 134, art. 151 | Statute of the University of Białystok, § 58: http://www.uwb.edu.pl/pliki/statut%20UwB.pdf Rules of 24 February 2015 on social security benefits fund: http://uwb.edu.pl/uploads/documents/zarzadzenie-nr8.pdf | Full University faculties ought to establish transparent and detailed rules and criteria of evaluating and promoting their staff; the University ought to provide better assistance in applying for grants and scholarships | University Faculties; University department responsible for research and Second half of 2017 |

27. Gender balance

Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required |
|---|--|---------------------------|
| Labour Code of 26 June 1974, art. 11, 18 §1 Law on the implementation of selected EU directives on equal treatment of 3 December 2010 | Work Regulations of the University of Bialystok § 5 sec.13 http://uwb.edu.pl/regulamin-pracy | No action required |



28. Career development

Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for the researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required | Who/When |
|---|---|--|--------------------|
| Law on Academic Degrees and Title and Degrees and Title in the Arts of 14 March 2003, art.13 sec. 1, art. 20 sec. 7 | Work Regulations of the University of Białystok § 5 sec.5: http://uwb.edu.pl/regulamin-pracy Rules of Doctoral Studies § 12: http://www.uwb.edu.pl/pliki/file/studenci/regulamin%20studiow/regulamindr.pdf | Full Implementation and publication of more detailed requirements for academic positions; implantation to the University Regulations of doctoral studies of the rights of PhD students to regular consultations with supervisors | Rector 2017 |

29. Value of mobility

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required | Who/When |
|---|--|---|---|
| <p>Law on Higher Education of 27 July 2005, art. 6 sec. 1, art. 31 sec.1</p> <p>Regulation of the Minister of Science and Higher Education of 12 October 2006 on the conditions of abroad visits for scientific, didactic and training purposes and such visitors' special entitlements</p> | <p>Statute of the University of Bialystok, section III, chapter 1, § 59</p> <p>Annex 2 to the Statute of the University of Bialystok – the rules of periodic performance appraisal of academic teachers, § 3</p> <p>http://www.uwb.edu.pl/pliki/statut%20UwB.pdf</p> <p>Academic Teacher Self-Appraisal Document</p> <p>http://www.uwb.edu.pl/karta-osiagniec-i-wynikow-pracy-nauczyciela-akademickiego</p> <p>Form of Academic Teachers' Periodic Assessment</p> <p>http://docs.uwb.edu.pl/opis.php?pid=671</p> <p>http://docs.uwb.edu.pl/opis.php?pid=670</p> | <p>In part</p> <p>Implementation to the Form of Academic Teachers' Periodic Assessment a criterion of mobility between the public and private sector</p> | <p>Senate of the University</p> <p>Fourth quarter of 2016</p> |



30. Access to career advice

Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required | Who/When |
|--|--|--|--|
| Law on Higher Education of 27 July 2005, art. 43 sec.1 Labour Code of 26 June 1974, art. 103 | | Full University ought to establish transparent and detailed criteria of evaluating and promoting its staff; University Career Office should undertake tasks concerning the career development of the academic teachers | Rector with University Faculties Second half of 2017 |



31. Intellectual Property Rights

Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. Policies and practices should specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organisations, as possibly provided for under specific collaboration agreements or other types of agreement.

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required |
|---|--|---------------------------|
| Act of 30 April 2010 - Law on the Principles of Financing Science Law on Copyright and Related Rights of 4 February 1994 Law on Database Protection of 27 July 2001 Industrial Property Law of 30 June 2000 | Resolution of the Senate of the University of Bialystok no. 1702 of 25 March 2015 - Regulations on Management of Copyright and Rules of Commercialization of Results of Research Work of the University of Bialystok http://docs.uwb.edu.pl/opis.php?pid=2033 | No action required |



32. Co-authorship

Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc, or to publish their own research results independently from their supervisor(s).

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required |
|--|---|----------------------------------|
| <p>Regulation of the Minister of Science and Higher Education of 1 September 2011 on the criteria of performance assessment of candidates applying for habilitation, § 3 and 4;</p> <p>Regulation of the Minister of Science and Higher Education of 30 October 2015 on detailed procedures and conditions of proceedings leading to the conferment of the PhD degree, habilitation and professorial title,</p> <p>§ 5 sec. 2, § 12 sec. 3, Appendix 2 – Survey on assessment of scientific achievements of a person applying for the title of professor</p> | <p>Mission and Strategy of the University of Białystok for years 2014-2024</p> <p>(establishment of interdisciplinary research teams)</p> | <p>No action required</p> |

33. Teaching

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required | Who/When |
|---|---|--|---|
| Law on Higher Education of 27 July 2005, art.130 | <p>Statute of the University of Białystok, § 57 http://www.uwb.edu.pl/pliki/statut%20UwB.pdf</p> <p>Work Regulations of the University of Białystok, § 13 sec. 2, 3 http://uwb.edu.pl/regulamin-pracy</p> <p>Resolution of the Senate of the University of Białystok no. 956 of 16 June 2010 on teaching activity demanded of academic teachers, the rules of calculating teaching hours, and calculating and financing overtime payments http://docs.uwb.edu.pl/opis.php?pid=443</p> | <p>Full</p> <p>Implementation of relevant rules to the Form of Academic Teachers' Periodic Assessment</p> | <p>Senate of University</p> <p>Fourth quarter of 2016</p> |



34. Complaints/ appeals

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required | Who/When |
|---|--|--|--|
| Law on Higher Education of 27 July 2005, art. 139-150 | Statute of the University of Bialystok, § 61,78 http://www.uwb.edu.pl/pliki/statut%20UwB.pdf | In part Implementation of relevant provisions for dispute resolution between academic teachers; creation of the Peer Arbitration Panel | Senate of the University First half of 2017 |

35. Participation in decision-making bodies

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required |
|---|--|---------------------------|
| Law on Higher Education of 27 July 2005, art. 60 sec. 9, art. 67 sec. 4 | Statute of the University of Bialystok § 3, 26, 28, 35, 74, 75 Annex 1 - the Elections Statute of the University of Bialystok http://www.uwb.edu.pl/pliki/statut%20UwB.pdf | No action required |



IV. Training

36. Relation with supervisors

Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required |
|--|--|---------------------------|
| Regulation of the Minister of Science and Higher Education of 30 October 2015 on detailed procedures and conditions of proceedings leading to the conferment of the PhD degree, habilitation and professorial title, § 1 sec.1, 2.1, 5.1 | The Rules of Doctoral Studies § 12 sec. 1 http://www.uwb.edu.pl/pliki/file/studenci/regulamin%20studiow/regulamindr.pdf | No action required |



37. Supervision and managerial duties

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required |
|---|--|---------------------------|
| Regulation of the Minister of Science and Higher Education of 30 October 2015 on detailed procedures and conditions of proceedings leading to the conferment of the PhD degree, habilitation and professorial title. § 1.1, 2.1, 5.1 | The Rules of Doctoral Studies § 12 sec. 1 http://www.uwb.edu.pl/pliki/file/studenci/regulamin%20studiow/regulamindr.pdf | No action required |



38. Continuing Professional Development

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required |
|--|---|---------------------------|
| | <p>Statute of the University of Bialystok, section III, chapter 1, § 59</p> <p>Annex 2 to the Statute of the University of Bialystok – the rules of periodic performance appraisal of academic teachers § 3</p> <p>http://www.uwb.edu.pl/pliki/statut%20UwB.pdf</p> <p>Academic Teacher Self-Appraisal Document</p> <p>http://www.uwb.edu.pl/karta-osiagniec-i-wynikow-pracy-nauczyciela-akademickiego</p> <p>Form of Academic Teachers' Periodic Assessment</p> <p>http://docs.uwb.edu.pl/opis.php?pid=671</p> <p>http://docs.uwb.edu.pl/opis.php?pid=670</p> | No action required |



39. Access to research training and continuous development

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required | Who/When |
|---|---|---|---|
| Law on Higher Education of 27 July 2005, art. 43 sec.1 Labour Code of 26 June 1974, art. 103 | Statute of the University of Bialystok, § 60 http://www.uwb.edu.pl/pliki/statut%20UwB.pdf | In part More information about grant opportunities, trainings, courses etc., should be presented more effectively for the university employees; to ensure that clear information about functions of the university department responsible for research is provided | University department responsible for research 2017 |



40. Supervision

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

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required |
|--|--|---------------------------|
| Regulation of the Minister of Science and Higher Education of 30 October 2015 on detailed procedures and conditions of proceedings leading to the conferment of the PhD degree, habilitation and professorial title § 1.1, 2.1, 5.1 | The Rules of Doctoral Studies § 12 sec. 1 http://www.uwb.edu.pl/pliki/file/studenci/regulamin%20studiow/regulamindr.pdf | No action required |

5. Summary and Action Plan

As the above analysis shows, the Committee decided to implement six principles fully, by way of making relevant regulations and/or take other actions. Ten principles of the Charter and Code are implemented by the University of Białystok in part and need only supplemental actions to be realized completely.

Description of the present situation and required actions.¹

¹ The number in brackets indicates the principle number in the gap analysis.



Funding and salaries (principle 26)

To be fully implemented

Actions required: University faculties ought to establish transparent and detailed rules and criteria of evaluating and promoting their staff; the University ought to provide better assistance in applying for grants and scholarships.

The University of Bialystok provides salaries according to national and sectoral regulations, and social security benefits under current law. The Statute of the University of Bialystok establishes the rules of granting research and sick leave to University employees. The Department for Employees' Social Issues functioning at the University manages the social benefit fund according to regulations in this area.

However, each university faculty ought to establish transparent and detailed rules and criteria of evaluating and promoting its staff. The criteria should be taken into account in the process of allocating resources to fund statutory activities to individual researchers, and in pay rise and awards plans. The criteria ought to contribute to creating favourable conditions for research. The University should ensure that the office responsible for research will foster the motivation for applying for grants and scholarships by the academics. In addition, dissemination of the information about different grant opportunities should be improved to boost awareness of the significance of the research work.

Access to career advice (principle 30)

To be fully implemented

Actions required: University faculties ought to establish transparent and detailed criteria of evaluating and promoting their staff; University Career Office should undertake tasks concerning the career development of the academic teachers.

The University of Bialystok provides opportunities for career development and improvement of qualifications. The University provides current information about qualifications improvement opportunities, especially in external institutions. However, there is no unit in the University structure that gives advice on different career development opportunities, such as research grants offered by external institutions, research placements outside the University, international cooperation. Therefore, the University Career Office which deals with career opportunities for students should undertake tasks regarding professional development of the academic teachers.

Stability and permanence of employment (principle 25)

To be fully implemented

Actions required: employees with fixed-term contracts ought to be provided with precise criteria of promotion and conditions of change of fixed-term contracts to permanent contracts.

With regard to employment, the University of Bialystok fully adheres to national regulations, such as Labour Code and Law on Higher Education, and to the principles and terms of *EU Directive on Fixed-Term Work*. However, employees with fixed-term contracts ought to be provided with precise criteria of promotion to positions with greater stability and permanence of employment.



Teaching (principle 33)

To be fully implemented

Actions required: implementation of relevant rules to the Form of Academic Teachers' Periodic Assessment.

The University of Bialystok adheres to the rules of working time related to teaching, specified in the Law on Higher Education, Labour Code, and in the statutes of University Senate. A detailed scope of teaching duties is set by the Dean or head of a given unit. The Statute of the University allows a reduction of the workload of academic teachers who are entrusted with special important tasks or who are engaged in research projects financed from external sources, carried out at the University of Bialystok.

Periodic performance appraisal of academic teachers ought to take into greater consideration the opinions of undergraduate students and PhD students about the quality of their teaching. Therefore, teaching should be included in the Form of Academic Teachers' Periodic Assessment. The University ought to obligate the Deans and heads of smaller university units to adhere to the rules concerning maximum overtime workload specified by the Senate resolution, in order to allow proper balance between teaching and researching.

Career development (principle 28)

To be fully implemented

Actions required: implementation and publication of more detailed requirements for academic positions; implantation to the University Regulations of doctoral studies of the rights of PhD students to regular consultations with supervisors.

The University of Bialystok adheres to the rules and regulations specified in the Law on Academic Degrees and Titles. Basic requirements for employment at particular positions are defined by the Work Regulations of the University of Bialystok and the Rules of Doctoral Studies. The University regulations, however, are not complete, therefore more clear and transparent requirements for academic positions should be implemented and published. In addition, duties of supervisors to PhD students as well as duties of the heads of departments and chairs to researchers at lower levels of university career ought to be specified.



Variations in the chronological order of CVs (Code) (principle 17)

To be fully implemented

Actions required: implementation of the relevant provisions to the Form of Academic Teachers' Periodic Assessment that will take experience gained outside the higher education sector into account.

Work regulations of the University of Białystok assume that candidates are assessed according to objective and fair criteria which do not discriminate against candidates with career breaks or variations in the chronological order of career. However, these general principle needs a realization by way of implementation of the relevant provisions to the Periodic Assessment of Academic Teachers' Form that will take experience gained outside the sector of higher education into account.

Research environment (principle 23)

To be partly implemented

Actions required: to ensure that the information about inter-disciplinary projects is available on the main University web page to strengthen cooperation between different university faculties.

National laws and internal regulations ensure that higher education institutions in Poland endeavour to create and provide the most stimulating research environment including appropriate equipment, facilities and opportunities.

The University of Białystok is a dynamic and developing institution. Its goal, as the most successful university in the North-Eastern region of Poland, is to deliver an optimum environment for teaching and research. In 2014 the University put into service the University Campus. The Campus is an investment that the whole university and the city of Białystok is very proud of. The same year three faculties: the Faculty of Mathematics and Informatics, the Faculty of Physics and the Faculty of Biology and Chemistry relocated to the new facilities that assure that the academic staff and PhD students have excellent conditions of work and research. The Faculty of Law and the Faculty of Economics and Management will remain in the same buildings as they guarantee appropriate work conditions. The Faculty of History and Sociology and the Faculty of Philology will move to the new Campus within next few years. This shows that, being aware of its mission, the University of Białystok is investing its money and resources in order to expand and be more competitive on the higher education market, thereby helping in the professional development of the Academia.

However, in order to reinforce scientific cooperation between different university units, the information about inter-disciplinary projects ought to be published on the main University web page.



Value of mobility (principle 29)

To be partly implemented

Actions required: implementation to the Form of Academic Teachers' Periodic Assessment a criterion of mobility.

Both the national and internal laws regulate and stress the importance of the value of mobility, including mobility between the public and private sector. However, university regulations do not stipulate that mobility has to be an element in the overall assessment of an academic teacher. Mobility here is to be understood as teaching and research experience gained at national and international universities, and expertise acquired in the sector outside higher education.

Complaints/ appeals (principle 34)

To be partly implemented

Actions required: implementation of the relevant provisions dealing with dispute resolution between the academic staff and young researches and their supervisor and/or creation of the Peer Arbitration Panel.

The Law on Higher Education and the Statute of the University of Bialystok regulate the disciplinary procedure in the individual cases of academic teachers. At the University of Bialystok operates also an Anti-Mobbing Committee.

The university academic body ought to, however, enact internal procedures for dealing with disputes between teaching and research staff ensuring they will be resolved by an impartial body, e.g. the Peer Arbitration Panel.

Recognition of the profession (principle 22)

To be partly implemented

Actions required: realizations of operational goals of the Strategy of the University of the University of Bialystok regarding recognition of the profession of researchers.

The University of Bialystok recognizes the academic profession by applying all relevant laws regulating the status of teaching and research staff. The University of Bialystok will fully implement this principle when it completely employs goals regarding academic teachers included in the Strategy of the University of Bialystok.

Evaluation/ appraisal systems (principle 11)

To be partly implemented

Actions required: creation of the Code of good appraisal practice

Both the national and internal rules dealing with the evaluation system of the academic staff are full and clear. The membership of the evaluating panels is in part regulated by the Statute of the University and in part by the University Faculties, thus some faculties provide more independent



evaluating panels than others.

The University ought to create and implement a guideline - the Code of good appraisal practice in order to ensure that appraisal procedures comply with the principle of impartiality in all university units.

Recruitment (Code) (principle 12)

To be partly implemented

Actions required: a detailed list of entry and admission standards should be prepared and published online at the University web page. Hyperlinks to this web page should be provided for each job offer.

University of Bialystok, in the recruitment process complies with the national and internal rules. However, the analysis of these provisions and the results of the survey demonstrate that a detailed list of entry and admission standards should be prepared and published online at the University web page.

Access to research training and continuous development (principle 39)

To be partly implemented

Actions required: to ensure that the university department responsible for research will provide clear information about its functions and responsibilities, so that the academic teachers can make use of its service more often and more effectively; the university department responsible for research will provide more information on grant opportunities.

The information on different research and training opportunities is published on the main University web page. However, this is not enough, as this information is selected and limited to a few types of funds. More information about grant opportunities, trainings, courses etc., should be presented in a more effective manner for the university employees.

The principles "Recruitment" and "Variations in chronological order of CVs (Code)" which got 3.68 and 3.55 scores respectively and were identified as points to be fully or in part implemented are closely related to the other principles regarding the problem of recruitment and these are: Transparency Code and Postdoctoral appointments (both gained 3.74 score) and Judging Merit Code (3.85 score). The Committee believes that because all of the principles mentioned above relate to the issue of recruitment, improvement of the Transparency Code, Postdoctoral appointments, and Judging merit (Code) principles along with other rules will ensure a comprehensive approach to the problem of recruitment.



Judging merit (principle 16)

To be partly implemented

Actions required: to add more detailed requirements that are assessed during the selection process; modification of existing rules is required.

In the process of selection of candidates, the University of Bialystok complies with the national and internal rules. The Statute of the University stipulates that in the selection process the following elements are taken into consideration: scientific achievements, achievements in teaching, opinions about the candidate presented by the persons nominated by the Faculty Councils, the result of the interview, whether the selection committee decides to conduct interviews with the candidates, the suitability of the candidate to perform tasks of research and teaching in a unit of employment; effectiveness of the candidate in applying for research funding.

These requirements do not mention some other elements e.g. outstanding results within a diversified career or public awareness activities. Thus, more detailed criteria should be added to the existing rules.

Postdoctoral appointments (principle 21)

To be partly implemented

Actions required: setting up the rules regulating explicit guidelines for the recruitment and appointment of postdoctoral researchers.

In the recruitment process of academic teachers, the University of Bialystok applies national acts and internal regulations. These provisions stipulate only general requirements as for the skill, achievements, and qualifications. The university ought to prepare a guideline for the recruitment and appointment of postdoctoral researchers.

Transparency (principle 15)

To be partly implemented

Actions required: creation of a description of recruitment procedures and the selection criteria.

The University of Bialystok has a recruitment procedure in place. However, a detailed description of recruitment procedures and the selection criteria should be prepared and published online at the University web page.

In addition, University units should be obliged to notify each candidate about the results of the recruitment process.

We truly believe that implementation of the indicated principles of the Code and Charter will improve the work conditions at the University of Bialystok and the University will become a more attractive place to work and develop for present and prospect university teachers.

ACTION PLAN

| NO. | Principles | Character of implementation | 2016 | | | 2017 | | | | | | | | | | 2018 | | | | | | | | | | | | | | |
|-----|---|-----------------------------|------|----|-----|------|----|-----|----|---|----|-----|------|----|---|------|-----|---|----|-----|----|---|----|-----|------|----|---|----|-----|---|
| | | | X | XI | XII | I | II | III | IV | V | VI | VII | VIII | IX | X | XI | XII | I | II | III | IV | V | VI | VII | VIII | IX | X | XI | XII | |
| 1. | Recruitment (12) | In part | | | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | | | | | | | | | | | | |
| 2. | Research environment (23) | In part | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● |
| 3. | Value of mobility (29) | In part | ● | ● | ● | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | Variations in the chronological order of CV's (Code) (27) | Full | ● | ● | ● | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | Evaluation/appraisal systems (11) | In part | ● | ● | ● | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | Access to research training and continuous development (29) | In part | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | |
| 7. | Teaching (33) | Full | ● | ● | ● | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. | Recognition of the profession (22) | In part | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | |
| 9. | Transparency (16) | In part | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | |
| 10. | Judging merit (Code) (16) | In part | | | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | |
| 11. | Postdoctoral appointments (21) | In part | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12. | Access to career advice (20) | Full | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13. | Stability and permanence of employment (22) | Full | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14. | Funding and salaries (26) | Full | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15. | Career development (29) | Full | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | |
| 16. | Complaints/appeals (34) | In part | | | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | |





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