TEMPLATE 2 – GAP ANALYSIS - OVERVIEW

Case number: **2018PL343583**

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

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

SUBMISSION DATE:

DATE ENDORSEMENT CHARTER AND CODE:

GAP ANALYSIS

The Charter and Code provides the basis for the Gap analysis. In order to aid cohesion, the 40 articles have been renumbered under the following headings. Please provide the outcome of your organisation's GAP analysis below. If your organisation currently does not fully meet the criteria, please list whether national or organisational legislation may be limiting the Charter's implementation, initiatives that have already been taken to improve the situation or new proposals that could remedy the current situation.

European Charter for Researchers and Code of Conduct for the Recruitment of Researchers : GAP analysis overview			
Status: to what extent does this organisation meet the following principles?	Implementation: ++ = **fully** implemented +/- = **almost but not fully** implemented -/+ = **partially** implemented -- = **insufficiently** implemented	In case of --, -/+, or +/-, please **indicate the actual "gap**" between the principle and the current practice in your organisation. If relevant, list any national/regional legislation or organisational regulation currently impeding implementation	Initiatives undertaken and/or suggestions for improvement:
Ethical and Professional Aspects			
1. Research freedom	++	The academics enjoy the research freedom within the scope corresponding to their interests. Free selection of research methods and practices in their research. This opinion was confirmed by approximately 91% of the respondents.	No action required
2. Ethical principles	+/-	85% respondents declare familiarity and compliance with the ethical principles; however, the existing domestic regulations oblige the university to take necessary actions. Necessary actions: **1. Establishment of the Ethics Committee,** **2. Development and introduction of**	1. until April 2019 / at the request of the Vice-Rector for Education / Education Committee 2. April 2019 / Self-Government of Doctoral Students 3. September 2019 / Ethics Team 4. October 2019 / Information Technology Centre / HR Management Office

		Code of Ethics for Doctoral Students The working team also indicated the need to: **3. Amend the existing Code of Ethics** **4.** 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, intellectual property protection and access to research work ethics regulations.	
3.Professional responsibility	++	Legal regulations: Implementation of the Intellectual Property Rights and Research Disclosure in the University, Implementation Open Access Policy compliance with The Statutes of the University of Economics in Katowice (passed by the Senate 25.06.2015), Code of Ethics University of Economics in Katowice.	No action required
4. Professional attitude	++	Individual commitments of researchers regarding, among others conducting research, disseminated and the results are included in the scope of obligations that form part of the employment contract. The issue of originality and standards of conducting research is regulated by Polish law, including in Law on copyright and related rights.	No action required
5. Contractual and legal obligations	++	Creation of a Knowledge Transfer and Transfer Center that supports employees	No action required

		intending to commercialize the results of their research. Work regulations of the University of Economics in Katowice introduces by ordinance (75/17-30.06.2017 r.) Regulations governing the management of intellectual property rights.	
6. Accountability	++	Research Office it publishes on the website and informs employees by e-mail about sources of research funding. The University of Economics in Katowice publishes the rules of the Committee on Publication Ethics (COPE) https://www.ue.katowice.pl/en/units/journal-of-economics-and-management/ethical-standards.html	No action required
7. Good practice in research	+/-	The academics are obliged to take part in regularly organised courses in the field of health and safety at work regulations. However, the lack of sufficient information flow regarding IT support, data archiving, as well as data security and protection was indicated. Necessary actions: ▪ **Development of Catalogue of Good Practices in the field of data protection and security.**	• October 2019 / Information Technology Centre
8. Dissemination, exploitation of results	++	The university repository provides access to the full text of Phd dissertations. The publishing house of the University of Economics in Katowice publishes journals in	No action required

		Open Access (example: https://www.ue.katowice.pl/en/units/journal-of-economics-and-management.html). It indexes content in bibliographic and full text databases. The Journal of Economics and Management is indexed in the DOAJ database https://doaj.org/toc/1732-1948)	
9. Public engagement	++	The academics undertake a number of actions on the local and regional level, intended to promote science, e.g. participation in science festivals, organisation of contests for school youth, giving open lectures, work in expert groups, etc. The Support Center for the Disabled is functioning. The university has equipment for the blind and visually impaired, assistance for the deaf.	No action required
10. Non discrimination	+/-	The generally applied rule is to ensure the equality of all academics in each area. The survey respondents basically indicated the lack of discrimination noticed. Necessary actions: ▪ **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.**	June 2019 / HR Management Office Once a year
11. Evaluation/ appraisal systems	+/-	The system for evaluation of academics requires improvement. One of the elements	October 2019 / Strategy and Education

		of the existing employee evaluation system is the results of anonymous questionnaires for students assessing classes conducted by the academics. The need to modify both the content of the questions included in the survey, as well as the student questionnaire procedure itself was identified. Necessary actions: • **Amendment of the rules for assessment of classes by full-time and part-time students of the University of Economics in Katowice.**	Quality Office
Recruitment and Selection			
12. Recruitment	+/-	The recruitment procedure is based on national legislation and internal regulations of the University. In order to improve its transparency and adjust it to K&K, certain elements require modification and improvement in terms of recruitment of academics (initial stage, recruitment, announcement of results). Necessary actions: • **Development and introduction of guidebook (publication on the website)**	March 2020 / Senate HR Department and Legal Advisers' Office
13. Recruitment (Code)	+/-	The recruitment procedure existing at the University of Economics in Katowice contains insufficiently detailed descriptions of working conditions, entitlements, professional development perspectives and planned	December 2019 / Senate / HR Department and Legal Advisers' Office

		employment period. Necessary actions: • **Update of the existing detailed procedures regarding the recruitment of academics (Polish / English version) in the form of internal regulations (necessary publication on the website).** • **Running informational campaigns, or optionally trainings for heads of faculties, research project managers and individuals involved in the recruitment process.**	
14. Selection (Code)	+/-	The existing procedures for recruitment of academics do not take into consideration the guidelines regarding the composition of the recruitment committee, or the competence adequacy of members of this committee. 42.5% of the respondents gave negative answers (rather not or definitely not). According to the respondents, the recruitment procedures do not take into consideration the committee's openness to an external expert. 61.8% of the respondents gave negative answers (rather not or definitely not). Necessary actions: • **Update of the existing detailed procedures regarding the recruitment of academics.**	15 months / Senate / HR Department and Legal Advisers' Office
15. Transparency (Code)	+/-	In practice, the general requirement of	October 2019/ to be verified by the HR

		transparency in the recruitment procedure was defined and maintained. However, the provision concerning the necessity to provide feedback information about the strengths and weaknesses of candidates should be added. Necessary actions: ▪ **Update of the existing detailed procedures regarding the recruitment of academics.** ▪ **Establishment of control mechanism for the quality of recruitment process.**	Management Office and Organisational and Legal Office
16. Judging merit (Code)	+/-	In the recruitment process at the University of Economics in Katowice, candidate assessment expressed both in qualitative and quantitative criteria is taken into consideration. It shall be noted that apart from the bibliometric indicators, no other assessment criteria are taken into consideration, e.g. didactics, academic support, team work, transfer of knowledge, scientific research management or activities in the field of innovation, dissemination of scientific knowledge in the society, as well as contribution to patents or implementations. Necessary actions: • **Update of the existing detailed procedures regarding the recruitment of academics with the indicators assessing other achievements than bibliometric.**	October 2019 / HR Management Office and Organisational and Legal Office
17. Variations in the	++	Legal regulations: Regulation No. 38/16 of the	

chronological order of CVs (Code)		Rector of the University of Economics in Katowice on the introduction of "Regulations for the conduct and organization of competitions for the positions of academic teachers employed at the University of Economics in Katowice", templates for documents regarding the competition procedure and model documents for persons applying for the position of university teacher at the University Economic in Katowice. Resolution No. 65/2016/2017 of the Senate of the University of Economics in Katowice of 23 February 2017 on the introduction of the HR Policy Principles for academic teachers employed at the University of Economics in Katowice.	No action required
18. Recognition of mobility experience (Code)	+/-	The mobility of academics is not taken into consideration in the recruitment of candidates for work. Necessary actions: • **Update of the existing detailed procedures regarding the recruitment of academics in terms of recognising the value of mobility.**	October 2019 / HR Management Office and Organisational and Legal Office
19. Recognition of qualifications (Code)	++	In accordance with the domestic regulations, academic and professional qualifications of employees are recognised. Regulation No. 116/18 of the Rector of the University of Economics in Katowice on the introduction statement's form on competences and professional experience (at least 5 years),	No action required

		obtained outside the university, allowing for the correct implementation of classes within the study program by other persons conducting classes;.	
20. Seniority (Code)	++	The candidate's qualifications are the basic assessment criterion, regardless of the location where they were obtained. Regulation No. 38/16 of the Rector of the University of Economics in Katowice on the introduction of "Regulations for the conduct and organization of competitions for the positions of academic teachers employed at the University of Economics in Katowice", templates for documents regarding the competition procedure and model documents for persons applying for the position of university teacher at the University Economic in Katowice. Resolution No. 65/2016/2017 of the Senate of the University of Economics in Katowice of 23 February 2017 on the introduction of HR Policy Rules for academic teachers employed at the University of Economics in Katowice (with later amendments). Regulation No. 10/14 on the procedure and criteria for granting permission to take up or continue additional employment by academic teachers employed at the University.	No action required
21. Postdoctoral appointments (Code)	+/-	The University is currently in the transitional period of waiting for changes resulting from introduction of new Law on Higher Education and entry into force of the implementing	December 2019 / HR Management Office and Organisational and Legal Office

		regulations to the Law. Necessary actions: • **Adjustment of internal regulations regarding the selection of the path of professional career by an academic (research / research and teaching / teaching)**	
Working Conditions and Social Security			
22. Recognition of the profession	++	On the question "Did the employer at the University of Economics in Katowice specify the required level of basic qualifications corresponding to the needs of a given job?" 84.3% of respondents answered YES / CAN YES	No action required
23. Research environment	++	Creating a favorable environment for scientific research at the UE in Katowice is carried out, among others, by: -free access to scientific databases: ScienceDirect (Elsevier database), SpringerLink, Wiley Online Library, EBSCOhost databases, Nature, Science, Web of Science, SCOPUS; -provides its employees, PhD students and students with free access to the STATISTICA program under the license purchased every year; - publishing monographs, journals, conference proceedings, handbooks and other in the University Publishing House;	No action required
24. Working conditions	++	Statute of the University of Economics in Katowice adopted on June 25, 2015 by	No action required

		Resolution of the Senate No. 71/2014/2015 (with later amendments). Work regulations of the University of Economics in Katowice introduced by regulation No. 75/17 of 30 June 2017. Study (Doctoral) Regulations at the University of Economics in Katowice introduced by the Resolution of the Senate No. 84/2016/2017 of 27 April 2017. Regulation No. 58/16 of September 1, 2016 of the Rector of the University of Economics in Katowice regarding the appointment of the Rector's Plenipotentiary for Disabled People. Resolution no. 83/2016/2017 of the Senate of the University of Economics in Katowice from April 27, 2017 on the scope of duties of academic teachers, including the amount of the salary and the rules for entrusting classes during oversize hours and the number of didactic groups.	
25. Stability and permanence of employment	+/-	The University is currently in the transitional period of waiting for changes resulting from introduction of new Law on Higher Education and entry into force of the implementing regulations to the Law. The employees of the University of Economics in Katowice with the doctoral degree (R1, R2) who did not obtain the title of doktor habilitowany within a statutory time limit, may choose the further employment basis for a specific or indefinite	December 2019 / HR Management Office and Organisational and Legal Office

		period of time, which could guarantee the stability of their employment. Necessary actions: • **Adjustment of internal regulations regarding the selection of the path of professional career by an academic (research / research and teaching / teaching)**	
26. Funding and salaries	++	The remuneration system at the University is governed by the provisions of the Ministry of Science and Higher Education. Mainly young employees (assistant lecturers - R1) and, to a smaller degree, assistant professors, are dissatisfied with the wage level. The systemic changes of remuneration for the University's employees are determined within the framework of binding provisions in consultation with the trade union organizations operating at the university.	No action required
27. Gender balance	++	It may be concluded that the equal opportunities policy is fully implemented at the University. The recruitment process does not prefer any gender, and the remuneration for women and men hired in the same positions is equal. Both genders are also represented at all levels of career and in decision-making bodies. Work regulations of the University of Economics in Katowice introduced by the ordinance No. 75/17 of 30 June 2017, including the policy of counteracting mobbing and	No action required

		discrimination at the University of Economics in Katowice constituting Annex No. 2 to the Regulations. Rector's Ordinance No. 44/16 of 22 June 2016 on the introduction of the Anti-Corruption Policy at the University of Economics.	
28. Career development	+/-	62.2% of respondents gave positive answers to the question about the open and transparent staff policy at the University, which is, to a large extent, regulated by the Law on Higher Education. The University is currently in the transitional period of waiting for the changes resulting from introduction of the new Law. Necessary actions: • Adjustment of internal regulations regarding the selection of the path of professional career by an academic (research / research and teaching / teaching)	December 2019 / HR Management Office and Organisational and Legal Office
29. Value of mobility	+/-	In the assessment of **professional development** of scientists, there are mechanisms leading to recognition of the value of geographical mobility; however, there is no recognition of the value of intersectoral, interdisciplinary, transdisciplinary or virtual mobility, as well as mobility between the public and private sectors as an important element for enhancing scientific knowledge and	December 2019 / HR Management Office and Organisational and Legal Office / Vice-Rector for Education and Internationalization / International Cooperation Office / HR Management Office

		supporting professional development of scientists at each career stage. Necessary actions: • **Adjustment of internal regulations concerning fixed term trips for scientific, didactic and training purposes, taking into consideration the value of employee mobility both at the stage of recruitment and employee periodic assessment.**	
30. Access to career advice	++	Bureau for Cooperation with Corporate Partners and University Alumni – University of Economics in Katowice - employees and units - currently cooperates in various areas with over 300 companies and other institutions. The example of cooperation concerns the preparation of research and analysis, cooperation in the field of implementing theoretical assumptions for business practice, or implementation of joint ventures.	No action required
31. Intellectual Property Rights	+/-	At the University, there are existing rules and procedures for proceeding with copyrights to the results of conducted research. Necessary actions: • **Organisation of regular trainings for employees and doctoral students in the field of professional liability, intellectual property protection and commercialisation of research.**	Min. 1 training / HR Management Office
32. Co-authorship	++		No action required

33. Teaching	+/-	At the University, there is no mechanism for calculating time dedicated for trainings of early stage researchers by the staff with higher academic titles as part of their involvement in the teaching process. Necessary actions: • **adjustment of internal regulations to the above-mentioned needs**	October 2019 / HR Management Office
34. Complains/ appeals	++	At the University, there are existing procedures and mechanisms providing the opportunity to appeal against the results of periodic assessment or to submit complaints. Anti-mobbing and discrimination policy at the University of Economics in Katowice constituting Annex No. 2 to the Work Regulations introduced by Regulation 75/17 of 30 June 2017. Rector's Ordinance No. 44/16 of 22 June 2016 on the introduction of the Anti-Corruption Policy at the University of Economics. Rector's Ordinance No. 77/16 of October 3, 2016 regarding the appointment of a disciplinary spokesperson for academic teachers, disciplinary spokespersons for student affairs and a disciplinary spokesperson for doctoral students.	No action required
35. Participation in decision-making bodies	++	The employees of the University have the guaranteed right to be represented in the decision-making bodies and collective bodies of the University. Statute of the University of Economics in Katowice adopted on June 25, 2015 by Resolution of the Senate No.	No action required

		71/2014/2015 (with later amendments)	
Training and Development			
36. Relation with supervisors	+/-	Deficiencies in the procedures defining the organisation and forms of regular contact between young researchers with their tutors and representatives of their field of study/department. Despite the internal regulations (statute, resolutions of the Senate, researcher's code of ethics), conducted scientific seminars, the employees pay attention to the insufficient substantive or organisational support from their superiors for their scientific development. Necessary actions: • **Determination of rules and appointment of individuals responsible for providing academic support for early stage researchers.**	October 2019 / Education Committee / HR Management Office
37. Supervision and managerial duties	+/-	At the University, there is a mechanism of efficient involvement of senior academic staff members R3 and R4 (who are not heads of departments) in scientific development of assistant lecturers and assistant professors, as well as cooperation of both these groups in projects submitted by senior academic staff members (statutory research). A model for the assumption of responsibilities by young researchers from older, more experienced employees retiring or employed in part time working as retirees.	No action required

38. Continuing Professional Development	+/-	The University is currently in the transitional period of waiting for changes resulting from the introduction of new Law on Higher Education and entry into force of implementing regulations to the Law. Necessary actions: • **Adjustment of internal regulations regarding the selection of the path of professional career by an academic (research / research and teaching / teaching)**	October 2019 / HR Management Office
39. Access to research training and continuous development	+/-	Despite the internal formal arrangements, the results of answers provided by the surveyed employees indicate certain problems. Between 11.4% and 25.6% of the respondents gave negative answers (rather not or definitely not) to each question included in the block of questions concerning trainings. Necessary actions: • **Development and distribution of information about the offer of trainings for scientists.**	October 2019 / HR Management Office
40. Supervision	+/-	54% of the respondents gave a positive assessment of the academic support organised by the University, whereas the assessment of 26% of the respondents was negative. Necessary actions: • **Development and implementation of HR**	October 2019 / HR Management Office

		Strategy for scientists, including the establishment of scientific support mechanisms (academic support) for assistant lecturers R1 and doctors R2. A tutor experienced in supervising research work, having sufficient time, knowledge and experience, competences and involvement, shall be appointed within the framework of these mechanisms.	