

Internal Review

Case number: 2018PL343583

Name Organisation under review: University of Economics in Katowice

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

Actions

Principles:

1. Research freedom 2. Ethical principles 3. Professional responsibility 4. Professional attitude 5. Contractual and legal obligations 6. Accountability 7. Good practice in research 8. Dissemination, exploitation of results 9. Public engagement 10. Anti-discrimination 11. Evaluation/ appraisal systems 12. Recruitment 13. Recruitment (Code) 14. Selection (Code) 15. Transparency (Code) 16. Judging merit (Code) 17. Variations in the chronological order of CVs (Code) 18. Recognition of mobility experience (Code) 19. Recognition of qualifications (Code) 20. Seniority (Code) 21. Postdoctoral appointments (Code) 22. Recognition of the profession 23. Research environment 24. Working conditions 25. Stability and permanence of employment 26. Funding and salaries 27. Gender balance 28. Career development 29. Value of mobility 30. Access to career advice 31. Intellectual Property Rights 32. Co-authorship 33. Teaching 34. Complains/ appeals 35. Participation in decision-making bodies 36. Relation with supervisors 37. Supervision and managerial duties 38. Continuing Professional Development 39. Access to research training and continuous development 40. Supervision

Proposed ACTIONS

	GAP Principle (s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators/Target(s)	Current Status	Remarks
ACTION 1 Development of Code of Ethics for Doctoral Students C&C Item 1-40	1-40	March 2020	Doctoral Student Government in cooperation with the Ethics Committee	Indicator: Code of Ethics for Doctoral Students Purpose: 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	Completed	Resolution of August 6, 2021 of the Doctoral Student Government of the University of Economics in Katowice on the Code of Ethics for Doctoral Students at the University of Economics in Katowice. https://www.ue.katowice.pl/fileadmin/user_upload/jednostki/szkola-doktorska/REGULAMINY/Kodeks_Etyki_Doktoranta.pdf English version in progress.

				should be guided in order to perform their functions properly.		
ACTION 2 1.Establishment of the Ethics Committee 2.Amendment of the existing Code of Ethics for the employees of the University of Economics C&C	1-40	1-December 2019 / 2-March 2020	Senate / Legal Counsel / Ethics Officer in cooperation with the Ethics Committee	Indicator: Establishment of the Ethics Committee and amendment of the Code of Ethics Purpose: introduction of provisions concerning compliance with the gender balance policy; condemning bullying practices, discrimination and unequal treatment in employment	Completed	1. Order No. 17/21 on the appointment of the Ethics Committee and the Ethics Officer https://bip.ue.katowice.pl/fileadmin/user_upload/bip/Zarzadzenia/2021/Zarz%C4%85dzenie_Nr_17-21-_komisja_ds._etyki.pdf 2. Resolution No. 47/2020/2021 of January 28, 2021 of the Senate of the University of Economics in Katowice of on expressing an opinion on the draft Code of Ethics of the University of Economics in Katowice Code of Ethics of the University of Economics in Katowice: https://www.ue.katowice.pl/fileadmin/user_upload/uczelnia/kodeks-etyczny-2021.pdf English version in progress. - Anti-Harassment and Non-Discrimination Policy. (https://www.ue.katowice.pl/en/staff/important-documents.html);
ACTION 3 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 commercialization of research. C&C Item 10, 31,38 Development and distribution of information about the offer of trainings for	10, 31, 38, 39	[10,31, 38] Once a year [39] December 2019	Personnel Management Office	Indicator: Organized training (list of participants, documentation of training programme and course) Purpose: Increase of employees' awareness in respect of the discussed subject.	In progress	Organization of regular trainings for employees and doctoral students - In progress Information about training for academic staff is disseminated, employees receive it in the form of announcements on the University's website, via emails and in the newsletter - Completed.

scientists Item 39.						
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	2, 7	June 2023	IT Center / Scientific Excellence Office / Rector	Indicator: Catalogue of Good Practices Purpose: Improvement of information flow with reference to IT support, data archiving, as well as data security and protection	In progress	Suggestion to change the due date of the task due to the lack of a developed catalog. The IT Center has organized support for academics, including: - Training for academic staff on security during remote work (31.03.2021, 1.04.2021) https://www.ue.katowice.pl/uczelnia/aktualnosci/article/sz-kolenie-dla-nauczycieli-akademickich-z-zakresu-bezpieczenstwa-pracy-zdalnej-dodatkowe-terminy.html - Infographics presenting IT security rules during remote work https://www.ue.katowice.pl/no_cache/pracownicy/aktualnosci/article/zadbaj-o-bezpieczenstwo-informatyczne-podczas-pracy-zdalnej-infografika.html
ACTION 5 Adjustment of internal regulations concerning OTM-R policy	12, 13, 14, 15, 16, 17, 18, 19, 20	Item 16, 18 December 2019 / Item 12, 13, 14, 15 December 2022	Senate /Personnel Management Office / Legal Counsel	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). 1. Creation of quality control system with reference to recruitment (12.2022). [Item 13,15] 2. Creation of system for monitoring the quality of candidates. [Items 13,15]	In progress	1. In progress - Proposal to change the task completion date 2. Completed - Rules and Regulations of organizing and conducting competitions for the positions of academic teachers employed at the Economic University in Katowice https://www.ue.katowice.pl/fileadmin/user_upload/english-version/projekt-power-pliki/staff-files/Personnel_Management_Office/academic_staff/Rules_and_regulations-competitions_for_the_positions_of_academic_teachers.pdf
ACTION 6 Adjustment of the Rules for assessment of classes by full-time and part-time students of the University of Economics in Katowice.	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	Completed	Order No. 172/20 on introducing the Rules for Periodic Evaluation of Academic Staff employed at the University of Economics in Katowice - 22.12.2020 employee evaluation (Polish: <i>ocena pracownicza</i>) https://www.ue.katowice.pl/jednostki/biuro-zarzadzania-kadrami/dokumenty-i-druki-do-pobrania/nauczyciele-akademicy.html
ACTION 7	10, 12,	Item 10	Personnel	Indicator:	Completed	Order No. 149/19 Rules and Regulations of organizing

Improvement of procedure for recruitment of employees through development of unified procedures and introduction of the rules for recruitment of academics (preparation of the English version) C&C Item 12, 13, 14, 15, 16, 17, 18, 19, 20, 10	13, 14, 15, 16, 17, 18, 19, 20	June 2019 / Item 16, 18 December 2019 / Item 12, 13, 14, 15 March 2020	Management Office / Legal Counsel	<p>Published procedure (link to the website) Purpose: 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>and conducting competitions for the positions of academic teachers employed at the University of Economics in Katowice https://www.ue.katowice.pl/fileadmin/user_upload/english-version/projekt-power-pliki/staff-files/Personnel_Management_Office/academic_staff/Rules_and_regulations-competitions_for_the_positions_of_academic_teachers.pdf The recruitment procedure: https://www.ue.katowice.pl/en/staff/services-and-support/personnel-management-office/academic-staff.html The rules of HR policy concerning academic teachers were introduced by the Rector's Order No. 135/21 of October 1, 2021: https://bip.ue.katowice.pl/fileadmin/user_upload/bip/Zarzadzenia/2021/Zarz%C4%85dzenie_Nr_135-21_.pdf</p>
ACTION 8 Creation of internal regulations concerning fixed term trips for scientific, didactic and training purposes	29	December 2019	Personnel Management Office / Legal Counsel / Vice-Rector for Education and Internationalization / International Relations Office	<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>	Completed	<ol style="list-style-type: none"> 1. Order No. 72/19 on the introduction of the Instruction on the rules of sending abroad employees, doctoral students and students of the University of Economics in Katowice for research, teaching and training purposes - 9.07.2019 2. Order No. 138/19 on the introduction of the "Regulations on recruitment and rules for short-term study visits of employees of the University of Economics in Katowice for the purposes of teaching (STA) and training (STT) within the Erasmus+ programme, Action 1 - Higher Education (KA107) - mobility with partner countries" and on the appointment of the Commission for the recruitment of University employees for short-term STA and STT trips - 26.11.2019 3. Order No. 172/20 on the introduction of the Regulations for periodic evaluation of academic staff employed at the University of Economics in Katowice
ACTION 9 Development and	12	June 2023	Personnel Management	<p>Indicator: OTM-R guidebook - link to the</p>	In progress	<p>OTM-R Guidebook in preparation. Proposal to change the task completion date</p>

introduction of OTM-R guidebook (publication on the website)			Office / Legal Counsel	website Purpose: improvement of transparency and availability of information related to recruitment of employees		
ACTION 10 Development and implementation of HR Strategy for scientists	1-40	June 2023	Senate /Personnel Management Office / Legal Counsel/ Ethics Officer in cooperation with the Ethics Committee	Indicator: Normative act Purpose: Establishment of scientific support mechanisms (academic support) for assistant lecturers R1 and doctors R2.	In progress	Development mechanisms for the care and academic support provided by independent staff to R1/R2 employees; Development of a model for assuming academic responsibilities from senior academic staff. Proposal to change the task completion date
ACTION 11 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.	13	June 2023	Personnel Management Office	Indicator: Organized 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	In progress	Proposal to change the task completion date
ACTION 12 Adjustment of internal regulations regarding the selection of the path of professional career by an academic (research / research and teaching / teaching) and support	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 / Personnel Management Office / Legal Counsel	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	Completed	The rules of HR policy concerning academic teachers were introduced by the Rector's order No. 135/21 of October 1, 2021: https://bip.ue.katowice.pl/fileadmin/user_upload/bip/Zarzadzenia/2021/Zarz%C4%85dzenie_Nr_135-21_.pdf

from supervisors, mentors of researchers, senior researchers				Purpose: Improving the stability of employment conditions for researchers, career development and support for early-stage researchers.		
ACTION 13 Application of services Similarity Check - Crossref	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.	Completed	https://sciendo.com/journal/JEMUEKAT
ACTION 14 Socially Responsible University	1, 2, 3, 8, 9, 10	1. September 2019 2. July 2021 3. March 2022 4. June 2022	Rector / Senate / Team for social responsibility of the University	1. Signing of the Declaration on Social Responsibility of the University 2. Including the social responsibility of the University in horizontal priorities indicated in the Development Strategy of the University of Economics in Katowice for 2018-2025. 3. Report on the implementation of the University's Social Responsibility 4. The University's Social Responsibility Strategy	New	In progress 1. https://www.ue.katowice.pl/en/university/socially-responsible-university/education.html 2. https://www.ue.katowice.pl/en/university/about-university/strategy.html https://bip.ue.katowice.pl/fileadmin/user_upload/bip/Uchwaly/2020-2021/Strategia_UE_Katowice.pdf
ACTION 15 Gender Equality Policy	1, 2, 3, 4, 10, 27	December 2022	Rector/ HR Development Office/ The Ethics Committee	1.Preparation of the document - Gender Equality Policy; 2. Appoint the Rector's Representative for Equal Treatment, Counteracting Mobbing and Discrimination (Normative act)	New	1. In progress 2. Completed - Appoint the Rector's Representative for Equal Treatment, Counteracting Mobbing and Discrimination (Normative act)
ACTION 16 1.Developing and implementing new Quality Assurance system at the University,	11, 15	October 2022	Teaching Office / HR Development Office/Rector	1. Developing and implementing new Quality Assurance system at the University – from October 1, 2022 (in progress) 2. Developing and implementing criteria and measures for the program	New	

<p>2.Developing and implementing criteria and measures for the program evaluation, 3.Developing and implementing new surveys for evaluating the teacher and the course</p>				<p>evaluation (qualitative and quantitative such as: satisfaction measure of the teaching process, measure of the quality of the program, measure of the program internationalization, measure of the scientific scope of the program, measure of the practical orientation of the program, measure of the digitalization of the program etc.) – from October 1, 2022 (measures developed - in the process of acceptance by the authorities) 3. Developing and implementing new surveys for evaluating the teacher and the course – from January 1, 2022 (developing - completed, implementing - in progress)</p>		
<p>ACTION 17 Project implementation : accessible UEKat - a program to support the educational process for people with special needs.</p>	<p>2, 3, 4, 10, 33</p>	<p>10.2023</p>	<p>Teaching Office/ HR Development Office/Rector</p>	<ul style="list-style-type: none"> ● University, which has implemented solutions reducing the identified barriers to accessibility (normative act) ●employees of the University, who raised their teaching competences thanks to the European Social Fund support (a list of participants) ● University employees who raised their management competences thanks to ESF support (a list of participants) ● representatives of University staff who, thanks to ESF support, raised their competences in the field of inclusive education(a list of participants) 	<p>New</p>	<p>Staff for inclusive education</p>