

Periodic Internal Evaluation Working Report, February 2021

Actions taken by the University in the scope of the tasks listed in the Action Plan (from 2018 to 2021)

Actions taken within the HR plan

1. Extending the tasks of the Career Office to include career counselling for doctoral students and young researchers and implementing a system for disseminating information on career counselling.

Designing a career development strategy for researchers at every stage of their career, regardless of the contract signed.

Informing on the University website about the available training and career counselling.

- The competences of the Career Office were extended to include career counselling. As part of its operation the Career Office organizes free consultations, meetings with employers, free training and workshops are held. Job offers are published on the FB fan page: <https://www.facebook.com/biuro.karier.awf.wroc/> . The Office cooperates with the Lower Silesian Network of Career Offices, cooperation has also been established with external stakeholders. Information available on the website: <https://awf.wroc.pl/studenci/kontakt> .
- Regulations on the Career Office will be developed and published on the website by September 2021.
- Information about training and career counselling is available on the University website <https://awf.wroc.pl/projekty-naukowe/szkolenia>
<https://awf.wroc.pl/projekty-naukowe/stypendia-i-staze>
<https://awf.wroc.pl/studia/erasmus/aktualnosci/> for staff
- A career development strategy for researchers at every stage of their professional career has been developed, regardless of the contract signed - available in the University's Strategy for 2021-2030, in the University's Statute and in the Work Regulations.
 - Resolution of the Senate No. 47/2020 of 17 December 2020on: the adoption of the Strategy of the University School of Physical Education for the years 2021 to 2030, website: file:///C:/Users/AWF/Downloads/47_Zalacznik_Uchwala_Senatu_2020.pdf

- Resolution of the Senate No. 45/2019 of 16 September 2019 on: adopting the Statute of the University School of Physical Education in Wrocław,
website: file:///C:/Users/AWF/Downloads/2019_09_16_Statut%20AWf%20Wroclaw.pdf
- Order No. 66/2019 of the Rector of the University School of Physical Education in Wrocław of 16 September 2019 on: the introduction of the Work Regulations at the University School of Physical Education in Wrocław.
- Order No. 20/2021 of the Rector of the University School of Physical Education in Wrocław of 1 March 2021 on: the introduction of the Procedure for the employment or transition of academic teachers within the group of research staff and research and teaching staff.
- Order No. 25/2020 of the Rector of the University School of Physical Education in Wrocław of 25 June 2020 on: changes to the rules of the employment group, transition of academic teachers within the group of teaching staff and professional promotions of academic teachers in the group of research and teaching staff of the University School of Physical Education in Wrocław.
- Order No. 48/2019 of the Rector of the University School of Physical Education in Wrocław of 19 September 2019 on: introducing the rules for changing the employment group, transition of academic teachers within the group of teaching staff and professional promotions of academic teachers within the group of research and teaching staff of the University School of Physical Education in Wrocław.
- Order No. 25/2019 of the Rector of the University School of Physical Education in Wrocław of 23 May 2019 on: the annual number of classes for individual positions and the conditions and rules for its settlement in the 2019/2020 academic year.
- Resolution No. 2/2019 of the Council of the Scientific Board of the University School of Physical Education in Wrocław of 24 October 2019 on: the rules for conducting the procedure for awarding the academic degree of doctor and habilitated doctor in the discipline of physical education.

2. Appointment of the position of the Employee Rights Ombudsman

- enabling employees to settle the dispute amicably

a) The University appointed the position of the Employee Rights Ombudsman,

- Order No. 53/2018 of the Rector of the University School of Physical Education in Wrocław of 7 September 2018,

and:

- b) The Rector's Plenipotentiary for Social Responsibility of the University was appointed
- Order No. 35/2019 of the Rector of the University School of Physical Education in Wrocław of 14 May 2019.
- c) An anti-harassment policy and rules for counteracting mobbing were introduced and the Anti-mobbing Committee was established
- Order No. 37/2019 of the Rector of the University School of Physical Education in Wrocław of 15 May 2019
 - Order No. 54/2019 of the Rector of the University School of Physical Education in Wrocław of 19 June 2019
- d) The Rector's Plenipotentiary for equal treatment and protection against discrimination was appointed.
- Order No. 31/2020 of the Rector of the University School of Physical Education in Wrocław of 23 March 2020.
- e) A Disciplinary Spokesman for Academic Teachers and PhD students was appointed.
- Order no. 145/2020 of the Rector of the University School of Physical Education in Wrocław of 23 December 2020.
 - Order no. 6/2021 of the Rector of the University School of Physical Education in Wrocław of 14 January 2021.

3. Appointing the position of a Research Supervisor at the University

Developing the rules for appointing Research Supervisors and the scope of their duties.

A:

Doctoral school was established at the University, the task of which is, among others: determining and evaluating the implementation of the education program and the principles of creating an individual research plan, as well as approving candidates nominated as research supervisors / thesis supervisors.

- Order No. 30/2019 of the Rector of the University School of Physical Education in Wrocław of 17 April 2019.

The Scientific Board was established and the Chairman of the Board was appointed

- Order No. 74/2019 of the Rector of the University School of Physical Education in Wrocław of 10 October 2019.
- Resolution No. 2/2019 of the Council of the Scientific Board of the University School of Physical Education in Wrocław of 24 October 2019 on: the rules for conducting the

procedure for awarding the academic degree of doctor and habilitated doctor in the discipline of physical education.

To be completed - Development and implementation of the "Code of good practices for the research supervisor (work in progress) - deadline September 2021.

4. Publishing on the university website a collection of national and university guidelines on ethical issues within the higher education.

Informing the researchers and doctoral students of the AWF Wroclaw about materials available on the website. E-mails will be sent to employees' mailboxes with information about materials to be downloaded from the university website. Information about the documents will also be provided by heads of Departments / Units at meetings of employees of the Department /Unit.

Monitoring the number of downloads of the materials on ethical principles from the AWF website.

A:

Employees were informed about the availability of guidelines related to ethical issues in the area of Higher Education. The materials are available on the University website:

https://awf.wroc.pl/files_mce/NAUKA/Logo_HR/Strategia_HR.pdf

Tasks to be performed:

- sending information about the documentation to employees,
- download monitoring.

5. Providing information on the university website concerning national, sectoral and institutional regulations concerning the conditions of training and / or work (including provisions on intellectual property rights, requirements and conditions of funders).

Informing the researchers of the AWF Wroclaw about materials available on the website. Emails will be sent to employees' mailboxes with information about materials to be downloaded from the University website. Information about the documents will also be provided by the heads of the Departments / Units at meetings of the employees of the Department /Units.

Monitoring the number of downloads from the AWF website of the materials concerning the obligations arising from the contract or regulations.

Modification of the periodic researcher evaluation sheet.

A:

Information concerning training is available on the University website and at the offices of the Vice-Rector for Research and International Cooperation and Vice-Rector for Teaching:

<https://awf.wroc.pl/projekty-naukowe/szkolenia>

[https://awf.wroc.pl/projekty-scientific / scholarships-and-internships](https://awf.wroc.pl/projekty-scientific/scholarships-and-internships)

In the field of intellectual property rights as well as the requirements and conditions of the funders, the information is contained in:

- Regulation No. 7/2020 of the Rector of the University of Physical Education in Wrocław of January 22, 2020 on the introduction of the Regulations for the implementation and settlement of research projects
- Order No. 21/2020 of the Rector of the University School of Physical Education in Wrocław of 06/03/2020 regarding the commercialization of research results

and the

regulations of grant competitions available on the websites of the funders and the University:

<https://awf.wroc.pl/projekty-naukowe/konkursy>

A new sheet for the evaluation of researchers is currently under preparation. Deadline for the development - December 2021.

Tasks to be performed:

- sending information about the available trainings to the University's employees,
- monitoring of downloads.

6. Providing information on the university website on national, sectoral and institutional regulations concerning the principles of careful, transparent and effective financial management and the obligation to cooperate with any authorities authorized to audit their research.

Informing the academic staff of the University School of Physical Education in Wrocław about the materials available on the website. Emails will be sent to employees' mailboxes with information about materials available at the university website. Information about the documents

will also be provided by the heads of the Departments / Units at meetings of the employees of the Department /Unit

Monitoring the number of downloads from the AWF website of the materials concerning obligations arising from the contract or regulations .

A:

Employees were informed about the availability of guidelines on national, sectoral and institutional regulations governing the principles of careful, transparent and effective financial management, and of the obligation to cooperate with any bodies empowered to audit their research.

The materials are available on the University website:

https://awf.wroc.pl/files_mce/NAUKA/Logo_HR/Strategia_HR.pdf

and on websites containing information on financial management:

1. Act of 19 September 1994 on accounting (Journal of Laws of 2021, item 217, as amended);
2. Act of 15 February 1992 on corporate income tax (Journal of Laws of 2020, item 1406, as amended);
3. Act of 20 July 2018 the Law on Higher Education and Science (Journal of Laws of 2020, item 85, as amended);
4. Act of 11 March 2004 on tax on goods and services (Journal of Laws of 2020, item 106, as amended);
5. Act of 29 August 1997, Tax Ordinance (Journal of Laws of 2017, item 201, as amended);
6. Act of 26 July 1991 on personal income tax (Journal of Laws of 2020, item 1426, as amended);
7. Act of 19 March 2004, Customs Law (Journal of Laws of 2020, item 1382, as amended);
8. Act of 13 October 1998 on the social insurance system (Journal Laws of 2020, item 266, as amended);
9. Act of 27 August 2009 on public finances (Journal of Laws of 2021, item 305);
10. Act on liability for violation of public finance discipline (Journal of Laws of 2021, item 289)
11. Regulation of the Council of Ministers of 3 October 2016 on the classification of fixed assets (Journal of Laws of 2016, item 1864);

Information on financial management is available on the University's website:

- Resolution of the Senate No. 53/2020 of 17 December 2020 on: expressing an opinion on the provisional material and financial plan of the University School of Physical Education in Wrocław for 2021.

- Resolution of the Senate No. 52/2020 of 17 December 2020 on: expressing an opinion on the correction of the material and financial plan of the University School of Physical Education in Wrocław for 2020.
- Resolution of the Senate No. 33/2020 of 25 June 2020 on: expressing an opinion on the material and financial plan of the University School of Physical Education in Wrocław for 2020.
- Resolution of the Senate No. 36/2019 of 27 June 2019 on: approval of the report on the implementation of the material and financial plan of the University School of Physical Education in Wrocław.
- Resolution of the Senate No. 35/2019 of 27 June 2019 on: approval of the correction of the material and financial plan for 2018.
- Resolution of the Senate No. 33/2019 of 27 June 2019 on: expressing an opinion on the material and financial plan of the University School of Physical Education in Wrocław for 2019.
- Resolution of the Senate No. 28/2019 of 23 May 2019 regarding: approval of the financial statements of the University School of Physical Education in Wrocław.

Tasks to be performed:

- distribution of information on the principles of financial management among the employees,
- monitoring of downloads.

7. Providing on the university website the information on national, sectoral and institutional regulations concerning the principles on disseminating and using research results.

Informing the academic staff of the University School of Physical Education in Wrocław about the materials available on the website. Emails will be sent to employees' mailboxes with information about materials to be downloaded from the University website. Information about the documents will also be provided by heads of Departments / Units at meetings of the Department / Unit employees.

Monitoring the number of downloads from the AWF website of materials concerning the dissemination and using of research results.

A:

The materials are available on the University website:

https://awf.wroc.pl/files_mce/NAUKA/Logo_HR/Strategia_HR.pdf

Tasks to be performed:

- sending information on the principles of disseminating and using research results to University employees,
- monitoring of downloads,
- development and implementation of the "Code of Good Practice for Supervisors" - deadline for development - September 2021.

8. Development and implementation of the advertisement template and the recruitment application template (along with the criteria and principles of candidate evaluation - Recruitment and Competition Regulations), which will include rules facilitating access for more disadvantaged groups or for researchers returning to a scientific career, including teachers (at each education system level) returning to a research career.

A:

Employment and working conditions including rules facilitating access for disadvantaged groups or researchers returning to a research career, including teachers (at all levels of the education system) returning to a research career, are included in the University Development Strategy for 2021-2030 as well as in the Work Regulations and Regulations on the Doctoral Students' Council.

- Resolution of the Senate No. 47/2020 of 17 December 2020 on: adopting the Strategy of the University School of Physical Education in Wrocław for the years 2021-2030,
- Order No. 66/2019 of the Rector of the University School of Physical Education in Wrocław of 16 September 2019 on: introduction of the Work Regulations at the University School of Physical Education in Wrocław
- Order No. 73/2019 of the Rector of the University School of Physical Education in Wrocław of 1 October 2019 on the introduction of the Regulations on the Doctoral Students' Council.

Tasks to be performed:

- posting (supplemented with the HR logo) on the University website: Competition Regulations, Announcement Template and rules Good practices in the recruitment of scientists,
- attaching the Regulations and OTM-R rules to recruitment advertisements - deadline for development – June 2021.

9. Development and implementation of the advertisement template and the recruitment application template (along with the criteria and principles of candidate evaluation - Recruitment and Competition Regulations) and supplementing the rules for conducting competitions for individual job positions at the AWF with a procedure for informing candidates about the strengths and weaknesses of their application.

Tasks to be performed:

- posting on the University website: Recruitment Regulations, Recruitment Application Template, Assessment form with information about the strengths and weaknesses of the candidate's application.

10. Development and implementation of a job application template that takes into account, in addition to the scientific potential, creativity, mobility, independence, and teaching potential within the candidate's diverse research career, and supplementing the rules for conducting competitions for individual job positions at the University School of Physical Education with a procedure for informing candidates about the strengths and weaknesses of their application.

A:

The terms of employment and working conditions covering, in addition to scientific potential, creativity, mobility, independence, and teaching potential within the candidate's diverse research career are included in the University's Strategy for 2021-2030 as well as in the Work Regulations and the Regulations of the Doctoral Student's Council.

- Resolution of the Senate No. 47/2020 of 17 December 2020 on: the adoption of the Strategy of the University School of Physical Education for the years 2021 to 2030.
- Order No. 66/2019 of the Rector of the University School of Physical Education in Wrocław of 16 September 2019 on: the introduction of the Work Regulations at the University School of Physical Education in Wrocław.
- Order No. 73/2019 of the Rector of the University School of Physical Education in Wrocław of 1 October 2019 on the introduction of the Regulations on the Doctoral Students' Council.

Tasks to be performed:

- posting at the University's website: Recruitment Regulations, Recruitment Application Template, Evaluation form with information about the strengths and weaknesses of the candidate's application.

11. Designing and implementing a template for a job application that includes career breaks or deviations from the chronological order and submit an evidence-based CV that reflects achievements and qualifications relevant for the position. Supplementing the rules for conducting competitions for individual job positions at the AWF with a procedure for informing candidates about the strengths and weaknesses of their application.

A:

Employment conditions and working conditions that take into account breaks in the career or deviations from the chronological order, and the possibility of submitting CVs supported by evidence that reflect achievements and qualifications relevant for the position are included in the University Strategy for 2021-2030 as well as Work Regulations and Regulations on Doctoral Students' Council.

- Resolution of the Senate No. 47/2020 of 17 December 2020 on: the adoption of the Strategy of the University School of Physical Education for the years 2021 to 2030.
- Order No. 66/2019 of the Rector of the University School of Physical Education in Wrocław of 16 September 2019 on: the introduction of the Work Regulations at the University School of Physical Education in Wrocław.
- Order No. 73/2019 of the Rector of the University School of Physical Education in Wrocław of 1 October 2019 on the introduction of the Regulations on the Doctoral Students' Council.

Tasks to be performed:

- development and posting on the University website: Template of the job application, evaluation form with information about the strengths and weaknesses of the candidate's application.

12. Verification of the provisions in the Work Regulations, taking into account the rules for the recruitment and employment of researchers at the doctoral student level and with the doctoral degree (R1, R2).

Providing information on the recruitment and employment of researchers at the doctoral level and with the doctoral degree on the University website.

Informing the academic staff of the University School of Physical Education in Wrocław about the materials available on the website. Emails will be sent to employees' mailboxes with

information about materials to be downloaded from the university's website. Information about the documents will also be provided by the heads of the Departments / Units at meetings of the employees of the Department / Units.

Monitoring in terms of the number of downloads from the AWF website of materials on the recruitment and appointment of researchers with a doctoral degree.

Implementation:

- Order No. 66/2019 of the Rector of the University School of Physical Education in Wrocław on 16 September 2019 on: the introduction of the Work Regulations of the University School of Physical Education in Wrocław.
- Order No. 73/2019 of the Rector of the University School of Physical Education in Wrocław of 1 October 2019 on the introduction of the Regulations on the Doctoral Students' Council.

Tasks to be performed:

- sending information on the recruitment and employment of researchers at the doctoral level and with a doctoral degree (R1, R2) to the University's employees,
- monitoring of downloads.

13. Verification of provisions of the Work Regulations and development of rules taking into account the regulations of working conditions, among others for the persons with disabilities (flexible working hours, teleworking, part-time work, sabbatical leave).

Implementation:

- Order No. 66/2019 of the Rector of the University School of Physical Education in Wrocław of 16 September 2019 on: the introduction of the Work Regulations at the University School of Physical Education in Wrocław.
- Order No. 73/2019 of the Rector of the University School of Physical Education in Wrocław of 1 October 2019 on the introduction of the regulations of the Doctoral Students' Council.
- Order No. 31/2020 of the Rector of the University School of Physical Education in Wrocław of 23 March 2020 on the appointment of the Rector's Plenipotentiary for equal treatment and protection against discrimination.

Tasks to be performed:

- sending information on the Work Regulations to the University employees,

- monitoring of downloads.

14. Verification of provisions in the Work Regulations and development of rules taking into account the regulations of working conditions for the protection of women and young workers. Regulations in line with the EU directives on fixed-term employment.

Implementation:

- Order No. 66/2019 of the Rector of the University School of Physical Education in Wrocław of 16 September 2019 on: the introduction of the Work Regulations at the University School of Physical Education in Wrocław.
- Order No. 73/2019 of the Rector of the University School of Physical Education in Wrocław of 1 October 2019 on the introduction of the Regulations on the Doctoral Students' Council .

15. Development of the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities, an appendix to the Regulations for the recruitment of candidates for researchers, which will define the policy of equal opportunities at the recruitment stage.

Implementation:

- Order No. 66/2019 of the Rector of the University School of Physical Education in Wrocław of 16 September 2019 on: the introduction of the Work Regulations at the University School of Physical Education in Wrocław.
- Order No. 73/2019 of the Rector of the University School of Physical Education in Wrocław of 1 October 2019 on the introduction of the Regulations on the Doctoral Students' Council.
- Order No. 31/2020 of the Rector of the University School of Physical Education in Wrocław of 23 March 2020 on the appointment of the Rector's Plenipotentiary for equal treatment and protection against discrimination.

Tasks to be performed:

- Informing employees about the annex to the Regulations containing the principles of equal opportunities and non-discrimination, including accessibility for people with disabilities.

16. Implementing a career development strategy for researchers at all stages of their careers, irrespective of the contract signed.

Informing on the University website about available training and career counselling.

Appointing a person at the University to be involved in the process of professional career development of researchers.

Resp.

- A career development strategy has been developed for researchers at every stage of their professional career, regardless of the contract signed - available in the University's Strategy for 2021-2030, in the University Statute, and in the Work Regulations and the Resolution of the Scientific Board.

- Resolution of the Senate No. 47/2020 of 17 December 2020 on: the adoption of the Strategy of the University School of Physical Education in the years 2021 to 2030.
- Resolution of the Senate No. 45/2019 of September 16, 2019 on: adopting the statute of the University School of Physical Education in Wrocław.
- Order No. 66/2019 Rector of the University School of Physical Education in Wrocław on 16 September 2019. On: the introduction of the Rules of the work of the University School of Physical Education in Wrocław.
- Order No. 20/2021 of the Rector of the University School of Physical Education in Wrocław of 1 March 2021 on the introduction of the Procedure for the employment or transition of academic teachers in the group of research staff and research and teaching staff.
- Order No. 25/2020 of the Rector of the University School of Physical Education in Wrocław of 25 June 2020 on: changes to the rules of the employment group, transition of academic teachers in the group of teaching staff and professional promotions of academic teachers in the group of research and teaching staff of the University School of Physical Education in Wrocław.
- Order No. 48/2019 of the Rector of the University School of Physical Education in Wrocław of 19 September 2019 on: introducing the rules for changing the employment group, transition of academic teachers in the group of teaching staff and professional promotions of academic teachers in the group of research and teaching staff of the University School of Physical Education in Wrocław.
- Order No. 25/2019 of the Rector of the University School of Physical Education in Wrocław of 23 May 2019 on: the annual number of classes for individual positions and the conditions and rules for its settlement in the 2019/2020 academic year.
- Resolution No. 2/2019 of the Council of the Scientific Board of the University School of Physical Education in Wrocław of 24 October 2019 on: the rules for conducting the

procedure for awarding the academic degree of doctor and habilitated doctor in the discipline of physical education.

- Information on training and career counselling is available on the University website

<https://awf.wroc.pl/projekty-naukowe/szkolenia>

<https://awf.wroc.pl/projekty-naukowe/stypendia-i-staze>

Doctoral school was established at the University, the task of which is, among others: determining and evaluating the implementation of the education program and the principles of creating an individual research plan, and accepting people nominated as research supervisors / thesis supervisors.

- Order No. 30/2019 of the Rector of the University School of Physical Education in Wrocław of 17 April 2019.

The Scientific Board was established and the Chairman of the Board was appointed.

- Order No. 74/2019 of the Rector of the University School of Physical Education in Wrocław of 10 October 2019.

Tasks to be performed:

- development of a guide for newly hired employees - deadline September 2021.

17. Verification of provisions in the Work Regulations and development of rules taking into account the regulations of working conditions related to mobility within the career development and employee evaluation system.

Providing on the University website information related to mobility within the University's career development and employee evaluation system.

Informing the researchers of the University School of Physical Education in Wrocław about the materials available on the website. Emails will be sent to employees' mailboxes with information about materials to be downloaded from the university website. Information about the documents will also be provided by heads of Departments / Units at the meetings of the employees of the Department / Unit.

Monitoring the number of downloads from the AWF website of the materials related to mobility within the career development and employee evaluation system.

A:

- Rules were developed taking into account the regulations of working conditions related to mobility within the career development and employee evaluation system.

Available in the University's Strategy for 2021-2030, in the University's Statute and in the Work Regulations.

- Resolution of the Senate No. 47/2020 of 17 December 2020 on: the adoption of the Strategy of the University School of Physical Education for the years 2021 to 2030.
- Resolution of the Senate No. 45/2019 of 16 September 2019 on: adopting the Statute of the University School of Physical Education in Wrocław.
- Order No. 66/2019 of the Rector of the University School of Physical Education in Wrocław of 16 September 2019 on: the introduction of the Work Regulations at the University School of Physical Education in Wrocław

Information on mobility is also available at website:

<https://awf.wroc.pl/studia/erasmus/informacje/deklaracja-polityki-programu-erasmus>

Tasks to be performed:

- sending information related to mobility within the career development and employee evaluation system to the University employees,
- monitoring of downloads.

18. Providing on the AWF website a set of national and university guidelines on the issues related to the benefits of using research and development results through university legal protection and protection of intellectual property rights, including copyrights.

Informing the researchers and doctoral students of the University School of Physical Education in Wrocław about the materials available on the website. E-mails will be sent to employees' mailboxes with information about materials to be downloaded from the university website. Information about the documents will also be provided by heads of Departments / Units at meetings of Department / Units employees.

Monitoring the number of downloads from the AWF website of materials on issues related to the benefits of using the research and development results through legal protection and protection of intellectual property rights, including copyrights.

A:

Employees were informed about the availability of guidelines on the benefits of using the research and development results through legal protection and protection of intellectual property rights, including copyrights. The materials are available on the University website:

https://awf.wroc.pl/files_mce/NAUKA/Logo_HR/Strategia_HR.pdf

Implementation:

- Order No. 21/2020 of the Rector of the University School of Physical Education in Wrocław of 6 March 2020 on the appointment of the Rector's plenipotentiary for commercialization of scientific research results.
- Order No. 26/2020 of the Rector of the University School of Physical Education in Wrocław of 12 March 2020 on the introduction of the Regulations on Remuneration of Employees of the University School of Physical Education in Wrocław.

Tasks to be performed:

- sending out information on legal protection and protection of intellectual property rights to the University's employees,
- monitoring of downloads.

19. Providing on the website a collection of national and university guidelines on the rights of research co-authors (the right to be recognized, publish, recognize when assessing employees).

Informing the researchers and doctoral students of the University School of Physical Education in Wrocław about the materials available on the website. E-mails will be sent to employees' mailboxes with information about materials to be downloaded from the University website. Information about the documents will also be provided by heads of Departments / Units at meetings of Department / Unit employees.

Monitoring of the number of downloads from the AWF website of materials on issues related to the rights of research co-authors (the right to recognize, publish, recognize when assessing employees).

A:

Employees were made aware of the availability of a set of national and university guidelines on the rights of research contributors (right to be recognized, publish, recognize when evaluating employees). The materials are available on the University website:

https://awf.wroc.pl/files_mce/NAUKA/Logo_HR/Strategia_HR.pdf

Tasks to be performed:

- sending information about the rights of co-authors to the University's employees,
- monitoring of downloads.

20. Providing on the website information on employees' representatives in the University's governing bodies.

Informing the researchers and doctoral students of the University School of Physical Education in Wroclaw about the materials available on the website. Emails will be sent to employees' mailboxes with information about materials to be downloaded from the university website. Information concerning the documents will also be provided by heads of Departments / Units at meetings of Department / Unit employees.

Monitoring the number of downloads from the AWF website of the information concerning employees' representatives in the governing bodies of the University

Information available on the website: <https://awf.wroc.pl/uczelnia/organy-uczelni-661>

Tasks to be performed:

- sending out information about the information about employees' representatives in the University's bodies posted on the University website,
- monitoring of downloads.