

TEMPLATE 4: ACTION PLAN

Case number: **2018PL343583**

Name Organisation under review: **University of Economics in Katowice**

Organisation's contact details: **1 Maja 50, Katowice, 40-287**

SUBMISSION DATE:

1. ORGANISATIONAL INFORMATION

Please provide a limited number of key figures for your organisation. Figures marked * are compulsory.

STAFF & STUDENTS	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research	369
Of whom are international (i.e. foreign nationality)	2
Of whom are externally funded (i.e. for whom the organisation is host organisation)	0
Of whom are women	212
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor.	132
Of whom are stage R2 = in most organisations corresponding with postdoctoral level	174
Of whom are stage R1 = in most organisations corresponding with doctoral level	63
Total number of students (if relevant)	8957
Total number of staff (including management, administrative, teaching and research staff)	859
RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	25943780
Annual organisational direct government funding (designated for research)	480180
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	288020
Annual funding from private, non-government sources, designated for research	176560
ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)	
University of Economics in Katowice was founded in 1937 and is the biggest and oldest business school in the region, one of the top universities in Poland. Each year over 10 000 Polish and international students follow our degree programmes at the Bachelor, Master, Doctoral and Post-diploma levels at our five faculties: Business, Finance and Administration, Economics, Finance and Insurance, Informatics and Communication, and Management. The basic tasks of the University	

include not only educating students in order to prepare them for professional work, but also conducting high-quality scientific research: basic, applied and developmental, as well as providing research services, and also educating and promoting research staff. Students are educated in 17 degree programmes and 85 specialisations. We acquired foreign accreditation for the Finance and Accounting programme (The Chartered Institute of Management Accountants (CIMA), CFA Society Poland, Association of Chartered Certified Accountants (ACCA), which has raised the international competitiveness of the University. The University has also signed 180 agreements for international cooperation - exchange of students and lecturers. We carry out projects such as Erasmus+, Erasmus Mundus and CEEPUS. In the field of research, we are conducting the following programmes in the academic year 2017/2018: Horizon 2020, 26 – National Science Centre, 2 – Ministry of Health, as well as the bilateral cooperation project with Austria.

2. STRENGTHS AND WEAKNESSES OF THE CURRENT PRACTICE:

Please provide an overview of the organisation in terms of the current strengths and weaknesses of the current practice under the four thematic headings of the Charter and Code at your organization.

Thematic heading of the Charter and Code	STRENGTHS and WEAKNESSES
Ethical and professional aspects	<p>Strengths of current policy and practices:</p> <ul style="list-style-type: none"> • Research freedom is guaranteed by the Act on Higher Education and treated with priority. The academics have the freedom to express their own opinions and views, as well as the possibility to shape their research work through the choice of topics and methodology of research, adjusted to the problem being solved. Such research should be consistent with the assumptions of the Strategy, internal regulations and financial capacities of the University. Basically, the employees are aware of the existing internal and external regulations and restrictions, both domestic and European. • Professional responsibility, Professional attitude - The issues of originality and standards of research conduct is governed by the Polish law, e.g. by <i>the Act on Copyrights and Related Rights</i>. In order to improve the awareness and knowledge of academics in the field of respect for intellectual property, there are information meetings on the mode of implementation and settlement of projects, financed from designated subsidies for young researchers and participants of doctoral studies organised by the employees of Research Office. The employees are covered by mentoring activities under the Horizon 2020 Programme provided by the National Contact Point for Research Programmes of the EU. Mentoring activities are connected with the participation of employees in the Horizon 2020 Programme and their main goal is to provide broadly understood support for the potential applicants. The meetings with academics concerning the application for research funds under National Science Centre programmes, organised by the employees of Research Office. Additionally, guidelines

	<p>concerning preparation and implementation of project applications under National Science Centre were published on the website of Research Office.</p> <ul style="list-style-type: none"> • Contractual and legal obligations - The employees are informed about their rights and duties before signing the employment contract. The academics shall respect the provisions and requirements stipulated in the agreements when delivering Ph.D. dissertations, habilitation theses, publications, research reports, as well as run classes in accordance with the <i>Resolution of 27 April 2018 concerning the scope of responsibilities of academics, including the number of teaching hours and rules of assigning classes outside normal working hours, as well as the size of student groups in academic year 2017/2018. Resolution no. 62 (2017-2018) concerning the scope of responsibilities of academics, including the number of teaching hours and rules of assigning classes outside normal working hours</i>. The employees of the University are bound by the Regulations for Management of Copyrights, Related Rights and Industrial Property Rights, as well as the rules for commercialisation of the results of scientific research and development work that all employees are familiarised with. • Accountability - responsibility towards funders of researchers and other entities are governed by the provisions of agreements and contracts. Research Office coordinates and supervises the correctness of the process of implementing agreements and projects, as well as reporting in line with the requirements of the financing institutions. As a research unit, the University is required to comply with the rules of transparent and effective finance management. Due to this, independent external audits are performed to check the correctness of expenditure and settlement of funds allocated to research. Every year, in accordance with the existing regulations, the statutory auditor carries out an examination of the balance sheet of the University of Economics in Katowice. • Dissemination, exploitation of results - The primary duty of academics is to disseminate the research results in the form of publications or presentations at conferences. The bibliographic descriptions of all publication achievements of employees are published in EXPERTUS bibliographic database. Full texts in BazEkon, CEJSH databases. Dissemination of information about research conducted at the University of Economics in Katowice is also carried out through the possibility of publishing in the Publishing House of the University of Economics (journals: <i>Studia Ekonomiczne – Zeszyty Naukowe</i>; <i>Journal of Economics and Management</i>; <i>Multiple Criteria Decision Making</i>, monographs, coursebooks). Rector’s grants, InterStar award - the internal system of incentive bonuses was introduced to financially reward active academics for publications in journals with Impact Factor and involvement in projects. • Public engagement - Scientific Information Centre and Academic Library (CINIBA) has facilities for blind and partially sighted persons, as well as provides support for deaf people.
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Centrum Kształcenia przez całe życie (Lifetime Education Centre), which organises the Third Age University of Economics, as well as programs for children and youth, is a part of the University's mission. The University runs a project entitled Uniwersytet Odpowiedzialny Społecznie (Socially Responsible University), under which e.g. the following programs are carried out: Grant na Raka (Grant for Cancer), Movember, Rowerem na Uniwersytet (Going to the University by Bike).

Weaknesses of current policy and practices:

- Ethical principles - despite the high result in answers to this question obtained from the internal survey (84.6%), we can see the need for developing the Internal Code of Ethics for Doctoral Students, as well as to update the Code of Ethics for Academics.
- Good practice in research - the employer is responsible for observing the rules of health and safety at work. The appointed health and safety officer and fire safety inspector are responsible for trainings in this area. The university employees undergo periodic health and safety at work trainings. However, it is necessary to develop the Catalogue of Good Practices in the field of data protection and security.
- Non discrimination - all employees are treated equally in respect of establishing and terminating the employment relationship, employment terms and conditions, promotion and access to trainings in order to raise professional qualifications, regardless of their age, gender, disability, race, religion, nationality, sex orientation, political views, trade union membership, as well as regardless of the type of employment contract or work time. Strong emphasis is placed on providing support for women/men by enabling them to return to work to the same position following the end of maternity leave, parental leave or paternity leave. The required tasks to be carried out include the amendment of the rules for carrying out and organising competitions for posts of academics employed at the University of Economics in Katowice. Organisation of regular trainings for employees and doctoral students, e.g. in the field of counteracting mobbing, discrimination and corruption.
- Evaluation/ appraisal systems - Rules for periodic evaluation of academic and scientific achievements of academic teachers. The employees employed in the positions of full professor, associate professor and assistant lecturer are subject to evaluation at least once every 4 years. When evaluating, the following factors are taken into consideration: number and quality of scientific papers in renowned publishing houses, as well as scientific monographs and scientific studies commissioned by research or economic institutions, in particular expert opinions and reports. The employees who are the heads of themes conducted within the statutory activities and own research work are obliged to submit the final research report, which is

	<p>subject to evaluation procedure. One of the elements of the existing employee evaluation system is the results of anonymous questionnaires for students assessing classes conducted by an employee. The need to modify both the content of the questions included in the survey, as well as the student questionnaire procedure itself has been identified.</p>
<p>Recruitment and selection</p>	<p>Strengths of current policy and practices:</p> <ul style="list-style-type: none"> • Variations in the chronological order of CVs (Code) – during a job interview, the candidate is free to describe their research achievements and plans, as well as the experience gained while working at other research units. At the university, there is also a widespread acceptance of career breaks related to maternity leave, parental leave or paternity leave. • Recognition of qualifications (Code) - under the Polish law, the problem of qualifications for research posts and recognition of qualifications in respect of diploma authentication is governed by the Act on Higher Education and by specific regulations. • Recognition of mobility experience (Code) - the document entitled Strategia Internacjonalizacji UE w Katowicach (Strategy for Internationalization of the University of Economics in Katowice) has been developed. The University encourages its employees to participate in international internships and conferences. <p>Erasmus+ ‘Mobility Project under the Erasmus Programme + KA103 2017/2018’ Erasmus+ ‘Mobility Project under the Erasmus Programme + KA103 2018/2019’ Erasmus+ ‘Mobility Project under the Erasmus Programme + KA107 2017/2018’ Erasmus+ ‘Mobility Project under the Erasmus Programme + KA107 2018/2019’</p> <p>Weaknesses of current policy and practices:</p> <ul style="list-style-type: none"> • Recruitment - the academics are employed only through open competitions (governed by the Statute of the University of Economics in Katowice), which ensures careful selection of academic staff in terms of scientific output and experience. Recruitment of employees takes place in line with the Rules for competitive process for posts of academics in accordance with Regulation no. 38/16 of the Rector of the University of Economics in Katowice concerning the implementation of ‘Rules for carrying out and organising competitions for posts of academics employed at the University of Economics in Katowice’ templates of documents concerning the competition procedure and templates of documents for individuals applying for the post of academic at the University of Economics in Katowice; Resolution no. 65/2016/2017 of the Senate of the University of Economics in Katowice of 23 February 2017 on the

	<p>introduction of Rules of staff policy concerning the academics employed at the University of Economics in Katowice' (with further amendments). Elements requiring modification and improvement in terms of recruitment of academics (initial stage, recruitment, announcement of results - weaknesses and strengths of job applications), improvement of OTM-R policy.</p> <ul style="list-style-type: none"> • Judging merit (Code) - competition is announced by communicating its terms to the public on the website of the University of Economics in Katowice, on the website of the relevant ministry in charge of science, in the Public Information Bulletin and on the website of the European Commission in the European portal for mobile scientists intended for publishing job offers for researchers. During the recruitment process, candidates are informed about the available job positions and professional development opportunities. After the end of the recruitment process, candidates receive feedback about the recruitment results. Strengths and weaknesses of their applications are not specified • Adjustment of recruitment principles to OTM-R policy - The University employs academics at various steps of professional career. The employees beginning their career path are hired mainly in the following positions: assistant lecturer (with MA degree or engineer's degree); assistant professor (with PhD degree). When evaluating the qualifications, the recruitment committee takes into consideration mainly the achievements and professional qualifications of the candidate, as well as the full course of their employment record.
Working conditions	<p>Strengths of current policy and practices:</p> <ul style="list-style-type: none"> • Working conditions - for the purpose of scientific research, and in particular organisation of IT environment supporting the research process, IT services and units provide access to the tools and services that enable research conduct at various times and from different locations. This is ensured e.g. by VPN services, anti-virus software, remote access mechanisms, as well as access to a part of IT tools from home computers (licenses with the option of software installation on 'home' computers of the University employees for the purpose of scientific, research and educational work). Remote access to bibliographic and full text databases. (Regulation no. 58/16 of 1 September 2016 of the Rector of the University of Economics in Katowice on the appointment of Plenipotentiary of the Rector for Persons with Disabilities; Resolution no. 83/2016/2017 of the Senate of the University of Economics in Katowice of 27 April 2017 concerning the scope of responsibilities of academics, including the number of teaching hours and rules of assigning classes outside normal working hours, as well as the size of student groups; Statute of the University of Economics in Katowice) • Funding and salaries - the University employs academics under

	<p>employment contracts, including the resulting benefits (social insurance, health insurance, parental leaves, social benefits) in accordance with the applicable domestic, European and internal institute regulations. Any systemic changes in remuneration for employees are determined within the framework of the applicable regulations, in agreement with the trade union organisations operating at the University. The employees also receive Rector's awards.</p> <ul style="list-style-type: none"> • Gender balance - the University supports the idea of gender balance, e.g. by providing equal opportunities in the staff recruitment process, as well as access to achieving subsequent stages of scientific and administrative career. The key criteria in recruitment and professional promotion are substantive aspects, such as competences, experience, scientific achievements and organisational skills. (Rules for the work of the University of Economics in Katowice implemented with Regulation no. 75/17 of 30 June 2017, including Anti-Mobbing and Anti-Discrimination Policy of the University of Economics in Katowice, which constitutes Attachment no. 2 to the Rules). • Access to career advice - the University of Economics in Katowice, its employees and administrative units cooperate in various areas with over 300 companies and other institutions on an ongoing basis. The examples of cooperation include preparation of studies and analyses, cooperation in the field of implementing theoretical assumptions in business practice or carrying out joint initiatives. Active participation in economic life - use of knowledge and experience e.g. by conducting research work, providing advice for companies and public sector bodies enables the University staff to have continuous contact with the theoretical and practical aspects of modern economy. They are able to share this knowledge with their students and subsequent business partners. • Co-authorship - in setting the co-authorship rules, the principles of good practices are taken into consideration (Group on Ethics in Science at the Minister of Science, 25 May 2004). According to these rules, 'the minimum criterion for co-authorship is participation in developing the concept of research, its conduct, interpretation or preparing a publication in the specialty area of the specific co-author, at least in the part that is sufficient for the co-author to take public responsibility for this publication', as well as that 'the activities such as fund raising, supply of materials, education of co-authors in applying methods, data collection and summary, or management of the institution where the research is conducted, shall not confer entitlement to co-authorship'. • Participation in decision-making bodies - domestic and internal regulations set out the principles of representation of academics in decision-making bodies at the level of organisational units (Senate, Faculty Council, Plenipotentiaries of the Rector, Committees for Science, Education, Finance and International Cooperation). The regulations for doctoral studies are assessed by the Self-Government of Doctoral Students.
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	<ul style="list-style-type: none"> • Research environment - the employees, doctoral students and students of the University of Economics in Katowice have access free of charge to the following scientific databases: Elsevier, Springer, Wiley, EBSCO, Nature, Science, Web of Science, SCOPUS. The University provides its employees, doctoral students and students with access free of charge to STATISTICA program under the license that is purchased every year; The employees, doctoral students and students have the opportunity to use the resources of the University Library. The University provides its employees with the opportunity to release their publications through the Publishing House of the University of Economics; • Value of mobility - International Mobility coordinates participation in international scholarship programmes and promotes it among the academic community during the following events: Internationalization Day, International Week, publishing relevant information on the website on an ongoing basis. • Teaching - the University carries out teaching activity understood as academic teaching. The employees also act as tutors and supervisors of BA, MA theses and Ph.D. dissertations. (Resolution no. 83/2016/2017 of the Senate of the University of Economics in Katowice of 27 April 2017 concerning the scope of responsibilities of academics, including the number of teaching hours and rules of assigning classes outside normal working hours, as well as the size of student groups).
Training and development	<p>Strengths of current policy and practices:</p> <ul style="list-style-type: none"> • Relation with supervisors - the University is authorised to award degrees due to the fact that the tutors/supervisors are employees of the University of Economics in Katowice. The regulations of doctoral studies imposes the obligation to submit annual reports on progress in research work and doctoral thesis. • Continuing Professional Development - the high quality of our academic staff is the most important asset and potential of the University. All activities are focused on the systematic development of academic staff and improvement of the quality of the conducted research work. Every year, the University allocates funds for scientific and research activities, as well as for the incentive system of rewarding employees for their scientific achievements and acquiring projects. The University supports any activities of the employees undertaken in order to raise their professional qualifications and scientific output. The priority is to enable the employees to participate in conferences and form teams for conducting research under the grants obtained. The organisational structure includes the Bureau for Cooperation with Corporate Partners and University Alumni, whose mission is to provide the University students and

	<p>graduates with the best possible opportunities for entering active professional life, e.g.: carrying out various forms of job search for the current and future students of the University. Establishing regular contacts with domestic and foreign entrepreneurs, collecting information about courses, scholarships, postgraduate studies and foreign studies, organising trainings and courses for raising professional qualifications, as well as supporting the University students and graduates in planning their professional career. Bureau for International Cooperation informs the employees about scholarship offers and competitions financed from external sources by e-mail and through the website on an ongoing basis. The Erasmus+ programme supports the professional development of researchers by co-funding foreign trips intended to raise their teaching qualifications.</p> <ul style="list-style-type: none"> • Access to research training and continuous development • Supervision - the academics plan the development of their scientific activity in consultation with their direct supervisors. The Head of the Department is obliged to provide support in meeting the intended objectives, as well as to supervise the progress in research work. Achievement of the intended objectives is evaluated through the system of periodic evaluation of the scientific output of academics. The offer of doctoral studies provides the opportunity to choose the research supervisor from the perspective of own scientific interest.
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3. ACTIONS

The Action Plan and HRS4R strategy must be published on an easily accessible location of the organisation's website.

Please provide the web link to the organisation's HR Strategy dedicated webpage(s):

*URL: <https://www.ue.katowice.pl/en/research/logo-hr.html>

Please fill in a sum up list of all individual actions to be undertaken in your organisation's HRS4R to address the weaknesses or strengths identified in the Gap-Analysis:

Proposed ACTIONS	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Action 1 <i>Development of Code of Ethics for Doctoral Students C&C Item 1-</i>	1-40	March 2020	Self-Government of Doctoral Students in cooperation with the Ethics Committee	Indicator: Code of Ethics for Doctoral Students Purpose:

40				Establishment of ethical rules and values setting the standards of conduct by which a doctoral student as a participant of doctoral studies, member of academic community, researcher and academic teacher should be guided in order to perform their functions properly.
<p>Action 2</p> <p>1. Establishment of the Ethics Committee</p> <p>2. Amendment of the existing Code of Ethics for the employees of the University of Economics C&C</p>	1-40	1 - December 2019 / 2-March 2020	Senate / Legal Advisers' Office / Ethics Officer in cooperation with the Ethics Committee	<p>Indicator: Establishment of the Ethics Committee and amended Code of Ethics</p> <p>Purpose: introduction of provisions concerning compliance with the gender balance policy; condemning bullying practices, discrimination and unequal treatment in employment</p>
<p>Action 3</p> <p>Organisation of regular trainings for employees and doctoral students, e.g. in the field of counteracting mobbing, discrimination and corruption, professional liability, intellectual property protection and commercialisation of research. C&C Item 10, 31,38</p> <p>Development and distribution of information about the offer of trainings for scientists Item 39.</p>	10, 31, 38, 39	10,31 Once a year/ Item 38, 39 - October 2019	HR Management Office	<p>Indicator: Organised training (list of participants, documentation of training programme and course)</p> <p>Purpose: Increase of employees' awareness in respect of the discussed subject</p>

<p>Action 4 Development of Catalogue of Good Practices in the field of data protection and security. C&C Item 7 / Modernise the structure of information on the website in terms of its functionality related to access to information in respect of good practices in the field of research Item 2</p>	7, 2	October 2019	Information Technology Centre / Research Office	Indicator: Catalogue of Good Practices Purpose: Improvement of information flow with reference to IT support, data archiving, as well as data security and protection
<p>Action 5 Adjustment of internal regulations concerning OTM-R policy</p>	12, 13, 14, 15, 16, 17, 18	Item 16, 18 December 2019 / Item 12, 13, 14, 15 March 2020	Senate / HR Management Office / Legal Advisers' Office	Indicator: Normative acts Purpose: Adjustment of OTM-R policy to C&C rules - modification and improvement of recruitment of academics (initial stage, recruitment, announcement of results). Creation of quality control system with reference to recruitment (03.2020). [Item 13,15] Creation of system for monitoring the quality of candidates (03.2020). [Items 13,15]
<p>Action 6 Adjustment of the Rules for assessment of classes by full-time and part-time students of the University of Economics in Katowice.</p>	11	December 2019	Strategy and Education Quality Office	Indicator: Amended Rules of the system for evaluation of academics, modified employee evaluation sheet Purpose: Improvement of the System for evaluation of academics requires improvement
<p>Action 7 Improvement of procedure for recruitment of</p>	10, 12, 13, 14, 15, 16, 17, 18, 19, 20	Item 10 June 2019 / Item 16, 18 December 2019 / Item 12, 13, 14, 15	HR Management Office / Legal Advisers' Office	Indicator: Published procedure (link to the website) Purpose:

<p><i>employees through development of unified procedures and introduction of the rules for recruitment of academics (preparation of the English version)</i> C&C Item 12, 13, 14, 15, 16, 17, 18, 19, 20, 10</p>		<p>March 2020</p>		<p>Detailed description of the recruitment procedure in line with the recommendations of the OTM-R policy, e.g.:</p> <ul style="list-style-type: none"> - templates of job advertisements (standard job advertisement form, description of job and working conditions, entitlements, development perspectives, planned period of employment) - composition of the recruitment committee and competence adequacy of members of this committee, - candidate evaluation criteria <p>Preparation of guidelines for recruitment committees (12.2019).</p>
<p><u>Action 8</u> <i>Creation of internal regulations concerning fixed term trips for scientific, didactic and training purposes</i></p>	<p>29</p>	<p>December 2019</p>	<p>HR Management Office and Organisational and Legal Office / Vice-Rector for Education and Internationalization / International Cooperation Office / HR Management Office</p>	<p>Indicator: Procedure concerning fixed term trips for scientific, didactic and training purposes Purpose: Development of mechanism leading to recognition of the value of geographical, intersectoral, interdisciplinary, transdisciplinary or virtual mobility, as well as mobility between the public and private sectors and supporting professional development of scientists at each career stage.</p>
<p><u>Action 9</u> <i>Development and</i></p>	<p>12</p>	<p>March 2020</p>	<p>HR Management Office / Legal Advisers'</p>	<p>Indicator: OTM-R guidebook - link to the website</p>

<i>introduction of OTM-R guidebook (publication on the website)</i>			Office	Purpose: improvement of transparency and availability of information related to recruitment of employees
Action 10 <i>Development and implementation of HR Strategy for scientists</i>	1-40	March 2020	Senate / HR Management Office / Legal Advisers' Office	Indicator: Normative act Purpose: Establishment of scientific support mechanisms (academic support) for assistant lecturers R1 and doctors R2.
Action 11 <i>Running informational campaigns, or optionally trainings for heads of faculties, research project managers and individuals involved in the recruitment process; moreover, information about the rules of recruitment compliant with OTM-R will be published on the University website.</i>	13	1st quarter of 2020	HR Management Office	Indicator: Organised training (list of participants, documentation of training programme and course) Purpose: Increase of employees' awareness in respect of the discussed subject. Information about the rules of recruitment compliant with OTM-R
Action 12 <i>Adjustment of internal regulations regarding the selection of the path of professional career by an academic (research / research and teaching / teaching) and support from supervisors, mentors of researchers, senior researchers</i>	21, 25, 28, 33, 36, 37, 38, 39, 40	Item 33, 36, 38, 39, 40 October 2019/ Item 21, 25, 28, 37 December 2019	Senate / HR Management Office / Legal Advisers' Office	Indicator: Normative act: Statute - employees section, work regulations - supervisors section, regulations of the graduate school, procedures for evaluating education at graduate school, establishment of a scientific committees Purpose: Improving the stability of employment conditions for researchers, career development and support for early-

				stage researchers.
Action 13 <i>Application of services Similarity Check - Crossref</i>	31	December 2019	Publishing House of the University of Economics in Katowice	Indicator: Checking articles in the Journal of Economics and Management in the anti-plagiarism program Purpose: Checking the authenticity of published and uploaded content.

The establishment of an Open Recruitment Policy is a key element in the HRS4R strategy. Please also indicate how your organisation will use the Open, Transparent and Merit-Based Recruitment Toolkit and how you intend to implement/are implementing the principles of Open, Transparent and Merit-Based Recruitment. Although there may be some overlap with a range of actions listed above, please provide a short commentary demonstrating this implementation. If the case, please make the link between the OTM-R checklist and the overall action plan.

Actions addressing the implementation of Open, Transparent, Merit-Based Recruitment principles:

- Publication of assumptions describing open, transparent and merit-based rules for recruitment of researchers in Polish and English on the website
- Improvement of employee recruitment system according to OTM-R
- Inclusion of provisions of HRS4R and OTM-R in the updated strategy of the University of Economics in Katowice

Proposal actions

Amendment and online publication of OTM-R rules at the University of Economics in Katowice (in Polish and English) (1st quarter of 2020; HR Management Office / Legal Advisers' Office; Link to the website).

Running informational campaigns and optionally trainings for heads of faculties, research project managers and individuals involved in the recruitment process; moreover, information about the rules of recruitment compliant with OTM-R will be published on the University website. [Item 13] (1st quarter of 2020; HR Management Office; Link to the websites)

Creation of quality control system with reference to recruitment. [Item 12,13,15] (1st quarter of 2020; HR Management Office; normative act)

Creation of system for monitoring the quality of candidates. [Items 13,15] (1st quarter of 2020; HR Management Office; normative act)

Preparation of guidelines for recruitment committees. [Item 13] (1st quarter of 2020; HR Management Office; normative act)

If your organisation already has a recruitment strategy which implements the principles of Open, Transparent and Merit-Based Recruitment, please provide the web link where this strategy can be found on your organisation's website:

URL:

4. IMPLEMENTATION

General overview of the expected implementation process:

The implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers started from an analysis of the current HR policy, practices applied at the University of Economics in Katowice and review of the internal regulations and legal acts existing at the University, as well as national regulations concerning higher education existing in Polish law with reference to the recommendations included in the Charter and Code.

The detailed analysis of the current staff policy and practices applied at the University of Economics in Katowice demonstrated the necessity to amend provisions in certain operational areas, e.g. concerning ethical and professional aspects (codes of ethics for employees, doctoral students), principles used in staff recruitment and selection, provisions concerning to OTM-R policy regarding professional development and teaching with reference to supporting development of young employees. In consequence of the conducted gap analysis, additional actions were planned, intended to reduce the differences between the operating rules of the University of Economics in Katowice and the rules specified in the Charter and the Code.

It is justified to undertake additional activities intended to prepare and implement the information procedure addressed to researchers and doctoral students, which would concern the current policy of the University, as well as relevant internal regulations. The awareness and knowledge in respect of the above-mentioned regulations and applied policy is a necessary element of effective implementation of the rules of the Charter and the Code at the University of Economics in Katowice. The process of correction and improvement will take the form of a mechanism integrating a widely understood activity and work of various groups of communities whose purpose is practical implementation of the rules of the European Research Area.

The actions that will be undertaken in order to bridge the gaps between the operating principles of the University and the rules specified in the Charter and Code in the discussed areas (Ethical and professional aspects, Recruitment, Working conditions and social security, Training) include e.g.:

- Development of Code of Ethics for Doctoral Students.
- Establishment of the Ethics Committee and amendment of the existing Code of Ethics for the employees of the University of Economic.
- Modernise the structure of information on the website in terms of its functionality related to access to information in respect of good practices in the field of research
- Development of Catalogue of Good Practices in the field of data protection and security.
- Adjustment of the rules of the system for evaluation of academics for assessment of classes by students.
- Development and implementation of HR Strategy for scientists.
- Update of the existing detailed procedures regarding the recruitment of academics (preparation of the English version).

- Creation of internal regulations concerning fixed term trips for scientific, didactic and training purposes.
- Creation of quality control system with reference to recruitment process, monitoring the quality of candidates.
- Preparation of guidelines for recruitment committees.
- Development and introduction of OTM-R guidebook (publication on the website; Running information campaigns and trainings on recruitment rules compliant with OTM-R.
- Running informational campaigns, or optionally trainings for heads of faculties, research project managers and individuals involved in the recruitment process; moreover, information about the rules of recruitment compliant with OTM-R will be published on the University website.
- Adjustment of internal regulations concerning the choice of professional career path by an academic (research / research and teaching / teaching) and support from supervisors, mentors, scientific mentors, senior researchers.
- Application of similarity control - (anti-plagiarism program) - Crossref service - checking the originality of published and sent research content.
- Organisation of regular trainings for employees and doctoral students, e.g. in the field of counteracting mobbing, discrimination and corruption, professional liability, intellectual property protection and commercialisation of research.

Each of the actions involves the employees of various organisational units of the University, including e.g.

- Senate
- HR Management Office
- Research Office
- Information Technology Centre
- Strategy and Education Quality Office
- Legal Advisers' Office
- International Cooperation Office
- Publishing House of the University of Economics in Katowice
- Self-Government of Doctoral Students
- Ethics Committee
- Research Committee

The implementation of HRS4R strategy and OTM-R policy is one of the priority actions for the University in pursuit of creating a friendly research work environment, improving the quality of this work and research conducted as part of this work, as well as ensuring the transparency of recruitment rules for researchers.

The HR strategy is closely correlated to the adopted strategy of the University of Economics in Katowice for 2018-2025 and general staff policy, which is already, to a large extent, compliant with OTM-R.

The University authorities, representatives of researchers at all levels (R1-R4), as well as administrative employees are involved in the implementation process.

In order to implement the HRS4R strategy, the Implementation Team of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers was established at the University. The Team Coordinator is Prof. Barbara Kos, Ph.D., Vice-Rector for Science and Academic Affairs, whereas the Chair of the Monitoring Team is Prof. Sławomir Smyczek, Vice Rector for

Education and Internationalisation. The Implementation Team is composed of representatives of academic teachers and employees who are not academic teachers, responsible (with respect to the content) for the analysis and preparation of organisational, legal and information documentation, development of procedures and practices, as well as drawing up the document describing the strategy of action, promotion and communication of the introduced documents. The Monitoring Committee is composed of representatives of the University authorities: Rector, Vice-Rector for Science and Academic Affairs, Vice-Rector for Education and Internationalization, Chancellor and Bursar, which at the same time involves the supervisors of researchers, administrative employees and individuals responsible for strategic, operational and financial aspects of the functioning of the University in implementation of the Strategy.

Implementation of the action plan will be supervised by the Monitoring Committee (appointed with Rector's regulation no. 162/2017), whose duties include supervision and management of the implementation process of the Charter and Code, assessment and evaluation of its effects, quality and timely performance of implementation work, providing comments concerning the implementation and evaluation, as well as monitoring actions undertaken in its consequence.

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

Checklist	*Detailed description and duly justification
<p>How will the implementation committee and/or steering group regularly oversee progress?</p>	<p>Implementation of the action plan will be supervised by the Monitoring Team whose duties include assessment and evaluation of effects, quality and timeliness of execution of tasks and implementation works. During the development of the 'Gap Analysis and Action Plan', Prof. Barbara Kos, Ph.D., Vice-Rector for Science and Academic Affairs, the Chair of the Working Team, reported the progress of work by submitting reports from the meetings to Prof. Sławomir Smyczek, Vice Rector for Education and Internationalisation, Chair of the Monitoring Team. The Monitoring Team controlled the schedule of meetings and implementation of the adopted tasks.</p> <p>The monitoring actions will include the following steps:</p> <ul style="list-style-type: none"> • Individuals / organisational units responsible for a particular task specified in 'Actions' will submit periodic reports (after the task completion) to the Chair of the Working Team. • The Chair of the Working Team will prepare reports (on an ongoing basis) and annual reports for the Chair of the Monitoring Committee. • The Monitoring Committee will meet

	<p>during evaluation meetings (May 2019, January 2020, April 2020) in order to check the status of ongoing actions on the basis of reports, as well as to prepare the internal audit of actions in May 2020.</p> <ul style="list-style-type: none"> • In June 2020, the Monitoring Team will analyse the data obtained from the internal audit and, if necessary, propose actions for correcting the action plan. • In the 3rd quarter 2020, an external auditor will be invited to evaluate the progress in implementation of HR strategy for scientists at the University of Economics in Katowice and its compliance with the C&C rules.
<p>How do you intend to involve the research community, your main stakeholders, in the implementation process?</p>	<p>The information campaign, which has been planned right after receiving the positive assessment of the Committee, will serve to increase the awareness of all employees of the University of Economics in Katowice. A special e-mail address will be created for the purpose of effective communication related to HRS4R. Running informational campaigns, or optionally trainings for heads of faculties, research project managers and individuals involved in the recruitment process; moreover, the information about the rules of recruitment compliant with OTM-R will be published on the University website.</p>
<p>How do you proceed with the alignment of organisational policies with the HRS4R? Make sure the HRS4R is recognized in the organisation's research strategy, as the overarching HR policy.</p>	<p>The HR strategy will be closely correlated to the adopted strategy of the University of Economics in Katowice for 2018-2025</p> <p>The strategy's main priorities are: Scientific research - Scientists put emphasis on the implementation of three strategic objectives relating to: focusing scientific and research activities on distinguishing areas on a national scale and gaining international significance, creating new conditions for the development of key scientific specializations of the University, effective dissemination of research results conducted in the EU Katowice Internationalization - Foreign Partners emphasizes horizontal goals related to: international research project networks and internationalization of the EU didactic offer Katowice. Both goals of this priority, due to their horizontal nature, refer</p>

	<p>simultaneously to individual domain priorities, i.e. didactics, research and relations with the environment</p> <p>Adaptation of the general personnel policy to the principles of OTM-R and C&C by developing procedures and legal regulations.</p>
How will you ensure that the proposed actions are implemented?	The process of implementing remedial and corrective actions has already begun due to the change of model of University management initiated in 2016. An additional stimulus setting the direction of changes consistent with the provisions of the Charter and of the Code is the entry into force of the new Law on Higher Education, which designs the operating model for universities in Poland in line with the best practices of the EU countries.
How will you monitor progress (timeline)?	All indicators were proposed in measurable form in order to facilitate the assessment of their implementation and show progress in the context of the following assessment. Each of the actions planned within the framework of the Action Plan clearly specifies the goals, which will help in monitoring the effects of each action. The annual report containing information about the progress of implementation of Action Plan will be prepared after every 12 months of implementation.
How will you measure progress (indicators) in view of the next assessment?	<p>The Monitoring Committee will meet during evaluation meetings (May 2019, January 2020, April 2020) in order to check the status of ongoing actions on the basis of the provided reports. If necessary, it will suggest remedial and corrective actions.</p> <p>In the 3rd quarter 2020, an external auditor will be invited to evaluate the progress in implementation of HR strategy for scientists at the University of Economics in Katowice and its compliance with the C&C rules.</p>

Additional remarks/comments about the proposed implementation process: