

HR Strategy and Action Plan

Implementation of the European Charter for Researchers
and the Code of Conduct for the Recruitment of Researchers
in the University School of Physical Education in Wrocław

Wrocław 2018

TABLE OF CONTENTS

1. INTRODUCTION	3
1.1. Historical background and current circumstances of the University School of Physical Education (USPE) in Wrocław	3
1.2. International cooperation of the University School of Physical Education in Wrocław	7
2. METHODOLOGY.....	9
2.1. The beginning of implementation works and establishment of the Implementation Team.....	9
2.2. The progress of implementation and tasks performed by the Implementation Team	11
2.3. Information campaign.....	12
3. THE INTERNAL ANALYSIS.....	14
3.1. Analysis of the survey results.....	65
3.2. Conclusions from the internal analysis of the documentation and the survey	88
4. ACTION PLAN	90
5. MONITORING OF THE EFFECTS OF IMPLEMENTATION	91
6. SUMMARY AND FINAL CONCLUSIONS	92
7. ACCEPTANCE	93

Table index	
Drawing index	
Chart index	
Annex list	
Annexes	

1. INTRODUCTION

1.1. Historical background and current circumstances of the University School of Physical Education (USPE) in Wrocław

The University School of Physical Education in Wrocław was established in 1946, at first, it was the Study of Physical Education at the Medical Faculty of the Wrocław University. Its co-founder, and also a first rector, was prof. dr hab. Andrzej Klisiewicz. In 1950, the Study was renamed to the Higher School of Physical Education. In 1956, it obtained a permission to confer Master degrees, and in 1966 it obtained a permission to confer doctor (*doktor*) degrees in physical culture sciences. In 1972, the School was renamed to the University School of Physical Education. In addition to the Faculty of Physical Education, another was established in 1975: the Faculty of Tourism and Recreation. A year later (1976), within the Faculty of Physical Education, a field of motor rehabilitation was initiated, and later, in 1998, it became a basis for creation of the Faculty of Physiotherapy. In 1991, the University obtained a permission to confer habilitated doctor (*doktor habilitowany*) degrees in physical culture sciences at the Faculty of Physical Education, and, since 2011, also at the Faculty of Physiotherapy. The Faculty of Sports Sciences is the most recent addition to the USPE. It was established in 2012, through transformation of the previously created Institute of Sports. Since 2016, the Faculty has had a permission to confer doctor degrees in physical culture.

Currently, the USPE in Wrocław is located within the Stadion Olimpijski facility and also in historical buildings at the Witelon street and Banach street. Additionally, it has the Sports and Education Centre in Olejnica at its disposal. Here, summer camps for students are being held, as well as various events related to sports and recreation.

Students are being taught at three Faculties: the Faculty of Physical Education, the Faculty of Physiotherapy and the Faculty of Sports Sciences. At the Faculty of Physical Education, the following fields are available: Physical Education, Tourism and Recreation. At the Faculty of Sports and Sciences, there are full-time and part-time studies in two-tier structure (Bachelor's degree and Master's degree). At the Faculty of Physiotherapy, in the field of physiotherapy, there have been one-tier full-time Master's studies since 2017. In the field of occupational therapy, education is being realised by Bachelor's studies, and in the field of cosmetology, by Bachelor's studies and Master's studies - both fields are conducted in part-time and full-time studies.

The Faculty of Physical Education includes: the Institute of Tourism and Recreation with the Department of Tourism and the Department of Recreation, the Institute of Human Sciences with the following Departments: Biostructure, Physiology and Biochemistry and the of Biomechanics as well as the Institute of School Education with the following Departments: Social Sciences and Health Promotion, Physical Culture Pedagogy, Athletics and Gymnastics, Swimming, Team Sports Games. The structure of the Faculty of Physiotherapy includes the following Departments: Physiotherapy, Cosmetology, Occupational Therapy, Rehabilitation for Internal Diseases, Physiotherapy for Locomotor System Dysfunctions, Kinesiology. The Faculty of Sports Sciences includes the following

Departments: Sports Didactics, Communication and Management in Sports, Biological and Motor Basics of Sports, Paralympic Sports.

At the Faculty of Physical Education, in second tier studies in the field of Physical Education, students may choose one of the following six specialisations:

- education and rehabilitation of persons with intellectual disability;
- gerokinesiology;
- dance;
- personal trainer;
- resocialization and sociotherapy;
- educational services manager.

In the field of Tourism and Recreation in the second tier studies, students may choose one of the following six specialisations:

- relaxation methods in recreation;
- health promotion in recreation;
- hospitality and hotel management;
- organisation of touristic undertakings;
- motor recreation;
- outdoor trainer;

Additionally, in the field of Physical Education, students may choose an instructor specialisation in the following sports: acrobatics, badminton, baseball and softball, orienteering, gymnastics, field hockey, judo, canoeing, basketball, body building, athletics, skiing, volleyball, football, handball, swimming, snowboard, sport shooting, fencing, tennis, table tennis and sailing; in the field of Tourism and Recreation, they may opt to obtain a licence of the motor recreation instructor of the Wrocław USPE in the following sports: recreational badminton, fitness - modern forms of gymnastics (aerobics), fitness - strength exercises, recreational games, recreational games - baseball, horse riding, recreational canoeing, athletic forms of motor exercises, downhill skiing, swimming lessons, self-defence (judo), recreational snowboard, recreational fencing, table tennis, tennis, recreational team games - basketball or volleyball, board sailing, yacht sailing.

At the Faculty of Sports Sciences, in the second tier studies, the following specialisations are available:

- trainer;
- motor preparation trainer;
- paralympic sport;
- sports organisation manager;
- biological renewal in sports;
- nutrition and supplementation in sports;
- personal trainer;

The Personnel Improvement Centre, established in 2002, conducts post-graduate studies as well as trainer courses, instructor courses and other courses. The Centre offers a wide range of options.

The post-graduate studies are available with the following fields: sports manager, meditation and motor expression, tourism and hotel manager, pedagogy for teachers, biological renewal, psychosomatic yoga practices, relaxation methods, physical education for teachers, physical education in pre-school and early school education, physical activity of elderly persons (gerokinesiology), pedagogical and psychological preparation for teachers, education for safety, correctional and compensational gymnastics. Students may also attend a certified master class trainer's course in any sport, as well as an instructor course in such sports as: badminton, boxing, judo, body building, athletics, basketball, volleyball, handball, football, swimming, dance sport, table tennis, tennis, sport climbing; and recreation instructors in such disciplines as: fitness - modern forms of gymnastics, fitness and strength exercises, golf, canoeing, cross-country skiing, skiing, self-defence, snowboard, survival, social dance, rock climbing. Additionally, the Centre holds other courses: preparatory course for the field of Physical Education, tutor for summer camp facilities, first aid course for teachers, microkinesitherapy, biological renewal.

Until now, Master's studies at the USPE in Wrocław have been completed by more than 17 thousand graduates. At the same time, 15 professors of physical culture sciences have been promoted at the Faculty of Physical Education and 2 of them at the Faculty of Physiotherapy; 54 habilitated doctors have been promoted at the Faculty of Physical Education and 15 of them at the Faculty of Physiotherapy (as of May, 2018); 450 doctors have been promoted as well.

Graduates and employees of the USPE are included in many science associations, variety of social and political organisations. Amongst their ranks, there are members of the Parliament and persons sitting in numerous committees and opinion-forming bodies in higher education.

Any persons with significant credits in development of the USPE have been awarded with the highest academic distinction - doctor honoris causa. 18 exquisite individuals are among the persons awarded with this glorious title, namely: dr Primo Nebiolo (1998), prof. dr hab. Tadeusz Ulatowski (1998), prof. dr hab. Zbigniew Drozdowski, prof. Renée de Lubersac (1999), prof. dr Vladimir M. Zatsiorsky (1999), prof. dr hab. Kazimierz Denek, prof. Robert M. Malina (2006), George E. Kilian (2006), prof. dr hab. inż. Tadeusz Luty (2007), prof. dr hab. Tadeusz Szulc (2009), prof. Krystyna Nazar (2010), dr Guang Yue (2010), prof. dr hab. Andrzej Wit (2012), prof. Peter Weinberg (2012), prof. dr hab. Krzysztof Klukowski (2013), prof. Claude-Louis Gallien (2014), prof. dr hab. Andrzej Bojarski (2016), prof. dr hab. Wiesław Osiński (2017).

Many noted sportspersons and trainers, Olympic medal winners, world or Europe champions, have been (and still are) connected to the USPE. Among the Olympic medal winners, the following are the most prominent: Zdzisław Antczak (handball, 1976), Leszek Błazyński (boxing, 1972, 1976), Wiesław Gawlikowski (shooting, 1976), Franciszek Gąsienica-Groń (Nordic combined, 1956), Marek Gołąb (weight lifting, 1968), Dariusz Goździak (modern pentathlon, 1992), Józef Grudzień (boxing,

1964, 1968), Józef Grzesiak (boxing, 1964), Małgorzata Książkiewicz (shooting, 1992), Marek Łbik (canoeing, 1988), Renata Mauer-Różańska (shooting, 1996, 2000), Kazimierz Paździor (boxing, 1960), Wiesław Rudkowski (boxing, 1972), Paweł Skrzecz (boxing, 1980), Andrzej Sokołowski (handball, 1976), Leszek Swornowski (fencing, 1980), Ryszard Szurkowski (cycling, 1972, 1976), Józef Zapędzki (shooting, 1968, 1972), Władysław Żmuda (football, 1976).

In 2017, the University School of Physical Education took active part in the largest sports event in Poland, namely Non-Olympic Sports Games - The World Games. The rector, dr hab. Andrzej Rokita, prof. of the Wrocław USPE, has been invited to be a member of the TWG Honorary Commission. The University School facilities (Pola Marsowe, the P-5 building sports facility and the Multifunctional Hall and Indoor Swimming Pool) have provided a place for sports games, and our students actively committed to volunteer activities.

The USPE wants to improve life quality and health level in Poland by broadly understood and popularised physical culture by means of educating personnel of the highest quality, what is acknowledged by numerous domestic awards. The USPE graduates possess both skills and knowledge necessary to work in certain national structures.

The university can also boast of dynamic development in the field of scientific research. This is evidenced by the numerous publications in journals from part A of the ministerial list of scientific journals with the impact factor Impact Factor, included in the Journal Citation Reports (JCR) database, as well as grants awarded by the National Research and Development Centre (*Narodowe Centrum Badań i Rozwoju*) and the European Community. In the area of science and didactics, the USPE cooperates with other higher schools in Wrocław as well.

The University School of Physical Education in Wrocław is one of the most valued higher schools in Poland. It holds a high rank, often the first one, in many ranking lists, both in magazines writing about higher education (*Perspektywy*) and in evaluations provided by the Ministry of Science and Higher Education. In 2017, the University School was ranked 77 (of 315 higher schools in the country). During the evaluation, the following have been rated: scientific potential, prestige, scientific efficiency, education conditions and internationalisation. In the ranking, in relation to types of higher schools, the USPE in Wrocław took the first place in 2014, 2015 and 2017, and in 2016, it took the second place among the physical education higher schools. As a result of a comprehensive evaluation of scientific and R&D activity of scientific units in 2017 the Ministry of Science and Higher Education decided to confer Category A to the Faculty of Physical Education and the Faculty of Physiotherapy, and Category B to the Faculty of Sports Sciences.

The USPE meets European education requirements according to ECTS, thus being able to accept students from all members of the European Community. A vastly enhanced program of departures, envisaged in ERASMUS, has been also implemented, both for students and scientific and administrative personnel.

The Higher School may also boast a well-faring publishing agency, busy with issuing such scientific periodicals as: „Human Movement”, „Physiotherapy Quarterly” and „Rozprawy Naukowe

AWF we Wrocławiu”. What is more, at the Higher School Promotion Office, a magazine of the Wrocław USPE Community is being published, titled „Życie Akademickie”.

The Higher Schools has many certified scientific workshops at its disposal, acting as parts of the Central Laboratory of Science and Research. Each Faculty holds separate workshops. At the Faculty of Physical Education, there are the following: Biokinetics, Exercise Stress Tests, Biomechanical Analysis, Research of Movement in Natural Environment, Psychosocial Research of Aspects of Health and Physical Culture, Research of Ball Games, Statistical Analysis; at the Faculty of Physiotherapy, the following: Functional Research of Internal Diseases of the Rehabilitation Department, Research of the Locomotor System Dysfunction of the Physiotherapy Department, Research of the Cosmetology Department, Research of the Physiotherapy Department, Research of the Occupational Therapy Department, Research of the Kinesiology Department; at the Faculty of Sports Sciences, the following: Research of the Faculty of Sports Sciences. The workshops offer detailed and comprehensive research in the field of anthropokinetics, biomechanics, physiology, physiotherapy and psychology, both to institutional and individual customers.

1.2. International cooperation of the University School of Physical Education in Wrocław

Erasmus+ Program

With passing years, one may observe increasing interest in participation in the Erasmus+ Program from both employees and students of the University School.

Table 1. Mobility within the ERASMUS+ Program - departures of students and doctoral students in academic years from 2014-2015 to 2016-2017

Departure type	2014-2015	Countries	2015-2016	Countries	2016-2017	Countries
Studies	45	Portugal, Cyprus, Spain, Czech Republic, Hungary, Germany, Croatia, Norway	37 + 8 (POWER)	Portugal, Cyprus, Spain, Czech Republic, Hungary, Germany, Croatia, Norway, Finland, Belgium	29 + 8 (POWER)	Portugal, Cyprus, Spain, Czech Republic, Hungary, Croatia, Norway,
Traineeship	15	Spain, Portugal, Greece, Italy, Turkey, Malta, Cyprus	14	Spain, Czech Republic, Greece, Germany	14 + 2 (POWER)	Spain, Czech Republic, Greece, Croatia, Germany

Table 2. Mobility within the ERASMUS+ Program - departures of employees in academic years from 2014-2015 to 2016-2017

Departure type	2014-2015	Countries	2015-2016	Countries	2016-2017	Countries
Didactics	6	Latvia, Turkey, Portugal, Slovenia	12	Czech Republic, Portugal, Hungary, Norway, Lithuania	10	Cyprus, Slovenia, Croatia, Romania, Czech Republic, Finland

Training	17	Czech Republic, Slovakia, Italy, Portugal, Spain, the United Kingdom	18	Czech Republic, Italy, Portugal, Spain, the United Kingdom, Germany	35	Portugal, Cyprus, Spain, Czech Republic, Hungary, Germany, Croatia, Norway, Finland
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Table 3. Mobility within the ERASMUS+ Program - arrivals of students and doctoral students in academic years from 2014-2015 to 2016-2017

Arrival type	2014-2015	Countries	2015-2016	Countries	2016-2017	Countries
Studies	22	Portugal, France, Hungary, Romania, Slovenia, Italy, Spain	18	Spain, Portugal, Germany, Turkey	20	Portugal, Italy, Slovenia, Finland
Traineeship	0		0		0	

Table 4. Mobility within the ERASMUS+ Program - arrivals of employees in academic years from 2014-2015 to 2016-2017

Arrival type	2014-2015	Countries	2015-2016	Countries	2016-2017	Countries
Didactics	4	Latvia, Portugal, Italy	4	Portugal, Slovenia	3	Czech Republic, Finland, Turkey
Training	2	Czech Republic	4	Czech Republic, Latvia	5	Czech Republic

International cooperation contracts

The employees and students of the Higher School have the opportunity to engage in cooperation with foreign research teams, based on signed partnership contracts between the Higher School and scientific centres worldwide.

Table 5. Cooperation of the University School of Physical Education in Wrocław with foreign higher schools in the years 2014-2017

Recently signed agreements	2014	2015	2016	2017	Total
Between higher schools	0	1	3 (including 1 Letter of Intention)	9 (including 1 Letter of Intention)	13

Presence of the University School on international information and communication portals

The USPE in Wrocław keeps obtaining information on grants and international scholarships in order to support mobility and career development for researchers which plan to enhance their professional career by including international relations. For this purpose, the University School has been registered in

EURAXESS Polska, an international information and communication portal, which is a part of the European network, supporting international mobility and careers of researchers in Europe.

The University School has been included in an extensive catalogue of university schools from all over the world, available at moveonnet (<http://www.moveonnet.eu>). This portal provides means of communication between partner institutions as a part of international activities in the field of mobility.

Information on the University School are being distributed at variety of information portals for higher education institutions, such as <https://www.studies-in-europe.eu>, a popular platform in Europe, or <https://www.studies-in-poland.pl/>.

The University School belongs to the International Board of Sports and Physical Education, devoted to intensification of international cooperation in the field of sports sciences, physical education and physical activity.

The academics of the USPE use social networking portals for researchers, such as the Researchgate platform, allowing to reach out to other researchers worldwide and to popularise one's own scientific achievements, they register accounts at ResearcherID and ORCID (profiles indicating the connection between a researcher and his/her institution and publications). The University indexes any magazines published ("Human Movement" and "Physiotherapy Quaterly") in international databases, such as Sport Discus, Scopus, CAB Abstracts, Sponet, Altis or Global Health.

The University has its own website: <http://awf.wroc.pl>.

Since 1998, it has been present at

Facebook: <https://www.facebook.com/awf.wroc>

and YouTube: <https://www.youtube.com/user/awfwroclaw?feature=watch>

2. METHODOLOGY

2.1. The beginning of implementation works and establishment of the Implementation Team

The Board of Rectors and the Wrocław USPE Senate have expressed their support for rules included in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. For the purpose of obtaining the symbol "Human Resources Excellence in Research" (HR), the University's Rector, dr hab. Andrzej Rokita, prof. of the Wrocław USPE, formed the Implementation Team, by the Decree no. 27/2017 of the 16th of May, 2017, for implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers to be applied in the University School of Physical Education in Wrocław (as amended by the Rector's Disposition no. 66/2017 of the 4th of October, 2017).

In order to provide suitable course of tasks related to implementation of the Charter and the Code in the Wrocław USPE, this Team has been staffed with both academic and administrative employees

responsible for analysis and verification of legal regulations and procedures and practices to be applied at the USPE, preparation of a document describing HR Strategy and Action Plan as well as promotion and distribution of information related to any prepared documents.

The Implementation Team for the Charter and the Code of Conduct

No.	Name	Organisational unit of the USPE
1	prof. dr hab. Małgorzata Słowińska-Lisowska Team Chairperson	Deputy Rector for Science and International Cooperation The Faculty of Sports Sciences
2	prof. dr hab. Marek Woźniewski Team Vice-Chairperson	The Faculty of Physiotherapy
3	dr hab. Jarosław Fugiel Team Coordinator	The Faculty of Physical Education
4	dr inż. Małgorzata Kołodziej Team Secretary	The Faculty of Physical Education
Team Members - representatives of academics		
5	dr Anna Sebastjan	The Faculty of Physical Education
6	dr Aleksandra Zagrodna	The Faculty of Sports Sciences
7	mgr Joanna Mencil	The Faculty of Physiotherapy
8	dr Dagmara Chamela-Bilińska	The Faculty of Physiotherapy
Team Members - representatives of doctoral students		
9	mgr Maria Szczepańska	The Faculty of Physical Education
10	mgr Oliver Kahl	The Faculty of Physiotherapy
Team Members - representatives of administration		
11	mgr Maria Zielińska	Head of the Department of Payroll and Employee Affairs
12	dr Zdzisław Paliga	Chancellor
13	mgr inż. Barbara Drewniak	Deputy Chancellor - Quaestor
14	mgr inż. Krzysztof Grzegorzczuk	Deputy Chancellor for Computerisation and University Development
15	mgr Anna Mroczek	Legal Division

2.2. The progress of implementation and tasks performed by the Implementation Team

On the 30th of May, 2017, the Implementation Team for the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers in the University School of Physical Education in Wrocław had its first meeting. The Team, chaired by prof. dr hab. Małgorzata Słowińska-Lisowska, developed a working schedule and operational concept related to preparation of strategy necessary for applying for conferring the HR logo. Each member of the Team was assigned some tasks to be completed in order to implement rules of the Charter and the Code. At the meeting, the Team established the form of information campaign to be conducted among the academic community, discussed issues related to preparation of a survey form to be designed for providing opinions on occupational conditions and professional development opportunities available to the researchers at the Wrocław USPE, and specified a method for internal analysis and analysis of legal acts and internal documents applicable at the University. The Team agreed that before each task is initiated, every Team member has to read and understood guidelines included in the Charter and the Code.

From May, 2017, to March, 2018, the Team held 11 meetings, attended by the entire Team or by working groups assigned previously to each task. For the rules of the Charter and the Code to be confirmed as necessary and right for the University School of Physical Education in Wrocław, the stance of both the Board of Rectors and the University Senate was crucial as it specified purposefulness of internal analysis of legal and normative acts of the University and a necessity to prepare the HR Strategy. The Rector declared support for undertaking actions leading to the University providing even more friendly and inspiring environment of scientific research as well as ensuring reliable occupational conditions and professional development opportunities for the researchers.

Working schedule of the Implementation Team

1. Analysis of guidelines included in the Charter and the Code.
2. Internal analysis and analysis of legal acts and internal documents applicable at the University.
3. Information campaign.
4. Conducting a survey in order to obtain opinions on occupational conditions and professional development opportunities available to the researchers.
5. Verification and analysis of any discrepancies, preparation of the Action Plan
6. Preparation of the HR Strategy.

Meeting schedule of the Implementation Team

30/05/2017 The Team Chairperson presented the concept of implementation of the Charter and the Code in the University School of Physical Education in Wrocław. The Team

- developed a concept for implementation of the rules of the Charter and the Code, and discussed a method for internal analysis.
- 20/06/2017 The Team discussed principles of creation of the HR Strategy and Action Plan, compiled assumptions for the survey, and exchanged observations in reference to internal analysis of the documentation.
- 15/09/2017 The Team conducted pre-verification of internal analysis and established a schedule for further works on completion of a uniform compilation of applicable legal acts and internal regulations (working group meeting).
- 01/10/2017 The Team conducted detailed verification of internal analysis, and identified and discussed practices applicable at the University which were relevant to the Charter and the Code.
- 31/10/2017 The Team discussed methods for analysis of results of the survey as well as methods for presentation of its results (working group meeting).
- 01/12/2017 The Team discussed tasks being performed for the purpose of implementation of the rules of the Charter and the Code, and presented the survey results, formulating preliminary conclusions (meetings of all working groups).
- 11/01/2018 The Team presented developed internal analysis and results of the survey, discussed conclusions that could be formulated in the light of obtained data, and identified tasks to be conducted as a part of the HR Strategy and Action Plan.
- 15/02/2018 The Team summarised any works completed as a part of implementation of the rules of the Charter and the Code, specified methods for monitoring of effects of such implementation, and discussed individual parts of the HR Strategy and Action Plan.
- 08/03/2018 The statements of the Implementation Team related to agreed HR Strategy and Action Plan were accepted, and a decision was made to refer this document to the Rector.
- 27/03/2018 The HR Strategy and Operational Plan, compiled for the University School of Physical Education in Wrocław, was presented in front of the Board of Rectors.

2.3. Information campaign

For the purpose of preparatory actions before implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers in the University School of Physical Education in Wrocław, an information campaign was initiated. In early June, 2017, the University's website (www.awf.wroc.pl) announced that the University would participate in the procedure for the purpose of obtaining the "HR Excellence in Research" logo. The note explained what was the Charter and the Code, identified the purpose of changes and advantages for the University and its research staff, resulting from being awarded with the HR logo. The note presented members of the Implementation Team and their contact details as well. The Departments received emails, asking to provide information on the Charter and the Code to each employee. Aside from

being informative, the campaign aimed to encourage as many researchers and doctoral students of the University as possible to express their opinions on occupational conditions and professional development opportunities by filling in the questionnaire provided for the purpose of the survey. In September, 2017, before the survey, another promotional campaign was conducted, using various communication means: e-mails to the poll participants, the Dean Offices, the Departments; messages announced by the University; information given at the meetings of the Boards of the Faculties and the meeting of the Senate, including presentation of scheduled actions which would lead to implementation of the Charter and the Code, including, inter alia, the survey (its purpose and deadline were identified). Upon completion of the survey, each participant received an e-mail with thanks for joining in and sharing his/her thoughts on the issues included in the questionnaire. This e-mail emphasised the fact that such information would help the University to devise directions of development for the professional environment of the researchers at the University School of Physical Education in Wrocław and would assist the University in achieving the goal, namely obtaining the HR logo. Words of appreciation were also published in the University magazine, "Życie Akademickie" (01/2018).

2.4 Internal analysis of the documentation

For the purpose of this analysis, a standard table of internal analysis, available at the EURAXESS website, was used. The analysis was completed by comparison of guidelines included in the Charter and the Code against applicable domestic legal acts and internal regulations of the USPE in Wrocław. The principles of analysis were previously discussed at the meetings of the Implementation Team for the Charter and the Code of Conduct and its working groups. A preliminary analysis was assigned to designated organisational units of the University, and its results were discussed during the meeting. All gathered information were included in the internal analysis table, encompassing relevant domestic legal acts and internal resolutions and regulations, aptly assigned to each question raised in the Charter and the Code. The next step was to verify compliance of domestic documents and internal regulations of the University. The analysis was discussed at the Team's meeting, and became a basis for preparation of the HR Strategy and Action Plan, supplemented by specification of remedial actions aiming to adjust practices being applied at the University to the guidelines of the Charter and the Code.

Apart from any efforts related to the internal analysis with respect to comparison of applicable domestic legal acts and internal regulations of the University, a survey was conducted, aiming to gather opinions of research staff and doctoral students pertaining to occupational conditions and professional development opportunities available to researchers of the USPE in Wrocław. This survey was conducted in the period of the 1st to the 31st of October, 2017. Participants were asked to fill in suitable questionnaires - voluntarily and anonymously. All academics of the University, notwithstanding their professional career level, and doctoral students of the University were asked to participate in the survey. A standard survey questionnaire comprised of 40 statements

corresponding with 40 guidelines included in the Charter and the Code, divided to 4 groups related to:

- ethical and professional aspects;
- recruitment and evaluation;
- occupational conditions and social insurance;
- training.

All questions were provided with five-level Likert-type scale answers:

- definitely yes;
- rather yes;
- rather no;
- definitely no;
- hard to say.

In each question, a single answer should have been indicated, the one which complied the best with the interviewee's opinion on to what extent the University meets a certain criterion.

This survey was conducted using Google Forms. In order to ensure anonymity no data allowing to identify participants were collected.

A list of data provided by the internal analysis of the documentation and the survey

The survey results were analysed against both quantitative and qualitative aspects. A presentation of the survey results, based on collected data, was prepared, showing all 40 answers for 40 statements corresponding to the rules of the Charter and the Code. This presentation, together with worked out standard table of the internal analysis, was shown to the Implementation Team. Issues requiring modification with respect to meeting the guidelines of the Charter and the Code were discussed in great detail, and noted as essential for further consideration in the HR Strategy and Action Plan. To ensure transparency of any action, the survey results were announced on the AWF website providing information on implementation of the Charter and the Code.

3. THE INTERNAL ANALYSIS

3.1 The analysis of legal acts, internal documents and practices applicable at the University School of Physical Education in Wrocław.

Key:

USPE – the University School of Physical Education in Wrocław

doctoral student – a participant of doctoral studies

PRF – the Polish Rectors Foundation

CRASP – the Conference of Rectors of Academic Schools in Poland

MSHE – the Ministry of Science and Higher Education
 MLSP – the Ministry of Labour and Social Policy
 MIAA – the Ministry of Internal Affairs and Administration
 NSC – the National Science Centre
 NRDC – the National Research and Development Centre
 PAS - the Polish Academy of Sciences
 PL – the Republic of Poland

I. Ethical and professional aspects

1. Freedom of research

While working in research, any researcher should serve the welfare of mankind and attempt to expand scientific knowledge, at the same time exercising their right to free thought and free speech as well as enjoying the freedom of specifying methods for solving any problem according to recognised ethical principles and practices. However, a researcher should accept any limitation of such freedom resulting from certain conditions of scientific research (including scientific supervision/advising/management) or operational limits, e.g. from budgetary or infrastructural causes or, particularly in the industrial sector, from a necessity to protect intellectual property rights. Yet, such limitations should never contradict any recognised ethical principles and practices to be complied with by researchers.

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
1. The Constitution of Poland 2. The Act - Law on Higher Education 3. The Act - Law on industrial property 4. The Act on Copyright and Related Rights 5. The Act on Database Protection 6. The Act on Unfair Competition 7. The Act on Principles of Financing Science 8. The Act on Public Finances 9. The Act on Liability for Infringement of Discipline in Public Finances 10. The Code of the National Science Centre pertaining to research integrity	<p>The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020</p> <p>The Senate Resolution no. 19/2015 dated 26/03/2015 on adopting the Regulations on management of copyrights and related rights and industrial property rights and principles of protection and commercialisation of research results and development works at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 33/2011 dated 12/10/2011 on introduction of the Regulations on principles of protection</p>	No actions required	

<p>and applying for research funds accepted by the Resolution no. 20/2016 of the NSC Board</p> <p>11. The Code of Ethics for Academics accepted by the Resolution no. 10/2012 of the General Meeting of the PAS</p> <p>12. The Code - Good Practices in Higher Schools, CRASP PRF 2007</p> <p>13. Integrity in research and respecting intellectual property, MSHE 2012</p> <p>14. Recommendations of the Board of the National Science Centre pertaining to research with participation of human subjects, 2016</p> <p>15. The Ethical Code of the Foundation for the Polish Science</p> <p>16. Ethical Code of the Winners and Beneficiaries of the Foundation for the Polish Science adopted by the Resolution no. 62/2016 of the Board of the Foundation for the Polish Science dated 19/04/2016</p> <p>17. The Ethical Code of the National Research and Development Centre</p>	<p>and commercialisation of intangible goods at the University School of Physical Education in Wrocław</p> <p>The Rector's Disposition no. 36/2014 dated 7/07/2014 on spending expenditure of estimated value not exceeding the equivalent of EUR 30,000 in PLN, and introduction of "The regulations on proceeding with spending financial means of value not exceeding the equivalent of EUR30,000 in PLN to which the provisions of the Act - Law on Public Procurement shall not be applied"</p> <p>The Rector's Disposition no. 37/2014 dated 7/07/2014 on completion of purchase orders in the field of science and cultural activity</p> <p>The Rector's Disposition no. 27/2014 dated 27/05/2014 on the professional principles for research workshops and laboratories at the USPE</p> <p>The Senate Resolution no. 27/2009 dated 17/09/2009 on protection of the University interests in situations related to recruitment of academic staff outside the USPE</p> <p>The Senate Resolution no. 1/2007 dated 25/01/2007 on principles for engaging in employment relationship with academic staff to be employed by the USPE in Wrocław as an additional employer</p> <p>The Senate Resolution no. 53/2007 dated 7/09/2007 on adoption of the Code: Good Practices in Higher Schools – a project</p> <p>The Senate Resolution no. 44/2004 dated 25/11/2004 on confirmation of the Academic Ethical Code of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 68/2003 dated 4/11/2003 on adoption of the Regulations of the Senate Commission for the Ethics of Scientific Research at the University School of Physical Education in Wrocław</p>		
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2. Ethical principles

A researcher should comply with recognised ethical practices and fundamental ethical principles referring to disciplines being handled by him/her as well as ethical standards encompassed by domestic, sectoral or institutional ethical codes.

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
<p>1. The Act - Law on Higher Education</p> <p>2. The Code of the National Science Centre pertaining to research integrity and applying for research funds accepted by the Resolution no. 20/2016 of the NSC Board</p> <p>3. The Code of Ethics for Academics accepted by the Resolution no. 10/2012 of the General Meeting of the PAS</p> <p>4. The Code - Good Practices in Higher Schools, CRASP PRF 2007</p> <p>5. Good academic practices in recruitment and in supervisor-subordinate relationships, MSHE 2014</p> <p>6. Good practices in reviewing procedures in science, MSHE 2011</p> <p>7. Integrity in research and respecting intellectual property, MSHE 2012</p> <p>8. Recommendations of the Board of the National Science Centre pertaining to research with participation of human subjects, 2016</p> <p>9. The Ethical Code of the National Research and Development Centre</p>	<p>The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 44/2004 dated 25/11/2004 on confirmation of the Academic Ethical Code of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 19/2015 dated 26/03/2015 on adopting the Regulations on management of copyrights and related rights and industrial property rights and principles of protection and commercialisation of results of research and development works at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 33/2011 dated 12/10/2011 on introduction of the Regulations on principles of protection and commercialisation of intangible goods at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 68/2003 dated 4/11/2003 on adoption of the Regulations of the Senate Commission for the Ethics of Scientific Research at the University School of Physical Education in Wrocław</p> <p>The Rector's Disposition no. 36/2014 dated 7/07/2014 on spending expenditure of estimated value not exceeding the equivalent of EUR30,000 in PLN, and introduction of "The regulations on proceeding with spending financial means of value not exceeding the equivalent of EUR30,000 in PLN to which the provisions of the Act - Law on Public Procurement shall not be applied"</p>	<p>Giving access to the collection of domestic guidelines and the University guidelines referring to ethical issues in the field of higher education at the University's website</p>	<p>Up to 1 year</p> <p>The University Promotion Office</p>

	<p>The Rector's Disposition no. 37/2014 dated 7/07/2014 on completion of purchase orders in the field of science and cultural activity</p> <p>The Senate Resolution no. 19/2015 dated 25/01/2007 on principles for engaging in employment relationship with academic staff to be employed by the USPE in Wrocław as an additional employer</p> <p>The Rector's Disposition no. 15/2014 2/04/2014 on the procedure and the criteria for giving consent to undertaking or continuing additional employment relationship by the academic staff of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020</p> <p>The Rector's Disposition no. 21/2014 dated 7/05/2014 on introduction of the anti-plagiarism regulations specifying principles of operation of the System for Archiving Works at the University</p>		
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3. Professional accountability

Any researcher should make every effort to guarantee that their research will be significant for society and will not duplicate any research conducted previously and/or in other places. A researcher is forbidden to plagiarise in any form and must comply with the rules of respecting intellectual property and common property of data in case of any research conducted in cooperation with a supervisor/supervisors and/or any other researchers. A necessity to verify any new observations by proving that any experiment is repeatable shall not be recognised as plagiarism, provided that the data to be verified are clearly referred to. In case any other person receives any aspect of work a researcher should ensure that a person assigned to this task holds appropriate qualifications for its completion.

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
1. The Penal Code Act 2. The Labour Code Act 3. The Code of Criminal Procedure Act 4. The Act - Law on Higher Education with implementing provisions	<p>The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 44/2004 dated 25/11/2004 on confirmation of the Academic Ethical Code of the</p>	No actions required	

5. The Act - Law on industrial property	University School of Physical Education in Wrocław		
6. The Act on Copyright and Related Rights	The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020		
7. The Act on Database Protection			
8. The Act on Unfair Competition	The Senate Resolution no. 33/2011 dated 12/10/2011 on introduction of the Regulations on principles of protection and commercialisation of intangible goods at the University School of Physical Education in Wrocław		
9. The Code of the National Science Centre pertaining to research integrity and applying for research funds accepted by the Resolution no. 20/2016 of the NSC Board	The Senate Resolution no. 52/2012 dated 22/11/2012 on adoption of the Regulations of Doctoral Studies at the University School of Physical Education in Wrocław		
10. The Code of Ethics for Academics accepted by the Resolution no. 10/2012 of the General Meeting of the PAS	The Senate Resolution no. 68/2003 dated 4/11/2003 on adoption of the Regulations of the Senate Commission for the Ethics of Research at the University School of Physical Education in Wrocław		
11. Good Practices in Higher Schools, CRASP PRF 2007	The Senate Resolution no. 53/2007 dated 7/09/2007 on adoption of the Code: Good Practices in Higher Schools – a project		
12. Good practice in scientific research. Recommendations, the Panel for Ethics in Science at the Minister of Science, 2004	The Senate Resolution no. 19/2015 dated 26/03/2015 on adopting the Regulations on management of copyrights and related rights and industrial property rights and principles of protection and commercialisation of results of scientific research and development works at the University School of Physical Education in Wrocław		
13. Good academic practices in recruitment and in supervisor-subordinate relationships, MSHE 2014			
14. Integrity in scientific research and respecting intellectual property, MSHE 2012			
15. The Ethical Code of the Foundation for the Polish Science			
16. Ethical Code of the Winners and Beneficiaries of the Foundation for the Polish Science adopted by the Resolution no. 62/2016 of the Board of the Foundation for the Polish Science dated 19/04/2016			
17. The Ethical Code of the National Research and Development Centre			

Additional good practices applied at the University School of Physical Education in Wrocław:

The USPE introduced a system providing professional accountability. This system comprises of the Senate Disciplinary Commission for Academic Staff and Doctoral Students and the Senate Commission for Ethics of Scientific Research.

4. Professional approach

Any researcher should be familiar with strategic goals of his/her scientific environment and research financing mechanisms, and also obtain any permits necessary, before beginning any scientific research or being allowed to access any means provided. Should any delay, redefinition or completion of a research project occurs or should it be completed early or suspended due to a specific cause, a responsible researcher always notices his/her employer, funder or supervisor.

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
1. The Act - Law on Higher Education 2. The Act on Public Finances 3. The Act on Principles of Financing Science 4. The Act on Liability for Infringement of Discipline in Public Finances 5. The Act on the National Science Centre 6. The Act on the National Research and Development Centre 7. The Code of the National Science Centre pertaining to research integrity and applying for research funds accepted by the Resolution no. 20/2016 of the NSC Board 8. Recommendations of the Board of the National Science Centre pertaining to research with participation of human subjects, 2016 9. Good practices in reviewing procedures in science, MSHE 2011 10. Integrity in research and respecting intellectual property, MSHE 2012	The Senate Resolution no. 68/2003 dated 4/11/2003 on adoption of the Regulations of the Senate Commission for the Ethics of Research at the University School of Physical Education in Wrocław The Rector's Disposition no. 27/2014 dated 27/05/2014 on the professional principles for research workshops and laboratories at the University The Senate Resolution no. 12/2017 dated 9/02/2017 on guidelines pertaining to distribution of financial means for sustaining research potential and conducting research beneficial to development of early-stage researchers and participants of doctoral studies The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020 The Rector's Disposition no. 51/2010 dated 20/12/2010 on establishment of rules of management control The Rector's Disposition no. 16/2016 dated 19/04/2016 on introduction of the Instruction on the principles of performing internal audit at the University School of Physical Education in Wrocław The Rector's Disposition no. 20/2010 dated 17/06/2010 on introduction of the Instruction on the principles of performing internal audit at the	No actions required	

	<p>University School of Physical Education in Wrocław</p> <p>The Rector's Disposition no. 9/2010 dated 18/02/2010 on the Office Instruction and the List of Records of the University School of Physical Education</p> <p>The Rector's Disposition no. 42/2009 dated 24/11/2009 on introduction of the "Instruction of circulation of accounting documents" at the University School of Physical Education in Wrocław</p> <p>The Rector's Disposition no. 19/2015 dated 22/04/2015 on establishment of mark-up of indirect costs of scientific and research activities, from the 1st of January, 2015.</p> <p>The Rector's Disposition no. 63/2014 dated 5/12/2014 on the Instruction of Cost Recording and Settlement</p> <p>The Rector's Disposition no. 64/2014 dated 5/12/2014 on Accountancy Policy</p> <p>The Senate Resolution no. 52/2012 dated 22/11/2012 on adoption of the Regulations of Doctoral Studies at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 55/2012 dated 22/11/2012 on changing the principles governing application of 50% costs of income from the employment relationship at the University School of Physical Education in Wrocław</p> <p>The Rector's Disposition no. 1/2017 dated 3/01/2017 on establishment of mark-up of indirect costs of scientific and research activities, from the 1st of January, 2017</p> <p>The Rector's Disposition no. 112/2016 dated 22/12/2016 on introduction of the Regulations of applying for financing scientific projects by external sources and preparing appropriate project performance reports</p> <p>The Rector's Disposition no. 15/2017 dated 28/02/2017 on introduction of the measurement price list by external customers at the Central Research Laboratory</p>		
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	<p>The Rector's Disposition no. 17/2017 dated 28/02/2017 on introduction of principles for settlement of services provided by the Central Research Laboratory</p> <p>The Senate Resolution no. 38/2016 dated 24/11/2016 on the assumptions of science policy until 2020</p>		
<p>Additional good practices applied at the University School of Physical Education in Wrocław:</p> <p>The principles of distribution and spending funds for scientific research have been specified:</p> <p>The Resolutions adopted at the Faculties of the University:</p> <ul style="list-style-type: none"> – The Resolution of the Board of the Faculty of Sports Sciences no. 26/2016/2017 dated 16/03/2017 on the principles of distribution and spending funds from subsidies for the purpose of financing early-stage researchers in the years 2017 to 2018 – The Resolution of the Board of the Faculty of Sports Sciences no. 25/2016/2017 dated 16/03/2017 on the principles of distribution and spending funds from subsidies for the purpose of maintaining research potential in the year 2017 – The Resolution of the Board of the Faculty of Physical Education no. 68/2016/2017 dated 18/05/2017 on the principles of distribution and spending funds from subsidies for the purpose of financing early-stage researchers and doctoral students – The Resolution of the Board of the Faculty of Physical Education no. 71/2016/2017 dated 18/05/2017 on the principles of distribution and spending funds from subsidies for the purpose of financing statutory research – The Resolution of the Board of the Faculty of Physiotherapy no. 18/2016/2017 dated 2/02/2017 on the principles of distribution and spending funds from subsidies for the purpose of maintaining research potential in the year 2017 – The Resolution of the Board of the Faculty of Physiotherapy no. 19/2016/2017 dated 2/02/2017 on the principles of distribution and spending funds for the purpose of financing early-stage researchers and doctoral students in the year 2017 <p>The schedule for 2018 includes carrying out training sessions pertaining to practical knowledge and skills needed for preparation of grant applications. These will be completed for the purpose of supporting potential applicants in preparation of a scientific project.</p>			
<p>5. Obligations due to a contract or legal regulations</p> <p>Any researcher, at any stage of his/her professional career, must be familiar with domestic, sectoral and institutional regulations governing conditions of training and/or work. These include provisions pertaining to intellectual property rights as well as requirements and conditions posed by potential sponsors or funders, notwithstanding the contract's nature. A researcher should comply with all such regulations, delivering required research results (such as doctoral thesis or habilitated doctor thesis, publications, patents, reports, preparation of new products etc.) which are specified in the contract terms or an equivalent document.</p>			
Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
<p>1. The Act - Law on Higher Education</p> <p>2. The Act - Law on industrial property</p> <p>3. The Act on Copyright and Related Rights</p>	<p>The Senate Resolution no. 19/2015 dated 26/03/2015 on adopting the Regulations on management of copyrights and related rights and industrial property rights and principles of protection and commercialisation of results of research and development</p>	<p>Preparation and implementation of information campaign related to applicable legal regulations</p>	<p>1 year</p> <p>Legal Department</p> <p>The University</p>

4. The Act on Database Protection	works at the University School of Physical Education in Wrocław		Promotion Office
5. The Act - Civil Code	<p>The Senate Resolution no. 33/2011 dated 12/10/2011 on introduction of the Regulations on principles of protection and commercialisation of intangible goods at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 38/2016 dated 24/11/2016 on the assumptions of science policy until 2020</p> <p>The Rector's Disposition no. 112/2016 dated 22/12/2016 on introduction of the Regulations of applying for financing scientific projects by external sources and preparing appropriate project performance reports</p> <p>The Rector's Disposition no. 85/2012 dated 14/12/2012 on financing scientific and research activity, with amendment introduced by the Disposition no. 80/2013 dated 18/12/2013</p> <p>The Rector's Disposition no. 36/2014 dated 7/07/2014 on spending expenditure of estimated value not exceeding the equivalent of EUR30,000 in PLN, and introduction of "The regulations on proceeding with spending financial means of value not exceeding the equivalent of EUR30,000 in PLN to which the provisions of the Act - Law on Public Procurement shall not be applied"</p> <p>The Rector's Disposition no. 37/2014 dated 7/07/2014 on completion of purchase orders in the field of science and cultural activity</p> <p>The Rector's Disposition no. 112/2016 dated 22/12/2016 on introduction of the Regulations of applying for financing scientific projects by external sources and preparing appropriate project performance reports</p> <p>The Rector's Disposition no. 85/2012 dated 14/12/2012 on financing scientific and research activity, with amendment introduced by the Disposition no. 80/2013 dated 18/12/2013</p> <p>The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the</p>		Deans, Department Managers

	<p>University School of Physical Education in Wrocław for the years 2011 to 2020</p> <p>The Rector's Disposition no. 23/2003 dated 15/05/2003 on the Worksite Regulations</p> <p>The Rector's Disposition no. 54/2015 dated 23/11/2015 on appointment of the University Science Coordinator, the University Education Coordinator and the POL-on System Administrator</p> <p>The Rector's Disposition no. 51/2015 dated 16/11/2015 on introduction of the Instruction of filling in data in the Integrated System of Information on Science and Higher Education – POL-on</p>		
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Additional good practices applied at the University School of Physical Education in Wrocław:

Classes pertaining to preparation of research projects and protection of intellectual property are being conducted at doctoral studies. Employees have the opportunity to participate in training related to preparation of scientific grants.

6. Responsibility

A researcher should be aware that he/she is responsible against his/her employer, funder or any other relevant public or private organ, and also in front of the society, for ethical reasons. In particular, a researcher being financed by public funds is also responsible for effective use of the financial means of taxpayers. Therefore, a researcher should always comply with the principles of thorough, transparent and effective management of funds and cooperate with any and all organs authorised to control scientific research, whether such control is initiated by employers/funders or by ethical commissions. The data collection methods and analyses, results and detailed data, if necessary, should always be available for the purpose of internal and external control, if necessary, and according to a request of appropriate authority.

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
<p>1. The Act - Law on Higher Education</p> <p>2. The Act on Principles of Financing Science</p> <p>3. The Act on Public Finances</p> <p>4. The Act on Liability for Infringement of Discipline in Public Finances</p> <p>5. The Act dated 30/04/2010 on the National Science Centre</p> <p>6. The Act dated 30/04/2010 on the National</p>	<p>The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020</p>	<p>Preparation and implementation of information campaign related to applicable legal regulations</p>	<p>1 year</p> <p>Legal Department</p> <p>The University Promotion Office</p> <p>Deans, Department Managers</p>

<p>Research and Development Centre</p> <p>7. The Regulation of the Minister of Labour and Social Policy dated 29/01/2013 on allowances due to a person employed in a government or local self-government budgetary unit due to his/her professional travel</p> <p>8. The Regulation of the Minister of Science and Higher Education dated 11/09/2015 on the method of determining the amount of subsidy and settlement of financial means for maintaining research potential and for scientific research or development works and any related tasks, beneficial to development of early-stage researchers and participants of doctoral studies</p> <p>9. Directions of development of open access to publications and results of research in Poland, MSHE 23/10/2015</p>	<p>The Senate Resolution no. 38/2016 dated 24/11/2016 on the assumptions of science policy until 2020</p> <p>The Rector's Disposition no. 81/2017 dated 14/11/2017 on changing content of the Disposition on allowances (and their amounts) due to employees due to domestic professional travel</p> <p>The Rector's Disposition no. 36/2017 dated 8/06/2017 on changing content of the Disposition on allowances (and their amounts) due to employees due to domestic professional travel No changes in any other aspect</p> <p>The Rector's Disposition no. 16/2016 dated 19/04/2016 on introduction of the Instruction on the principles of performing internal audit at the University School of Physical Education in Wrocław</p> <p>The Rector's Disposition no. 64/2014 dated 5/12/2014 on Accountancy Policy</p> <p>The Rector's Disposition no. 63/2014 dated 5/12/2014 on the Instruction of Cost Recording and Settlement</p> <p>The Rector's Disposition no. 74/2013 dated 12/12/2013 on the Office Instruction and the List of Records of the University School of Physical Education</p> <p>The Rector's Disposition no. 2/2011 dated 5/01/2011 on principles for using official phones, mobile phones and GSM modems at the University School of Physical Education in Wrocław</p> <p>The Rector's Disposition no. 51/2010 dated 20/12/2010 on establishment of rules of management control</p> <p>The Rector's Disposition no. 42/2009 dated 24/11/2009 on the "Instruction of circulation of accounting documents"</p> <p>The Senate Resolution no. 50/2017 dated 14/09/2017 on introduction of the principles of Open Access Policy at the University School of Physical Education in Wrocław</p>		
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	The Rector's Disposition no. 54/2015 dated 23/11/2015 on appointment of the University Science Coordinator, the University Education Coordinator and the POL-on System Administrator		
<p>Additional good practices applied at the University School of Physical Education in Wrocław:</p> <p>The principles of distribution and spending funds for scientific research have been specified at the Faculties:</p> <ul style="list-style-type: none"> – The Resolution of the Board of the Faculty of Sports Sciences no. 26/2016/2017 dated 16/03/2017 on the principles of distribution and spending funds from subsidies for the purpose of financing early-stage researchers in the years 2017 to 2018 – The Resolution of the Board of the Faculty of Sports Sciences no. 25/2016/2017 dated 16/03/2017 on the principles of distribution and spending funds from subsidies for the purpose of maintaining research potential in the year 2017 – The Resolution of the Board of the Faculty of Physical Education no. 68/2016/2017 dated 18/05/2017 on the principles of distribution and spending funds from subsidies for the purpose of financing early-stage researchers and doctoral students – The Resolution of the Board of the Faculty of Physical Education no. 71/2016/2017 dated 18/05/2017 on the principles of distribution and spending funds from subsidies for the purpose of financing statutory research – The Resolution of the Board of the Faculty of Sports Sciences no. 18/2016/2017 dated 16/06/2017 on the principles of distribution and spending funds from subsidies for the purpose of maintaining research potential in the year 2017 – The Resolution of the Board of the Faculty of Physiotherapy no. 19/2016/2017 dated 2/02/2017 on the principles of distribution and spending funds for the purpose of financing early-stage researchers and doctoral students in the year 2017 			
<p>7. Good practice principles in scientific research</p> <p>Any researcher should always use safe methods to perform his/her professional duties according to domestic regulations, i.e. among other things, use all necessary precautions with respect to health and safety as well as recovery of data lost due to computer system failures by e.g. preparing suitable strategy for establishing backups. He/she should also be familiar with applicable provisions of domestic laws pertaining to requirements related to data protection and confidentiality as well as undertake any means necessary in order to comply with such laws.</p>			
Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
1. The Labour Code together with implementing provisions in the field of Health and Safety 2. The Act on Fire Protection Measures 4. The Act on Personal Data Protection 5. The Act on Chemical Substances and their Mixtures 6. The Act on Protection of Confidential Information 7. The Act on Database Protection	The Rector's Disposition no. 23/2003 dated 15/05/2003 on the Worksite Regulations The Rector's Disposition no. 10/2007 dated 15/03/2007 on admitting and paying special allowances to employees due to occupational conditions The Rector's Disposition no. 20/2008 dated 18/08/2008 on the principles of admitting personal protection equipment and working clothes and shoes to the University employees as well as lump sum payments for washing working clothes The Rector's Disposition no. 22/2017 dated 14/03/2017 on the Safety Policy and the instruction of managing IT	No actions required	

<p>8. Integrity in research and respecting intellectual property, MSHE 2012</p> <p>9. Good practices in reviewing procedures in science, MSHE 2011</p> <p>10. The Act on Computerisation of Entities Providing Public Services</p> <p>11. The Regulation of the Minister of Internal Affairs and Administration dated 29/04/2004 on documentation of personal data processing and technical and organisational conditions which should be fulfilled by computer devices and systems used for personal data processing</p> <p>12. The Regulation of the Council of Ministers dated 12/04/2012 on the National Interoperability Framework, minimum requirements for public registers and exchange of information in electronic form and minimum requirements for data communications systems</p> <p>13. The Regulation of the MSHE on Health and Safety at Higher Schools</p> <p>14. The Regulation of the MLSP on general H&S provisions</p>	<p>systems used for personal data protection</p> <p>The Rector's Disposition no. 80/2016 dated 25/10/2016 on general principles of performing national defence tasks at the University</p> <p>The Rector's Disposition no. 78/2016 dated 25/10/2016 on organisation of Civil Defence and calling for service at the University Civil Defence Units as well as admitting new organisational assignments</p> <p>The Rector's Disposition no. 29/2016 dated 20/07/2016 on performance of introduced alarm stages</p> <p>The Rector's Disposition no. 18/2017 dated 3/03/2017 on formation of the Commission for revision of confidential documents and inspection of records and their circulation at the University School of Physical Education in Wrocław</p> <p>The Rector's Disposition no. 92/2016 dated 15/11/2016 on confirmation of the Organisational Regulations of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 19/2015 dated 26/03/2015 on adopting the Regulations on management of copyrights and related rights and industrial property rights and principles of protection and commercialisation of results of scientific research and development works at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 33/2011 dated 12/10/2011 on introduction of the Regulations on principles of protection and commercialisation of intangible goods at the University School of Physical Education in Wrocław</p> <p>The Rector's Disposition no. 1/2011 dated 4/01/2011 on organisation of Civil Defence and calling for service at the University Civil Defence Units as well as admitting new organisational assignments</p> <p>The Rector's Disposition no. 54/2017 dated 12/09/2017 on training in the scope of Health and Safety for the</p>		
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	<p>employees of the University School of Physical Education in Wrocław</p> <p>The Rector's Disposition no. 53/2017 dated 12/09/2017 on training in the scope of Health and Safety for the first-year students of first-tier studies, second-tier studies, uniform Master studies and doctoral studies at the University School of Physical Education in Wrocław</p> <p>The Rector's Disposition no. 22/2017 dated 14/03/2017 on the Safety Policy and the instruction of managing IT systems used for personal data protection</p>		
<p>Additional good practices applied at the University School of Physical Education in Wrocław:</p> <p>The University organises periodic training in the scope of Health and Safety for all employees. The ISO system for computer data safety has been implemented: http://awf.wroc.pl/pl/article/1584/1608/Sprawy_informatyczne_i_obliczenia_statystyczne/</p>			
<p>8. Popularisation and use of results</p> <p>According to provisions included in the contract each researcher should ensure that his/her results are popularised and used, e.g. announced or provided to other scientific environments or commercialised in applicable cases. In particular, senior research staff is expected to take initiative in ensuring that scientific research is prolific, and its results are used commercially and/or made available to the society at each arising opportunity.</p>			
Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
<p>1. The Act - Law on Higher Education</p> <p>2. The Act on the National Science Centre</p> <p>3. The Act on the National Research and Development Centre</p> <p>4. The Act - Law on industrial property</p> <p>5. The Act on Copyright and Related Rights</p> <p>6. The Act on Database Protection</p> <p>7. The Act on Access to Public Information</p> <p>8. Directions of development of open access to publications and results of research in Poland, MSHE 23/10/2015</p>	<p>The Senate Resolution no. 19/2015 dated 26/03/2015 on adopting the Regulations on management of copyrights and related rights and industrial property rights and principles of protection and commercialisation of results of scientific research and development works at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 33/2011 dated 12/10/2011 on introduction of the Regulations on principles of protection and commercialisation of intangible goods at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020</p>	<p>Preparation and implementation of information campaign related to applicable legal regulations</p>	<p>1 year</p> <p>Legal Department,</p> <p>The University Promotion Office</p> <p>Deans, Department Managers</p>

	<p>The Rector's Disposition no. 27/2014 dated 27/05/2014 on the professional principles for research workshops and laboratories at the USPE</p> <p>"http://156.17.111.99/Wewnetrzne/uchwaly_senatu/2009/us27.doc" \t " _blank"</p> <p>The Senate Resolution no. 27/2009 dated 17/09/2009 on protection of the University interests in situations related to recruitment of academic staff outside the USPE</p> <p>The Senate Resolution no. 50/2017 dated 14/09/2017 on introduction of the principles of Open Access Policy at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 43/2010 dated 25/11/2010 on adoption of the Regulations of Central Library at the University School of Physical Education in Wrocław</p>		
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Additional good practices applied at the University School of Physical Education in Wrocław:

The USPE cooperates with the Office of Cooperation with Higher Schools (*Biuro Współpracy z Uczelniami Wyższymi*) of the Wrocław Municipal Office. Students present their works during the "Wrocławska Magnolia" contests organised by the Municipal Office while academic staff may apply for presenting projects during the "Mozart" contest. Research results are made available at the Lower Silesia Science Festival and at the Children University and the University of the Third Age.

9. Social commitment

A researcher should ensure that his/her research is presented to the society in such manner that it is comprehensible for persons not included to experts, thus raising public understanding of science. Direct dialog with the society helps researchers to gain better understanding of the society's interest in scientific and technological priorities as well as its potential concerns.

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
1. The Act - Law on Higher Education 2. The Act on Access to Public Information 3. Press Law 4. ECHE provisions (Erasmus University Charter for Higher Education) 5. Directions of development of open access to publications and results of	The Senate Resolution no. 19/2015 dated 26/03/2015 on adopting the Regulations on management of copyrights and related rights and industrial property rights and principles of protection and commercialisation of research results and development works at the University School of Physical Education in Wrocław no. 33/2011 dated 12/10/2011 on introduction of the Regulations of protection and commercialisation of intangible	No actions required	

research in Poland, MSHE 23/10/2015	<p>goods at the University School of Physical Education in Wrocław</p> <p>The Rector's Disposition no. 27/2014 dated 27/05/2014 on the professional principles for research workshops and laboratories at the USPE</p> <p>The Senate Resolution no. 43/2010 dated 25/11/2010 on adoption of the Regulations of Central Library at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020</p> <p>The Senate Resolution no. 50/2017 dated 14/09/2017 on introduction of the principles of Open Access Policy at the University School of Physical Education in Wrocław</p>		
<p>Additional good practices applied at the University School of Physical Education in Wrocław:</p> <p>The University cooperated with the Children University. Academic staff conducts classes used popularising science among the youngest ones.</p> <p>As a part of the Young Explorer University program, organised by the MSHE, projects of classes for children used for popularising science are being submitted.</p> <p>The University participates in: the Lower Silesia Science Festival http://www.festiwal.wroc.pl/storage/file/dlaorganizatorow/Regulamin%20DFN.pdf, TARED Education Fair, and cooperates with the Office of Cooperation with Higher Schools (<i>Biuro Współpracy z Uczelniami Wyższymi</i>) of the Wrocław Municipal Office in the scope of contests for employees and students: "Mozart" and "Wrocławska Magnolia".</p> <p>The academic staff conducts lectures popularising science at the Third Age University, senior citizen clubs, sports associations and clubs, at the meetings with Wrocław residents, and is being interviewed by radio and television.</p>			
<p>10. Non-discrimination principle</p> <p>Funders and/or employers shall not discriminate researchers, in any manner, due to their gender, age, ethnic, national or social origin, religion or denomination, sexual orientation, used language, disability, political views or social or material status.</p>			
Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
<p>1. The Labour Code with implementing provisions</p> <p>2. The Act - Law on Higher Education with implementing provisions</p>	<p>The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University</p>	No actions required	

<p>3. The Code of Ethics for Academics accepted by the Resolution no. 10/2012 of the General Meeting of the PAS</p> <p>4. The Code - Good Practices in Higher Schools, CRASP PRF 2007</p> <p>5. Integrity in research and respecting intellectual property, MSHE 2012</p> <p>6. The Ethical Code of the Foundation for the Polish Science</p> <p>7. Ethical Code of the Winners and Beneficiaries of the Foundation for the Polish Science adopted by the Resolution no. 62/2016 of the Board of the Foundation for the Polish Science dated 19/04/2016</p> <p>8. The Code of the National Science Centre pertaining to research integrity and applying for research funds accepted by the Resolution no. 20/2016 of the NSC Board</p> <p>9. The Ethical Code of the National Research and Development Centre</p> <p>10. Directive 2006/54/EC of the European Parliament and the Council dated 5/07/2006 on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation</p>	<p>School of Physical Education in Wrocław</p> <p>The Rector's Disposition no. 23/2003 dated 15/05/2003 on the Worksite Regulations</p> <p>The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020</p> <p>The Senate Resolution no. 53/2007 dated 7/09/2007 on adoption of the Code: Good Practices in Higher Schools – a project</p> <p>The Senate Resolution no. 44/2004 dated 25/11/2004 on confirmation of the Academic Ethical Code of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 68/2003 dated 4/11/2003 on adoption of the Regulations of the Senate Commission for the Ethics of Scientific Research at the University School of Physical Education in Wrocław</p>		
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11. Employee evaluation systems

Funders and/or employers should introduce, for all researchers, including senior research staff, employee evaluation systems used for regular evaluation of their professional performance to be conducted in transparent manner by an independent commission (in case of senior academic staff, rather an international one). Such procedures providing evaluations of employees should appropriately take into account scientific creativity and research results, such as publications, patents, scientific research management, teaching/lecturing, scientific supervision, advising, domestic or international cooperation, administrative duties, activities related to raising

scientific awareness of the society, and mobility; such procedures also need to be taken into account with respect to professional development.

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
<p>1. The Act - Law on Higher Education with implementing provisions</p> <p>2. The Regulation of the MSHE dated 27/10/2015 on the criteria and mode of admitting scientific category to scientific units</p> <p>3. The position of the Scientific Policy Committee in the scope of scientific excellence indices, Warsaw, 29/09/2014</p>	<p>The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020</p> <p>The Senate Resolution no. 47/2017 dated 14/09/2017 on the regulations for admitting Rector's awards to academic staff and a scientific award to early-stage academic staff at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 26/2017 dated 27/04/2017 on the change of academic staff evaluation sheet</p> <p>The Senate Resolution no. 11/2017 dated 9/02/2017 on introduction of the Regulations for periodic evaluation of academic staff at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 10/2017 dated 9/02/2017 on introduction of the Regulations for professional promotions of academic staff at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 9/2017 dated 9/02/2017 on introduction of the academic staff evaluation sheet</p> <p>The Senate Resolution no. 38/2016 dated 24/11/2016 on the assumptions of science policy until 2020</p> <p>The Senate Resolution no. 39/2015 dated 17/09/2015 on changing text of the resolution on science and staff policy for the years 2014 to 2016</p>	<p>No actions required</p>	

	<p>The Senate Resolution no. 21/2015 dated 26/03/2015 on evaluation of academic staff with part-time employment</p> <p>The Senate Resolution no. 20/2015 dated 26/03/2015 on changing text of the resolution on academic staff evaluation</p> <p>The Senate Resolution no. 11/2015 dated 26/02/2015 on introduction of the evaluation sheet for habilitated doctors (<i>doktor habilitowany</i>)</p> <p>The Senate Resolution no. 10/2015 dated 26/02/2015 on introduction of the evaluation sheet for full professors (<i>profesor zwyczajny</i>)</p> <p>The Senate Resolution no. 27/2013 dated 27/06/2013 on adoption of the Regulations of admitting the medal: "Zasłużony dla Akademii Wychowania Fizycznego we Wrocławiu"</p> <p>The Senate Resolution no. 2/2016 dated 28/01/2016 on establishing a commemorative medal due to 70th anniversary of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 63/2005 dated 22/12/2005 on establishment of the distinction: "Laur Akademii Wychowania Fizycznego we Wrocławiu" and confirmation of its admitting regulations</p> <p>The Senate Resolution no. 33/2007 dated 24/05/2007 on novelisation of the Resolution no. 76/2006 specifying publication rating principles at the USPE since 2006</p>		
<p>Additional good practices applied at the University School of Physical Education in Wrocław:</p> <p>The following commissions have been formed: evaluation commission, disciplinary commission, appealing commission for employees and doctoral students.</p> <p>Employees given the best evaluation during the evaluation period are awarded with the Rector's awards and distinctions.</p>			

II. Recruitment and assessment

12. Recruitment

Employers and/or funders should ensure that researcher employment standards, particularly at the initial stage of professional career, are clearly specified, and also should facilitate access to groups in more difficult position or researchers returning to pursue scientific career, including academic staff (at every stage of education system)

returning to pursue scientific career. Employers and/or funders of researchers should comply with the principles specified in the Code of Conduct for the Recruitment of Researchers during appointing or recruiting researchers.

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
1. The Labour Code 2. The Act - Law on Higher Education 3. The Regulation of the MSHE dated 19/08/2015 on nostrification of foreign higher university diplomas and on confirmation of completion of higher studies at specified education level 4. The Regulation of the MSHE dated 8/08/2011 on nostrification of foreign scientific degrees and art degrees 5. The Regulation of MLSP on the mode and conditions governing admitting work permits to foreigners	The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020 The Senate Resolution no. 10/2017 dated 9/02/2017 on introduction of the Regulations for professional promotions of academic staff at the University School of Physical Education in Wrocław The Rector's Disposition no. 15/2014 dated 2/04/2014 on the procedure and the criteria for giving consent to undertaking or continuing additional employment relationship by the academic staff of the University School of Physical Education in Wrocław The Senate Resolution no. 1/2007 dated 25/01/2007 on the principles for engaging in employment relationship with academic staff to be employed by the USPE in Wrocław as an additional employer	Preparation and implementation of information campaign related to applicable legal regulations	1 year HR Department The University Promotion Office Deans, Department Managers

13. Recruitment (The Code)

Employers and/or funders should establish open, effective, and transparent recruitment procedures which provide support, are comparable at the international stage, and adjusted to the job being offered. Job availability announcements should include a detailed description of required knowledge and qualifications and omit any redundant specialist wording to avoid discouraging potential candidates. Such job announcement should also include description of occupational conditions and entitlements, including prospects of professional development. Moreover, such potential employer should also realistically estimate time period from placing the announcement on available job or invitation to apply for the job and the final term for submitting applications.

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
1. The Labour Code	The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment	To supplement the principles of job	1 year

<p>2. The Act - Law on Higher Education</p> <p>3. The Regulation of the MSHE dated 19/08/2015 on nostrification of foreign higher university diplomas and on confirmation of completion of higher studies at specified education level</p> <p>4. The Regulation of the MSHE on nostrification of foreign scientific degrees and art degrees</p> <p>5. The Regulation of MLSP on the mode and conditions governing admitting work permits to foreigners</p> <p>6. The Regulation of the MSHE on conditions of remuneration and admitting additional job benefits to persons employed by a public higher school</p>	<p>resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020</p> <p>The Senate Resolution no. 10/2017 dated 9/02/2017 on introduction of the Regulations for professional promotions of academic staff at the University School of Physical Education in Wrocław</p> <p>The Rector's Disposition no. 15/2014 dated 2/04/2014 on the procedure and the criteria for giving consent to undertaking or continuing additional employment relationship by the academic staff of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 1/2007 dated 25/01/2007 on the principles for engaging in employment relationship with academic staff to be employed by the USPE in Wrocław as an additional employer</p>	<p>candidate selection process for individual jobs at the USPE with the procedure governing informing candidates about strengths and weaknesses in their job applications</p> <p>Popularisation of information pertaining to applicable legal regulations</p>	<p>Department of Payroll and Employee Affairs</p>
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14. Staff selection (The Code)

Candidate selection commissions should represent various experiences and qualifications in terms of their composition as well as show suitable gender balance and, if necessary and possible, be composed of members of different fields (within public and private sector) and disciplines, including persons from foreign countries and possessing sufficient experience enabling them to evaluate candidates. To the extent possible, it is preferable to use a wide range of practices for candidate selection, e.g. an evaluation by an external expert and direct interview with potential candidates. The members of the candidate selection panel should be appropriately trained.

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
<p>1. The Labour Code</p> <p>2. The Act - Law on Higher Education</p> <p>3. The Regulation of the MSHE dated 19/08/2015 on nostrification of foreign higher university diplomas and on confirmation of</p>	<p>The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the</p>	<p>No actions required</p>	

<p>completion of higher studies at specified education level</p> <p>4. The Regulation of the MSHE dated 8/08/2011 on nostrification of foreign scientific degrees and art degrees</p> <p>5. The Regulation of MLSP on the mode and conditions governing admitting work permits to foreigners</p> <p>6. The Regulation of the MSHE on conditions of remuneration and admitting additional job benefits to persons employed by a public higher school</p>	<p>University School of Physical Education in Wrocław for the years 2011 to 2020</p> <p>The Senate Resolution no. 10/2017 dated 9/02/2017 on introduction of the Regulations for professional promotions of academic staff at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 38/2016 dated 24/11/2016 on the assumptions of science policy until 2020</p>		
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15. Transparency (The Code)

Before any candidate is chosen, they should be informed about the recruitment process and selection criteria, the number of available jobs and prospects of professional development. Once the candidate selection process is complete, they should also be informed of strengths and weaknesses of their job applications.

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
<p>1. The Labour Code</p> <p>2. The Act - Law on Higher Education</p>	<p>The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020</p> <p>The Senate Resolution no. 10/2017 dated 9/02/2017 on introduction of the Regulations for professional promotions of academic staff at the University School of Physical Education in Wrocław</p>	No actions required	

16. Merit assessment (The Code)

During the staff selection process, an entire experience of potential candidate must be taken into account. Apart from the assessment of general scientific potential, their creativity and independence level should also be considered as important factors. In other words, merit assessment should be conducted with due regard to

qualitative and quantitative aspects, focusing on more than mere number of publications, namely any outstanding results achieved in the course of varied scientific career. Consequently, the significance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, scientific supervision, teamwork, knowledge transfer, scientific research management and activities related to innovations and raising scientific awareness in the society. In case of candidates' experience in the industrial sector, their contribution to patents, compilations or inventions should be particularly examined.

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
1. The Labour Code 2. The Act - Law on Higher Education 3. The position of the Scientific Policy Committee in the scope of scientific excellence indices, Warsaw, 29/09/2014	<p>The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020</p> <p>The Senate Resolution no. 38/2016 dated 24/11/2016 on the assumptions of science policy until 2020</p> <p>The Senate Resolution no. 26/2017 dated 27/04/2017 on the change of academic staff evaluation sheet</p> <p>The Senate Resolution no. 11/2017 dated 9/02/2017 on introduction of the Regulations for periodic evaluation of academic staff at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 11/2015 dated 26/02/2015 on introduction of the evaluation sheet for habilitated doctors (<i>doktor habilitowany</i>)</p> <p>The Senate Resolution no. 10/2015 dated 26/02/2015 on introduction of the evaluation sheet for full professors (<i>profesor zwyczajny</i>)</p> <p>The Senate Resolution no. 33/2007 dated 24/05/2007 on novelisation of the Resolution no. 76/2006 specifying publication rating principles at the USPE since 2006</p>	<p>To supplement the principles of job candidate selection process for individual jobs at the USPE with the procedure governing informing candidates about strengths and weaknesses in their job applications</p>	<p>1 year</p> <p>Department of Payroll and Employee Affairs</p>

17. Deviations from chronological order in CV (The Code)

Any gaps in professional career or deviation from chronological order in one's CV should not be criticised, but rather perceived as a career evolution, and consequently a potentially valuable contribution to professional development of researchers pursuing multidimensional career path. Due to the above, candidates should be

allowed to file CVs supported with evidence reflecting a representative range of achievements and qualifications significant with respect to the job being offered.

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
1. The Labour Code 2. The Act - Law on Higher Education	The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020	To supplement the principles of job candidate selection process for individual jobs at the USPE with the procedure governing informing candidates about strengths and weaknesses in their job applications	1 year Department of Payroll and Employee Affairs

18. Recognition of experience in the scope of mobility (The Code)

Any experiences in the scope of mobility, such as residence in another country/region or different scientific environment (in public or private sector) or a change of scientific discipline or sector as a part of preliminary scientific training or at a later stage of scientific career or any experience in the scope of virtual mobility should be perceived as valuable contribution to professional development of any researcher.

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
1. The Labour Code 2. The Act - Law on Higher Education 3. ECHE provisions (Erasmus University Charter for Higher Education) 4. The Regulation of the Minister of Science and Higher Education dated 27/10/2015 on the criteria and mode of admitting scientific category to scientific units 5. The Regulation of the MSHE dated 12/10/2006 on conditions governing referring persons to work abroad for research, didactic and training purposes as well as specific entitlements of such persons 6. The position of the Scientific Policy Committee	The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020 The Senate Resolution no. 48/2017 dated 14/09/2017 on the regulations of referring employees and doctoral students of the USPE in Wrocław to work abroad for research, didactic and training purposes The Senate Resolution no. 59/2017 dated 23/11/2017 on: introduction of the Regulations for Erasmus+ Program	No actions required	

in the scope of scientific excellence indices, Warsaw, 29/09/2014	Departures in the academic year 2017-2018 The Senate Resolution no. 58/2017 dated 26/10/2015 on: introduction of the Regulations for Erasmus+ Program Departures in the academic year 2017-2018		
Additional good practices applied at the University School of Physical Education in Wrocław: Periodic evaluation of employees assumes admitting additional points for training and/or practices in other science and research centres.			
19. Recognition of qualifications (The Code) Funders and/or employers should ensure appropriate assessment of academic and professional qualifications, including informal qualifications, to all researchers, particularly in terms of international and professional mobility. They should inform each other, by any communication means available, about principles, procedures and standards specifying recognition of such qualifications and fully understand such documents in order to appropriately employ applicable domestic laws, conventions and specified principles for recognising such qualifications.			
Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
1. The Act - Law on Higher Education with implementing provisions 2. The Act on scientific degrees and scientific titles and art degrees and art titles with implementing provisions 3. The Regulation of the MSHE on assessment criteria applied to achievements of a person applying for the habilitated doctor (<i>doktor habilitowany</i>) degree 4. The Regulation of the MSHE on detailed mode and conditions of activities performed during a doctoral program, habilitation proceedings and proceedings for conferring the title of professor 5. The International Exchange Department of the MSHE, the guide: http://www.nauka.gov.pl/uznawaniewysztalcenia/dla-uczeln.html and the guide http://www.nauka.gov.pl/	The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020 The Senate Resolution no. 10/2017 dated 9/02/2017 on introduction of the Regulations for professional promotions of academic staff at the University School of Physical Education in Wrocław The Rector's Disposition no. 15/2014 dated 2/04/2014 on the procedure and the criteria for giving consent to undertaking or continuing additional employment relationship by the academic staff of the University School of Physical Education in Wrocław The Senate Resolution no. 1/2007 dated 25/01/2007 on principles for engaging in employment relationship with academic staff to be employed by the	No actions required	

<p>uznawanie-kwalifikacji zawodowych/</p> <p>6. The Act of 22/12/2015 on the principles of recognition of professional qualifications acquired in the Member States of the European Community</p> <p>7. The Regulation of the MSHE dated 19/08/2015 on nostrification of foreign higher university diplomas and on confirmation of completion of higher studies at specified education level</p> <p>8. The Regulation of the MSHE dated 8/08/2011 on nostrification of foreign scientific degrees and art degrees</p> <p>9. The Regulation of the MSHE dated 12/10/2006 on conditions governing referring persons to work abroad for research, didactic and training purposes as well as specific entitlements of such persons</p> <p>10. The position of the Scientific Policy Committee in the scope of scientific excellence indices, Warsaw, 29/09/2014</p>	<p>USPE in Wrocław as an additional employer</p> <p>The Senate Resolution no. 38/2016 dated 24/11/2016 on the assumptions of science policy until 2020</p>		
<p>Additional good practices applied at the University School of Physical Education in Wrocław:</p> <p>Evaluations of research staff and decisions pertaining to professional promotions take into account scientific practices attended in academic or research centres.</p> <p>The job availability announcements for research staff are published at the websites of the University, the MSHE, and the European Commission at the EURAXESS portal.</p>			
<p>20. Professional experience (The Code)</p> <p>Required qualification level should also correspond to the job requirements and should not constitute any limitation against accepting a potential candidate. Recognition and assessment of qualification should focus more on evaluation of the candidate's achievements than his/her circumstances or reputation gained in the institution where he/she obtained the aforementioned qualifications. As professional qualifications may be easily obtained in early stage of a potentially long scientific career, the entire life of a candidate, in terms of his/her professional development, needs to be appropriately recognised.</p>			
<p>Appropriate laws (allowing to implement the criterion above)</p>	<p>Current institutional regulations and/or practices</p>	<p>Required actions</p>	<p>Term / Responsible person</p>

<p>1. The Labour Code</p> <p>2. The Act - Law on Higher Education with implementing provisions</p>	<p>The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education</p> <p>The Senate Resolution no. 10/2017 dated 9/02/2017 on introduction of the Regulations for professional promotions of academic staff at the University School of Physical Education in Wrocław</p> <p>The Rector's Disposition no. 15/2014 dated 2/04/2014 on the procedure and the criteria for giving consent to undertaking or continuing additional employment relationship by the academic staff of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 1/2007 dated 25/01/2007 on the principles for engaging in employment relationship with academic staff to be employed by the USPE in Wrocław as an additional employer</p>	No actions required	
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21. Position for an employee with a doctoral degree

Institutions appointing researchers with doctoral degrees should determine clear principles and definite instructions in the scope of recruitment and appointment of researchers with doctoral degrees, including maximum period of holding such position and appointment purposes. Such guidelines should take into account any period of holding any previous positions as a researcher with a doctoral degree in other institutions and consider the fact that a status of an employee with a doctoral degree is a transitional one so to provide additional opportunities of development of scientific career in terms of long-term development prospect.

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
<p>1. The Labour Code</p> <p>2. The Act - Law on Higher Education with implementing provisions</p> <p>3. The Act on scientific degrees and scientific titles and art degrees and art titles</p>	<p>The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of</p>	Preparation and implementation of information campaign related to applicable legal regulations	<p>1 year</p> <p>HR Department</p> <p>The University Promotion Office</p>

<p>with implementing provisions</p> <p>4. The Regulation of the MSHE on assessment criteria applied to achievements of a person applying for the habilitated doctor (<i>doktor habilitowany</i>) degree</p> <p>5. The position of the Scientific Policy Committee in the scope of scientific excellence indices, Warsaw, 29/09/2014</p>	<p>the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020</p> <p>The Senate Resolution no. 10/2017 dated 9/02/2017 on introduction of the Regulations for professional promotions of academic staff at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 19/2015 dated 25/01/2007 on principles for engaging in employment relationship with academic staff to be employed by the USPE in Wrocław as an additional employer</p> <p>The Rector's Disposition no. 15/2014 dated 2/04/2014 on the procedure and the criteria for giving consent to undertaking or continuing additional employment relationship by the academic staff of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 38/2016 dated 24/11/2016 on the assumptions of science policy until 2020</p>		Deans, Department Managers
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III. Occupational conditions and social insurance

<p>22. Recognition of the profession</p> <p>All researchers who decided to choose a scientific career should be recognised as professionals and treated according to this fact. It should happen at the moment such scientific career is at the beginning, i.e. at the doctoral studies level, and should refer to all levels, notwithstanding their classification at domestic level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).</p>			
Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
<p>1. The Act - Law on Higher Education</p> <p>2. The Act on scientific degrees and scientific titles and art degrees and art titles with implementing provisions</p> <p>3. The Act on the principles of recognition of professional qualifications acquired in the Member</p>	<p>The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical</p>	No actions required	

States of the European Community with implementing provisions 4. The Regulation of the MSHE on assessment criteria applied to achievements of a person applying for the habilitated doctor (<i>doktor habilitowany</i>) degree	Education in Wrocław for the years 2011 to 2020 The Senate Resolution no. 8/2014 dated 27/03/2012 on changing text of the Regulations of Doctoral Studies at the University School of Physical Education in Wrocław The Senate Resolution no. 52/2012 dated 22/11/2012 on adoption of the Regulations of Doctoral Studies at the University School of Physical Education in Wrocław The Senate Resolution no. 38/2016 dated 24/11/2016 on the assumptions of science policy until 2020		
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23. Scientific research environment

Employers and/or funder of researchers should ensure that local environment of research or training is as stimulating as possible, comprises appropriate equipment, objects and opportunities, including remote cooperation by research networks, and also should comply with domestic and sectoral Health and Safety regulations. Funders shall provide suitable means for support of agreed program of works.

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
1. The Labour Code with implementing provisions 2. The Act - Law on Higher Education with implementing provisions 3. The Act on Financing Science 4. The Act on Fire Protection Measures 5. The Act on Occupational Medicine 6. The Act on preventing and combating infections and infectious diseases among people 7. The Act on Chemical Substances and their Mixtures 9. The Regulation of MLSP on general H&S provisions 10. The Regulation of the Minister of Infrastructure on technical conditions which	The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020 The Senate Resolution no. 8/2014 dated 27/03/2012 on changing text of the Regulations of Doctoral Studies at the University School of Physical Education in Wrocław The Senate Resolution no. 52/2012 dated 22/11/2012 on adoption of the Regulations of Doctoral Studies at the University School of Physical Education in Wrocław	No actions required	

<p>should be fulfilled by buildings and their orientation</p>	<p>The Rector's Disposition no. 23/2003 dated 15/05/2003 on the Worksite Regulations</p> <p>The Rector's Disposition no. 20/2006 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education</p> <p>The Rector's Disposition no. 20/2008 dated 18/08/2008 on the principles of admitting personal protection equipment and working clothes and shoes to the University employees as well as lump sum payments for washing working clothes</p> <p>The Rector's Disposition no. 10/2007 dated 15/03/2007 on admitting and paying special allowances to employees due to occupational conditions</p> <p>The Rector's Disposition no. 27/2014 dated 27/05/2014 on the professional principles for research workshops and laboratories at the USPE</p> <p>The Senate Resolution no. 43/2010 dated 25/11/2010 on adoption of the Regulations of Central Library at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 50/2017 dated 14/09/2017 on introduction of the principles of Open Access Policy at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 5/2013 dated 28/02/2017 on joining the science and research network</p> <p>The Rector's Disposition no. 54/2017 dated 12/09/2017 on training in the scope of Health and Safety for the employees of the University School of Physical Education in Wrocław</p> <p>The Rector's Disposition no. 53/2017 dated 12/09/2017 on training in the scope of Health and Safety for the first-year students of first-tier studies, second-tier studies, uniform Master studies and doctoral studies at the University School of Physical Education in Wrocław</p>		
<p>Additional good practices applied at the University School of Physical Education in Wrocław:</p>			

In order to increase safety and integrity of applied computer tools, the University provided access to IT tools, particularly anti-virus software and firewall, as a part of agreements executed by the University. The University servers are protected with anti-spam and anti-virus software.

Research laboratories of all Faculties have been accredited to raise quality of any research being conducted.

A favourable environment for scientific research is provided, inter alia, by ensuring free-of-charge access to scientific databases: Elsevier, Springer, EBSCO, Nature, Science, Web of Knowledge and free-of-charge access to the STATISTICA software as a part of the licence purchased by the University.

The employees have the opportunity to publish their works in the University publishing agency.

The employees and doctoral students have access to statistical calculation services.

24. Occupational conditions

Funders and/or employers shall ensure that occupational conditions available to researchers, including disabled researchers, were flexible to possible extent, if necessary, to facilitate achieving effective results of scientific research according to applicable domestic conditions as well as domestic or sectoral collective agreements. They should make an effort to ensure such occupational conditions which enable both women and men to reconcile family life and professional life, child care and professional development. Special attention should be paid to, inter alia, flexible working time, part-time work, remote work, scientific leave and essential financial and administrative regulations governing such arrangements.

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
1. The Labour Code 2. The Act - Law on Higher Education 3. The Act on social and vocational rehabilitation and employment of disabled persons 4. The Act on Financing Science 5. The Regulation of the MSHE on doctoral studies and doctoral scholarships 6. The Regulation of the MSHE dated 12/10/2006 on conditions governing referring persons to work abroad for research, didactic and training purposes as well as specific entitlements of such persons	The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020 The Rector's Disposition no. 23/2003 dated 15/05/2003 on the Worksite Regulations The Senate Resolution no. 8/2014 dated 27/03/2012 on changing text of the Regulations of Doctoral Studies at the University School of Physical Education in Wrocław The Senate Resolution no. 52/2012 dated 22/11/2012 on adoption of the Regulations of Doctoral Studies at the University School of Physical Education in Wrocław The Rector's Disposition no. 34/2016 dated 1/09/2016 on appointment of the	Popularisation of information pertaining to occupational conditions available to employees, including disabled employees and doctoral students, by means of the University website	Up to 1 year Deputy Chancellor for Computerisation and University Development

	<p>Representative of the Rector for disabled persons</p> <p>The Senate Resolution no. 40/2017 dated 29/06/2017 on annual amount of didactic classes for individual positions at the USPE and conditions and principles of accounting such amount in the academic year 2017-2018</p> <p>The Senate Resolution no. 19/2017 dated 23/03/2017 on the annex to the Senate Resolution no. 28/2016 on annual amount of didactic classes for individual positions at the USPE and conditions and principles of accounting such amount in the academic year 2016-2017</p> <p>The Rector's Disposition no. 8/2013 dated 20/03/2013 on principles of managing financial means intended for increasing remunerations and originating from other sources than specified in Art. 94 Section 1 of the Act - Law on Higher Education, with amendment introduced by the Rector's Disposition no. 89/2016 dated 10/11/2016</p> <p>The Senate Resolution no. 47/2016 dated 15/12/2016 on definition of the contract template to be entered into by the USPE in Wrocław and a foreign doctoral student, governing conditions of remuneration for rendering educational services at the USPE</p> <p>The Rector's Disposition no. 29/2017 dated 18/05/2017 on changing the Employee Remuneration Regulations of the University School of Physical Education in Wrocław</p>		
<p>Additional good practices applied at the University School of Physical Education in Wrocław:</p> <p>Employees have the opportunity to work with home computers.</p> <p>Any maternal leave is excluded from a periodic evaluation of an employee.</p> <p>Employees may enjoy medical services provided by two medical centres located within the University buildings.</p> <p>Doctoral students may, in the course of studies, extend the period of studies due to child birth and subsequent child care.</p>			
<p>25. Stabilisation and reliable employment</p> <p>Funders and/or employers should ensure that any instability of occupational conditions does not affect negatively any achievements of researchers and therefore should undertake to improve, to any possible extent, stability of occupational conditions of research staff, thus complying with and realising principles and conditions specified in the EC Directive on employment for a definite period.</p>			

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
<p>1. The Labour Code</p> <p>2. The Act - Law on Higher Education</p> <p>3. The Regulation of the MSHE dated 12/10/2006 on conditions governing referring persons to work abroad for research, didactic and training purposes as well as specific entitlements of such persons</p>	<p>The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020</p> <p>The Rector's Disposition no. 23/2003 dated 15/05/2003 on the Worksite Regulations</p> <p>The Senate Resolution no. 30/2013 dated 19/09/2013 on the principles of admitting periodically increased remuneration to academic staff</p> <p>The Rector's Disposition no. 34/2015 dated 3/09/2015 on changing of academic staff remuneration rates for over-time work</p> <p>The Rector's Disposition no. 10/2017 dated 31/01/2017 on introduction of new provisions pertaining to entering into the contract of mandate</p> <p>The Senate Resolution no. 10/2017 dated 9/02/2017 on introduction of the Regulations for professional promotions of academic staff at the University School of Physical Education in Wrocław</p> <p>The Rector's Disposition no. 29/2017 dated 18/05/2017 on changing the Employee Remuneration Regulations of the University School of Physical Education in Wrocław</p> <p>The Rector's Disposition no. 8/2013 dated 20/03/2013 on principles of managing financial means intended for increasing remunerations and originating from other sources than specified in Art. 94 Section 1 of the Act - Law on Higher Education, with amendment introduced by the Rector's</p>	<p>Preparation and implementation of information campaign related to applicable legal regulations</p>	<p>1 year</p> <p>Legal Department</p> <p>The University Promotion Office</p> <p>Deans, Department Managers</p>

	<p>Disposition no. 89/2016 dated 10/11/2016</p> <p>The Senate Resolution no. 8/2014 dated 27/03/2014 on changing text of the Regulations of Doctoral Studies at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 52/2012 dated 22/11/2012 on adoption of the Regulations of Doctoral Studies at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 55/2012 dated 22/11/2012 on changing the principles governing application of 50% costs of income from the employment relationship at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 40/2017 dated 29/06/2017 on annual amount of didactic classes for individual positions at the USPE and conditions and principles of accounting such amount in the academic year 2017-2018</p> <p>The Senate Resolution no. 48/2017 dated 14/09/2017 on the regulations of referring employees and doctoral students of the USPE in Wrocław to work abroad for research, didactic and training purposes</p> <p>The Senate Resolution no. 38/2016 dated 24/11/2016 on the assumptions of science policy until 2020</p>		
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26. Financing and remuneration

Funders and/or employers of researchers should provide them with just and attractive financing and/or remuneration conditions, together with appropriate and just benefits in terms of social insurance (including sickness benefit and family allowance, retirement rights and unemployment allowance) according to applicable domestic regulations and domestic or sectoral collective agreements. Such conditions must include researchers at every stage of professional career, including beginners, proportionally to their legal status, performances and qualifications and/or scope of duties.

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
<p>1. The Labour Code</p> <p>2. The Act - Law on Higher Education with implementing provisions</p>	<p>The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the</p>	No actions required	

<p>3. The Act on Social Insurance System</p> <p>4. The Act on promotion of employment and labour market institutions</p> <p>5. The Regulation of the MSHE on conditions of remuneration and admitting additional job benefits to persons employed by a public higher school</p> <p>6. The regulations of the MSHE on specific conditions and mode of admitting and paying the Minister's scholarship for any remarkable achievements to doctoral students</p> <p>7. The regulations of MSHE on doctoral studies and doctoral scholarships</p> <p>8. The Regulation of the MSHE on conditions of admitting scholarships to persons who began a doctoral program</p> <p>9. The regulations of admitting scientific scholarships to early-stage researchers in research projects and the regulations of admitting scientific scholarships to early-stage researchers as a part of ETIUDA doctoral scholarships financed by the National Science Centre, constituting an annex to the Resolution of the Board of the National Science Centre no. 50/2013 dated 3/06/2013</p>	<p>University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020</p> <p>The Rector's Disposition no. 23/2003 dated 15/05/2003 on the Worksite Regulations</p> <p>The Senate Resolution no. 47/2017 dated 14/09/2017 on the regulations for admitting Rector's awards to academic staff and a scientific award to early-stage academic staff at the University School of Physical Education in Wrocław</p> <p>The Rector's Disposition no. 8/2013 dated 20/03/2013 on principles of managing financial means intended for increasing remunerations and originating from other sources than specified in Art. 94 Section 1 of the Act - Law on Higher Education, with amendment introduced by the Rector's Disposition no. 89/2016 dated 10/11/2016</p> <p>The Rector's Disposition no. 29/2017 dated 18/05/2017 on changing the Employee Remuneration Regulations of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 52/2012 dated 22/11/2012 on adoption of the Regulations of Doctoral Studies at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 55/2017 dated 26/10/2015 on confirmation of compliance of the Regulations of Doctoral Self-government of the University School of Physical Education in Wrocław with the Act and the Statute</p> <p>The Rector's Disposition no. 34/2015 dated 3/09/2015 on changing of academic staff remuneration rates for over-time work</p> <p>The Rector's Disposition no. 8/2013 dated 20/03/2013 on principles of managing financial means intended for increasing remunerations and</p>		
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	<p>originating from other sources than specified in Art. 94 Section 1 of the Act - Law on Higher Education, with amendment introduced by the Rector's Disposition no. 89/2016 dated 10/11/2016</p> <p>The Rector's Disposition no. 30/2017 dated 24/05/2017 on changing the Regulations of admitting increased doctoral scholarship from a subject subsidy intended for increasing funds of pro-quality tasks for doctoral students of the University School of Physical Education in Wrocław in Wrocław</p> <p>The Rector's Disposition no. 38/2015 15/09/2017 on introduction of the Regulations of material assistance for doctoral students at the University School of Physical Education in Wrocław</p> <p>The Rector's Regulation No. 18/2018 of 01/02/2018 regarding: changing the content of the ordinance on the introduction of rules for granting one-off special supplement for the effects of publishing activity of research and teaching staff of the University School of Physical Education in Wrocław</p>		
<p>Additional good practices applied at the University School of Physical Education in Wrocław:</p> <p>The Rector's Disposition no. 18/2018 dated 18/05/2017 on changing the Employee Remuneration Regulations of the University School of Physical Education in Wrocław</p> <p>Any alterations of remunerations of the USPE employees are being determined within applicable provisions and in agreement with worksite trade union organisations acting at the University</p>			
<p>27. Gender balance</p> <p>Funders and/or employers should strive to ensure representative gender balance at each staff level, including scientific supervisors and managers. This goal should be achieved by employing the policy of equal opportunities at the stage of recruitment and subsequent stages of professional career, however, any decrease of quality criteria and qualifications must be avoided. In order to ensure equal treatment there should be gender balance in any committees handling staff selection and job candidate evaluation.</p>			
Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
<p>1. The Labour Code</p> <p>2. Directive 2006/54/EC of the European Parliament and the Council dated 5/07/2006 on the implementation of the principle of equal</p>	<p>The Rector's Disposition no. 23/2003 dated 15/05/2003 on the Worksite Regulations</p>	No actions required	

opportunities and equal treatment of men and women in matters of employment and occupation			
28. Professional career development Employers and/or funders of researchers should prepare, rather within the policy of human resources management, a certain strategy for development of professional career for researchers at any stage of career, notwithstanding their contractual situation, including researchers having signed the contract for a definite period. Such strategy should specify availability of mentors giving support and instructions referring to personal and professional development of researchers, thus inspiring research staff and lowering uncertainty level with respect to their professional future. All researchers should be familiar with such regulations and provisions.			
Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
1. The Labour Code with implementing provisions 2. The Act - Law on Higher Education with implementing provisions 3. The Act on scientific degrees and scientific titles and art degrees and art titles with implementing provisions 4. The Regulation of the MSHE on doctoral studies conducted by organisational units of the University	The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020 The Rector's Disposition no. 34/2015 dated 3/09/2015 on changing of academic staff remuneration rates for over-time work The Senate Resolution no. 10/2017 dated 9/02/2017 on introduction of the Regulations for professional promotions of academic staff at the University School of Physical Education in Wrocław The Rector's Disposition no. 8/2013 dated 20/03/2013 on principles of managing financial means intended for increasing remunerations and originating from other sources than specified in Art. 94 Section 1 of the Act - Law on Higher Education, with amendment introduced by the Rector's Disposition no. 89/2016 dated 10/11/2016 The Senate Resolution no. 55/2012 dated 22/11/2012 on changing the principles governing application of	Preparation and implementation of information campaign related to applicable legal regulations	1 year Legal Department The University Promotion Office Deans, Department Managers

	<p>50% costs of income from the employment relationship at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 40/2017 dated 29/06/2017 on annual amount of didactic classes for individual positions at the USPE and conditions and principles of accounting such amount in the academic year 2017-2018</p> <p>The Senate Resolution no. 11/2017 dated 9/02/2017 on introduction of the Regulations for periodic evaluation of academic staff at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 11/2015 dated 26/02/2015 on introduction of the evaluation sheet for habilitated doctors (<i>doktor habilitowany</i>)</p> <p>The Senate Resolution no. 10/2015 dated 26/02/2015 on introduction of the evaluation sheet for full professors (<i>profesor zwyczajny</i>)</p>		
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29. Mobility value

Funders and/or employers should recognise the value of geographical, inter-sectoral, inter-disciplinary, trans-disciplinary and virtual mobility as well as mobility between public and private sector as an important method for expanding scientific knowledge and supporting professional development of researchers at any stage of career. Consequently, they should take into account such opportunities in a defined strategy of professional development and fully appreciate and recognise any professional experiences pertaining to mobility within their system of professional development and evaluation of employees. It is also connected to the requirement of introduction of necessary administrative instruments in order to enable transfer of both grants and social insurance, according to applicable domestic laws.

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
<p>1. The Act - Law on Higher Education with implementing provisions</p> <p>2. On conditions governing referring persons to work abroad for research, didactic and training purposes as well as specific entitlements of such persons</p> <p>3. The Regulation of the MSHE on undertaking and attending studies and training by foreigners and participation in scientific</p>	<p>The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020</p> <p>The Senate Resolution no. 8/2014 dated 27/03/2014 on changing text of the Regulations of Doctoral Studies at the</p>	<p>Preparation and implementation of information campaign related to applicable legal regulations</p>	<p>1 year</p> <p>Legal Department</p> <p>The University Promotion Office</p> <p>Deans, Department Managers</p>

<p>research and development works by foreigners</p> <p>4. ECHE provisions (Erasmus University Charter for Higher Education)</p>	<p>University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 52/2012 dated 22/11/2012 on adoption of the Regulations of Doctoral Studies at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 48/2017 dated 14/09/2017 on the regulations of referring employees and doctoral students of the USPE in Wrocław to work abroad for research, didactic and training purposes</p> <p>The Senate Resolution no. 59/2017 dated 23/11/2017 on: introduction of the Regulations for Erasmus+ Program Departures in the academic year 2017-2018</p> <p>The Senate Resolution no. 58/2017 dated 26/10/2017 on: introduction of the Regulations for Erasmus+ Program Departures in the academic year 2017-2018</p> <p>The Senate Resolution no. 40/2017 dated 29/06/2017 on annual amount of didactic classes for individual positions at the USPE and conditions and principles of accounting such amount in the academic year 2017-2018</p> <p>The Senate Resolution no. 39/2015 dated 17/09/2015 on changing text of the resolution on science and staff policy for the years 2014 to 2016</p> <p>The Senate Resolution no. 38/2016 dated 24/11/2016 on the assumptions of science policy until 2020</p>		
<p>Additional good practices applied at the University School of Physical Education in Wrocław:</p> <p>Information on current grant offers and scholarships at the EURAXESS portal are regularly updated at the University website. Information pertaining to international cooperation are available at this website as well.</p> <p>Any international cooperation efforts ensure additional points to the periodic evaluation of employees.</p>			
<p>30. Access to career counselling</p> <p>Employers and/or funders should provide career counselling services as well as assistance in finding a suitable job, to researchers at any stage of professional career and notwithstanding their contractual situation, by any relevant institutions or within the framework of cooperation with other organisations.</p>			
<p>Appropriate laws (allowing to implement the criterion above)</p>	<p>Current institutional regulations and/or practices</p>	<p>Required actions</p>	<p>Term / Responsible person</p>

<p>1. The Act - Law on Higher Education with implementing provisions</p> <p>2. The Act on promotion of employment and labour market institutions dated 20/04/2004 (Journal of Laws no. 99 of year 2004, item 1001, as subsequently amended)</p>	<p>The Rector's Disposition no. 52/2012 dated 24/09/2012 on confirmation of the Organisational Regulations of the University School of Physical Education in Wrocław</p> <p>The Rector's Disposition no. 3/2013 dated 17/01/2013 on changing the organisational structure of the University School of Physical Education in Wrocław - Formation of the Career and Entrepreneurship Office</p>	<p>Enhancement of services offered by the Career and Entrepreneurship Office with career counselling for doctoral students and early-stage researchers as well as implementation of a career counselling information distribution system</p>	<p>1 year</p> <p>the Career and Entrepreneurship Office</p>
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31. Intellectual Property Rights

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

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
<p>1. The Act - Law on Higher Education</p> <p>2. The Act - Law on industrial property</p> <p>3. The Act on Copyright and Related Rights</p> <p>4. The Act on Database Protection</p> <p>5. The Act - Civil Code</p> <p>6. Integrity in scientific research and respecting intellectual property, MSHE 2012</p> <p>7. Directions of development of open access to publications and results of scientific research in Poland, MSHE 23/10/2015</p>	<p>The Senate Resolution no. 4/2018 dated 1/02/2018 on adopting the Regulations on management of copyrights and related rights, and industrial property rights and principles of protection and commercialisation of results of scientific research and development works at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 19/2015 dated 26/03/2015 on adopting the Regulations on management of copyrights and related rights and industrial property rights and principles of protection and commercialisation of results of scientific research and development works at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 50/2017 dated 14/09/2017 on introduction of the principles of Open Access Policy at the University School of Physical Education in Wrocław</p> <p>The Rector's Disposition no. 112/2016 dated 22/12/2016 on introduction of the</p>	<p>Preparation and implementation of information campaign related to applicable legal regulations</p>	<p>1 year</p> <p>Legal Department</p> <p>The University Promotion Office</p> <p>Deans, Department Managers</p>

	<p>Regulations of applying for financing scientific projects by external sources and preparing appropriate project performance reports</p> <p>The Rector's Disposition no. 85/2012 dated 14/12/2012 on financing scientific and research activity, with amendment introduced by the Disposition no. 80/2013 dated 18/12/2013</p> <p>The Senate Resolution no. 33/2011 dated 12/10/2011 on introduction of the Regulations on principles of protection and commercialisation of intangible goods at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 44/2004 dated 25/11/2004 on confirmation of the Academic Ethical Code of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 53/2007 dated 7/09/2007 on adoption of the Code: Good Practices in Higher Schools – a project</p> <p>The Senate Resolution no. 68/2003 dated 4/11/2003 on adoption of the Regulations of the Senate Commission for the Ethics of Scientific Research at the University School of Physical Education in Wrocław</p>		
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Additional good practices applied at the University School of Physical Education in Wrocław:
Employees have been trained in the scope of policy of open access to research results.

32. Co-authorship

Institutions should positively refer to co-authorship while evaluating research staff as it is an evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedure providing researchers, including those at the beginning of their research careers, with the essential framework conditions so they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contribution, as co-authors of papers, patents etc. or the right to publish their own research results independently from their supervisors.

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
<p>1. The Act - Law on Higher Education</p> <p>2. The Act - Law on industrial property</p>	The Senate Resolution no. 4/2018 dated 1/02/2018 on adopting the Regulations on management of copyrights and related rights, and industrial property rights and principles of protection and commercialisation of research results and development works at the	Preparation and implementation of information campaign related to applicable legal regulations	<p>1 year</p> <p>Legal Department</p> <p>The University</p>

<p>3. The Act on Copyright and Related Rights</p> <p>4. The Senate Resolution no. 20/2016 of the Board of the National Science Centre on accepting principles of research integrity</p> <p>5. The Act on scientific degrees and scientific titles and art degrees and art titles</p> <p>6. The Regulation of the MSHE dated 27/10/2015 on the criteria and mode of admitting scientific category to scientific units</p>	<p>University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 19/2015 dated 26/03/2015 on adopting the Regulations on management of copyrights and related rights and industrial property rights and principles of protection and commercialisation of research results and development works at the University School of Physical Education in Wrocław in Wrocław</p> <p>The Senate Resolution no. 50/2017 dated 14/09/2017 on introduction of the principles of Open Access Policy at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 43/2004 dated 25/11/2004 on confirmation of the Academic Ethical Code of the University School of Physical Education in Wrocław</p>		<p>Promotion Office</p> <p>Deans, Department Managers</p>
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Additional good practices applied at the University School of Physical Education in Wrocław:
The USPE Research Information Centre provides access to current scientific achievements of employees.

33. Teaching

Teaching is an essential means of organisation and popularisation of knowledge and should therefore be perceived as a valuable opportunity within a professional career path of any researcher. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from conducting research activities. Funders and/or employers should ensure that teaching responsibilities are appropriately remunerated and taken into account in the employee evaluation systems, and that time devoted by senior academic staff for training of early stage researchers should be counted as the part of their commitment to the teaching process. Suitable training should be provided for teaching and training activities as a part of the professional development of researchers.

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
<p>1. The Act - Law on Higher Education</p> <p>2. The Act on scientific degrees and scientific titles and art degrees and art titles</p> <p>3. The Regulation of the MSHE on doctoral studies education at higher schools and scientific units</p> <p>4. The Regulation of the MSHE on conditions of remuneration and admitting additional job benefits</p>	<p>The Rector's Disposition no. 18/2018 dated 1/02/2018 on changing the principles of admitting one-off special allowance for effects of publishing activities of the staff of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 47/2017 dated 14/09/2017 on the regulations for admitting Rector's awards to academic staff and a scientific award to early-stage academic staff at the University School of Physical Education in Wrocław</p>	No actions required	

<p>to persons employed by a public higher school</p> <p>5. The Regulation of the MSHE on assessment criteria applied to achievements of a person applying for the habilitated doctor (<i>doktor habilitowany</i>) degree</p>	<p>The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020</p> <p>The Senate Resolution no. 40/2017 dated 29/06/2017 on annual amount of didactic classes for individual positions at the USPE and conditions and principles of accounting such amount in the academic year 2017-2018</p> <p>The Senate Resolution no. 26/2017 dated 27/04/2017 on the change of academic staff evaluation sheet</p> <p>The Senate Resolution no. 11/2017 dated 9/02/2017 on introduction of the Regulations for periodic evaluation of academic staff at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 11/2015 dated 26/02/2015 on introduction of the evaluation sheet for habilitated doctors (<i>doktor habilitowany</i>)</p> <p>The Senate Resolution no. 10/2015 dated 26/02/2015 on introduction of the evaluation sheet for full professors (<i>profesor zwyczajny</i>)</p> <p>The Rector's Disposition no. 23/2003 dated 15/05/2003 on the Worksite Regulations</p> <p>The Rector's Disposition no. 34/2015 dated 3/09/2015 on changing of academic staff remuneration rates for over-time work</p> <p>The Senate Resolution no. 14/2017 dated 9/02/2017 on changing the University Education Quality System at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 8/2014 dated 27/03/2014 on changing text of the Regulations of Doctoral Studies at the</p>		
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	<p>University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 52/2012 dated 22/11/2012 on adoption of the Regulations of Doctoral Studies at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 38/2016 dated 24/11/2016 on the assumptions of science policy until 2020</p>		
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34. Complaints/appeals

Funders and/or employers of researchers should specify, according to domestic principles and regulations, appropriate procedure, for example, designate an impartial person (e.g. in the form of ombudsman) who would consider complaints/appeals of researchers, including issues pertaining to conflicts between supervisors and early-stage researchers. Such procedures should provide entire research staff with confidential and informal assistance with solving job-related conflicts and in case of any disagreements and complaints; such procedures are formed for the purpose of just and equal treatment within the institution and improvement of general quality of professional environment.

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
<p>1. The Act - Law on Higher Education with implementing provisions</p> <p>2. The Regulation of the MSHE on specific mode of explanatory and disciplinary proceedings for academic staff</p>	<p>The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 11/2017 dated 9/02/2017 on introduction of the Regulations for periodic evaluation of academic staff at the University School of Physical Education in Wrocław</p> <p>The Rector's Disposition no. 23/2003 dated 15/05/2003 on the Worksite Regulations</p>	Appointment of the position of the Ombudsman for Employees at the University.	<p>1 year</p> <p>The Rector</p>

35. Participation in decision-making bodies

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

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
1. The Act - Law on Higher Education with implementing provisions	The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017	Popularisation of information pertaining to representatives of	<p>Up to 1 year</p> <p>The University</p>

2. The Act on Trade Unions	<p>on adopting the Statute of the University School of Physical Education in Wrocław</p> <p>The Rector's Disposition no. 23/2003 dated 15/05/2003 on the Worksite Regulations</p> <p>The Senate Resolution no. 8/2014 dated 27/03/2014 on changing text of the Regulations of Doctoral Studies at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 52/2012 dated 22/11/2012 on adoption of the Regulations of Doctoral Studies at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 55/2017 dated 26/10/2015 on confirmation of compliance of the Regulations of Doctoral Self-government of the University School of Physical Education in Wrocław with the Act and the Statute</p>	employees in the University bodies by means of the University website	Promotion Office
<p>Additional good practices applied at the University School of Physical Education in Wrocław:</p> <p>The Faculties and the Personnel Improvement Centre adopted respective regulations which specify the principles of participation of researchers' representatives in decision-making bodies at the level of organisational units. The Rector and the Deans are assisted by suitable representatives and advisors, such positions being appointed for this purpose.</p>			

IV. Training

<p>36 Relationship with supervisor</p> <p>At the training stage, researchers should establish organised and regular forms of contact with their respective supervisors and representatives of the field/faculty to fully enjoy such relationships. These include: registration of progress in any research as well as its results, obtaining feedback through reports and seminars, application of such information and work according to established schedules, milestones, practical results and/or research results.</p>			
Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
<p>1. The Labour Code</p> <p>2. The Act - Law on Higher Education</p> <p>3. Good academic practices in recruitment and in</p>	<p>The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław</p>	No actions required	

<p>supervisor-subordinate relationships, MSHE 2014</p> <p>4. The Regulation of the MSHE on doctoral studies and doctoral scholarships</p>	<p>The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020</p> <p>The Senate Resolution no. 8/2014 dated 27/03/2014 on changing text of the Regulations of Doctoral Studies at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 52/2012 dated 22/11/2012 on adoption of the Regulations of Doctoral Studies at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 55/2017 dated 26/10/2015 on confirmation of compliance of the Regulations of Doctoral Self-government of the University School of Physical Education in Wrocław with the Act and the Statute</p> <p>The Senate Resolution no. 11/2017 dated 9/02/2017 on introduction of the Regulations for periodic evaluation of academic staff at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 11/2017 dated 9/02/2017 on introduction of the Regulations for periodic evaluation of academic staff at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 11/2015 dated 26/02/2015 on introduction of the evaluation sheet for habilitated doctors (<i>doktor habilitowany</i>)</p> <p>The Senate Resolution no. 10/2015 dated 26/02/2015 on introduction of the evaluation sheet for full professors (<i>profesor zwyczajny</i>)</p>		
<p>Additional good practices applied at the University School of Physical Education in Wrocław:</p> <p>The Regulations of doctoral studies imposes a necessity to file reports on research progress and doctoral thesis progress. A supervisor gives opinion on the doctoral student's conclusions pertaining to the course of studies as well as on annual and final reports on research progress.</p>			
<p>37. Supervision and managerial duties</p> <p>Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks according to the highest professional standards. With respect to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage</p>			

researchers, in order to specify the conditions for effective transfer of knowledge and for the future successful development of the researchers' careers.

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
<p>1. The Act - Law on Higher Education with implementing provisions</p> <p>2. The Act on scientific degrees and scientific titles and art degrees and art titles</p> <p>3. The Act on Principles of Financing Science</p> <p>4. The Regulation of the MSHE on detailed mode and conditions of activities performed during a doctoral program, habilitation proceedings and proceedings for conferring the title of professor</p>	<p>The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020</p> <p>The Senate Resolution no. 8/2014 dated 27/03/2014 on changing text of the Regulations of Doctoral Studies at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 52/2012 dated 22/11/2012 on adoption of the Regulations of Doctoral Studies at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 55/2017 dated 26/10/2015 on confirmation of compliance of the Regulations of Doctoral Self-government of the University School of Physical Education in Wrocław with the Act and the Statute</p> <p>The Senate Resolution no. 14/2017 dated 9/02/2017 on changing the University Education Quality System at the University School of Physical Education in Wrocław</p> <p>The Rector's Disposition no. 51/2010 dated 20/12/2010 on establishment of rules of management control</p> <p>The Rector's Disposition no. 16/2016 dated 19/04/2016 on introduction of the Instruction on the principles of performing internal audit at the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 40/2017 dated 29/06/2017 on annual amount of didactic classes for individual positions at the USPE and conditions and principles of accounting such amount in the academic year 2017-2018</p>	<p>No actions required</p>	

Additional good practices applied at the University School of Physical Education in Wrocław:
Heads of Departments and Units annually conduct inspections of classes conducted by employees.

38. Continuing of professional development

At any stage of professional career, a researcher should search for an opportunity of continuous development by updating and expanding his/her range of skills and qualifications. Such goal may be achieved by various means, inter alia, by formal training, attending workshops, conferences and online courses.

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
1. The Labour Code 2. The Act - Law on Higher Education with implementing provisions 3. On conditions governing referring persons to work abroad for research, didactic and training purposes as well as specific entitlements of such persons	<p>The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020</p> <p>The Senate Resolution no. 59/2017 dated 23/11/2017 on: introduction of the Regulations for Erasmus+ Program Departures in the academic year 2017-2018</p> <p>The Senate Resolution no. 58/2017 dated 26/10/2017 on: introduction of the Regulations for Erasmus+ Program Departures in the academic year 2017-2018</p> <p>The Senate Resolution no. 48/2017 dated 14/09/2017 on the regulations of referring employees and doctoral students of the USPE in Wrocław to work abroad for research, didactic and training purposes</p> <p>The Rector's Disposition no. 24/2017 dated 23/03/2017 on the principles of organisation of events to be organised by the USPE in Wrocław</p> <p>The Senate Resolution no. 38/2016 dated 24/11/2016 on the assumptions of science policy until 2020</p>	No actions required	

Additional good practices applied at the University School of Physical Education in Wrocław:

The principles of staff participation in conferences are regulated by provisions of resolutions of respective Boards of a certain Faculty governing distribution and spending funds from subsidies.

Reporting principles are determined at respective Faculties in regulations/principles of settlement of financial means from statutory activities.

In case of a departure within the Erasmus program, a person departing files a report on the departure.

Renowned researchers conduct lectures as a part of “Złote wykłady” program; visiting professors conduct their lectures as well.

At the University, there is the Staff Improvement Centre offering post-graduate studies as well as vocational courses and training.

The Science Division provides information on research conferences and training.

As a part of the Erasmus program, employees are able to participate in training and practices in various research centres.

An integrated training program for employees wishing to improve their professional qualifications has been implemented.

As a part of external funds, there are training sessions being organised for the benefit of research staff.

39. Access to research training and continuous development

Employers and/or funders should ensure that any researcher, at any stage of career, notwithstanding his/her contractual situation, is given the opportunity for professional development and for improving his/her employability through access to measures for the continuing development of skills and qualifications. Such means should be regularly assessed against their accessibility, demand and effectiveness in improving qualifications, skills and employability.

Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
1. The Labour Code 2. The Act - Law on Higher Education with implementing provisions 3. On conditions governing referring persons to work abroad for research, didactic and training purposes as well as specific entitlements of such persons	<p>The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław</p> <p>The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020</p> <p>The Senate Resolution no. 48/2017 dated 14/09/2017 on the regulations of referring employees and doctoral students of the USPE in Wrocław to work abroad for research, didactic and training purposes</p> <p>The Senate Resolution no. 38/2016 dated 24/11/2016 on the assumptions of science policy until 2020</p> <p>The Senate Resolution no. 59/2017 dated 23/11/2017 on: introduction of the Regulations for Erasmus+ Program Departures in the academic year 2017-2018</p>	No actions required	

	The Senate Resolution no. 58/2017 dated 26/10/2015 on: introduction of the Regulations for Erasmus+ Program Departures in the academic year 2017-2018		
40. Supervision Employers and/or funders should ensure that there is a clearly identified person to whom early-stage researchers can talk to about issues pertaining to performance of their professional responsibilities, and should inform the researchers accordingly. Such arrangements should clearly specify that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment enabling them to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.			
Appropriate laws (allowing to implement the criterion above)	Current institutional regulations and/or practices	Required actions	Term / Responsible person
1. The Act - Law on Higher Education with implementing provisions 2. The Act on scientific degrees and scientific titles and art degrees and art titles 3. The Regulation of MNiSW on doctoral studies and doctoral scholarships	The Senate Resolution no. 48/2016 dated 15/12/2016 and an amendment resulting from the Senate Resolution no. /23/2017 dated 27/04/2017 on adopting the Statute of the University School of Physical Education in Wrocław The Senate Resolution no. 20/2011 dated 30/06/2011 on confirmation of the Development Strategy of the University School of Physical Education in Wrocław for the years 2011 to 2020 The Senate Resolution no. 8/2014 dated 27/03/2014 on changing text of the Regulations of Doctoral Studies at the University School of Physical Education in Wrocław The Senate Resolution no. 52/2012 dated 22/11/2012 on adoption of the Regulations of Doctoral Studies at the University School of Physical Education in Wrocław The Senate Resolution no. 38/2016 dated 24/11/2016 on the assumptions of science policy until 2020	Appointment of the position of the Ombudsman for Employees at the University.	1 year The Rector
Additional good practices applied at the University School of Physical Education in Wrocław: Early-stage researchers gain experience and skills under the supervision of the Heads of Departments. The Regulations on doctoral programs and habilitated doctor programs have been developed by respective Boards of the Faculties.			

3.2. Analysis of the survey results

236 persons participated in the survey. This number constitutes 74% of the members of academic staff of the University School of Physical Education in Wrocław. Among the interviewed, there were 56% of women and 44% of men (Fig. 1). The largest group was composed of persons with the age between 24 and 34 (32%). The interviewed aged 35-44 were 25%, 45-54 – 21%, and 55-64 – 17%. The fewest numerous group was composed of the interviewed above the age of 65 (5%) (Fig. 2).

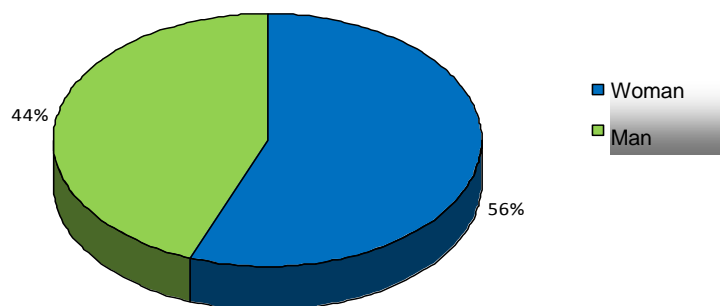


Fig. 1 Gender distribution among the interviewed

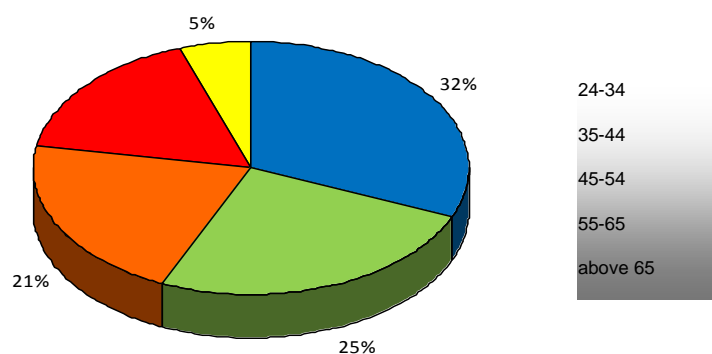


Fig. 2 Age distribution among the interviewed

Among the interviewed, most persons held the title of *doktor* equivalent of Ph.D.) or *doktor inżynier* (equivalent of Ph.D. Eng.) (53%), 26% of the interviewed held the title of *magister* (equivalent of MA/MSc) or *magister inżynier* (equivalent of MSc. Eng.), and there were 16% of *doktor habilitowany* and *doktor habilitowany inżynier*. The fewest numerous group was composed of the interviewed with the title of *profesor* (equivalent of Professor) (5%) (Fig. 3).

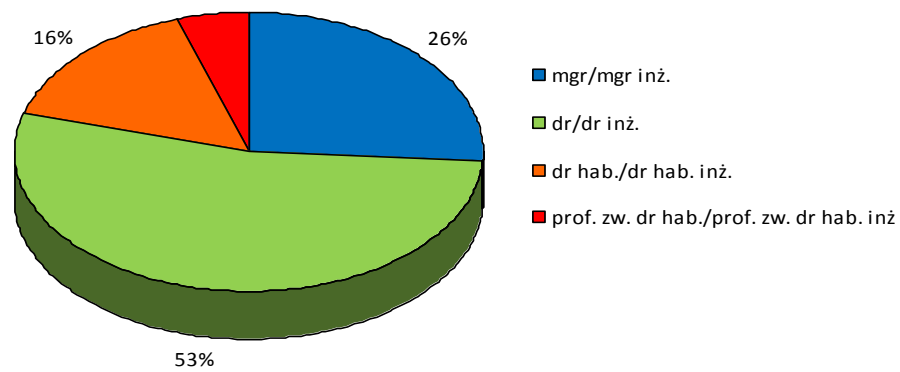


Fig. 3 Degree/title distribution among the interviewed

Most of the interviewed represented the Faculty of Physical Education (46%), less represented Physiotherapy (38%), and the least represented the Faculty of Sports Sciences (16%) (Fig. 4).

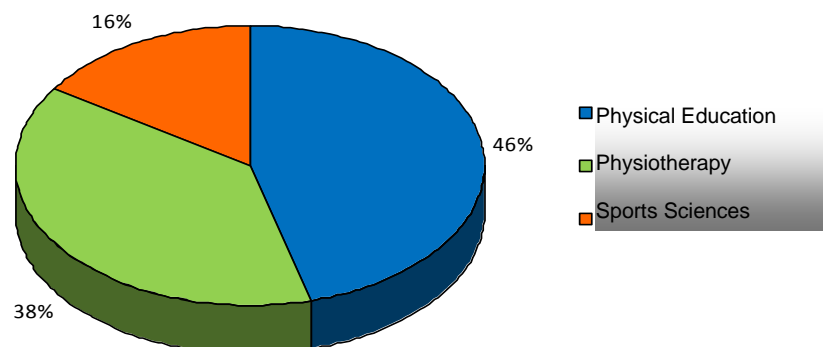
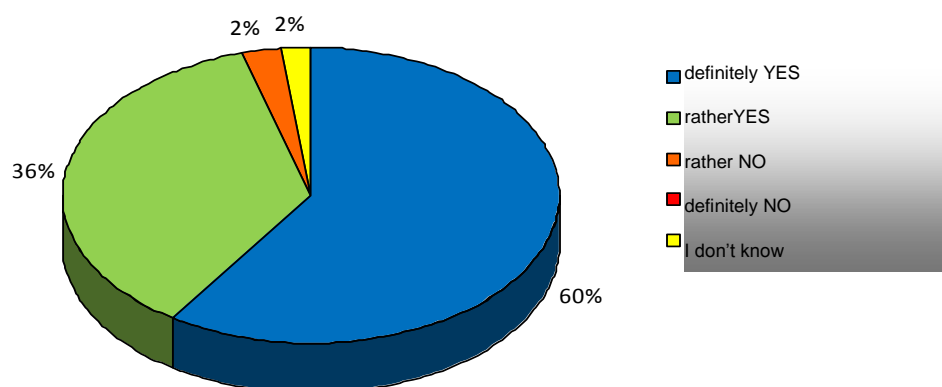


Fig. 4 Distribution of respective Faculties among the interviewed

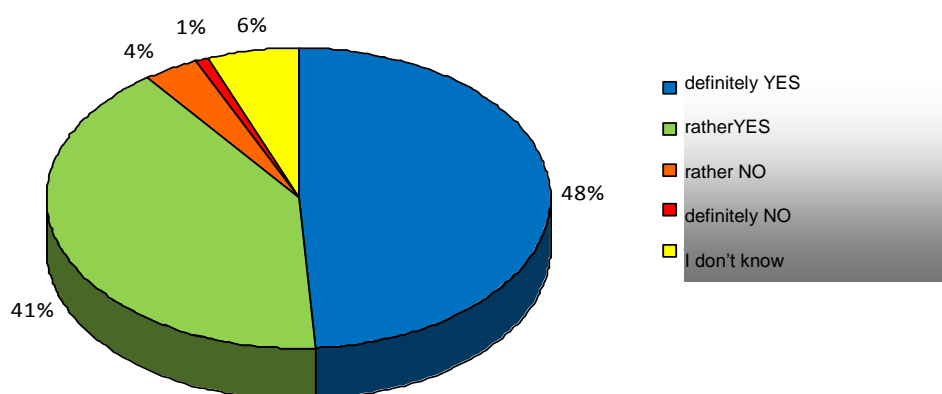
I. Ethical and professional aspects



Question 1: Can you enjoy freedom of thought and speech as well as freedom of specifying problem solving methods, according to recognised ethical principles and practices, while conducting research?

Chart 1. Freedom of scientific research

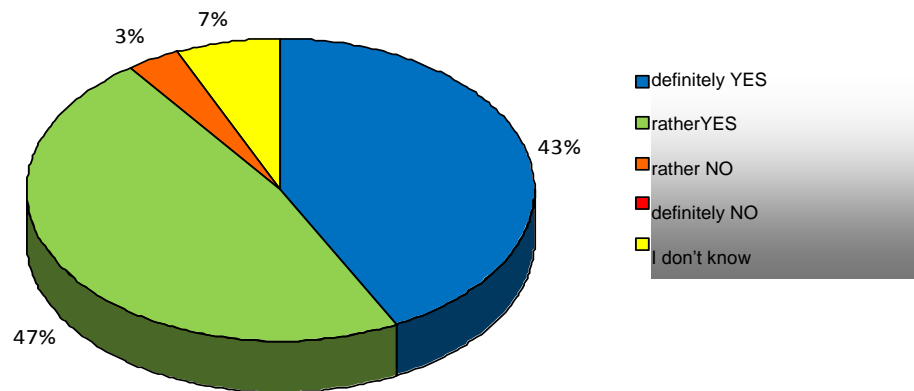
The question 1 was mostly answered with “definitely yes” (60%) or “rather yes” (36%). The answers “rather no” and “hard to say” accounted for 2% each. Nobody indicated “rather no”.



Question 2: Do the employees of the University School of Physical Education in Wrocław comply with the fundamental ethical standards, principles and practices included in domestic, sectoral or institutional ethical code?

Chart 2. Ethical principles

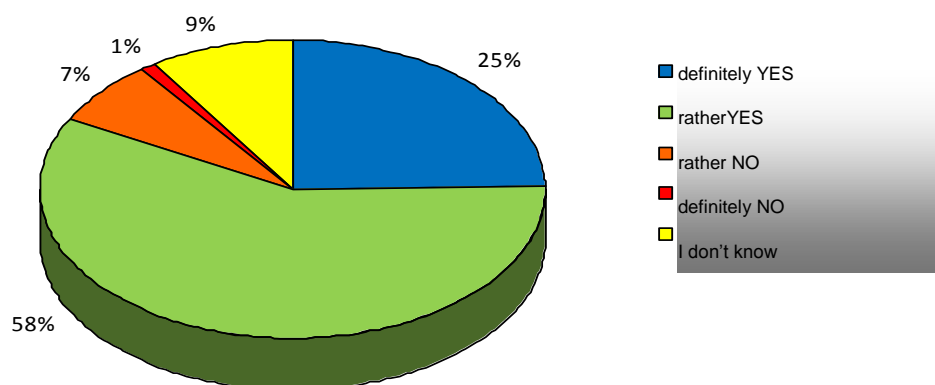
The question 2 was mostly answered with “definitely yes” (48%) or “rather yes” (41%). The answers “rather no” and “I don’t know” accounted for 4% and 6% respectively. The rarest answer was “definitely no” (1%).



Question 3: Do the employees of the University School of Physical Education in Wrocław comply with the principles of respecting intellectual property rights and common property of data? (research in cooperation with supervisor(s) and/or other researcher(s))

Chart 3. Intellectual property rights and common ownership of data

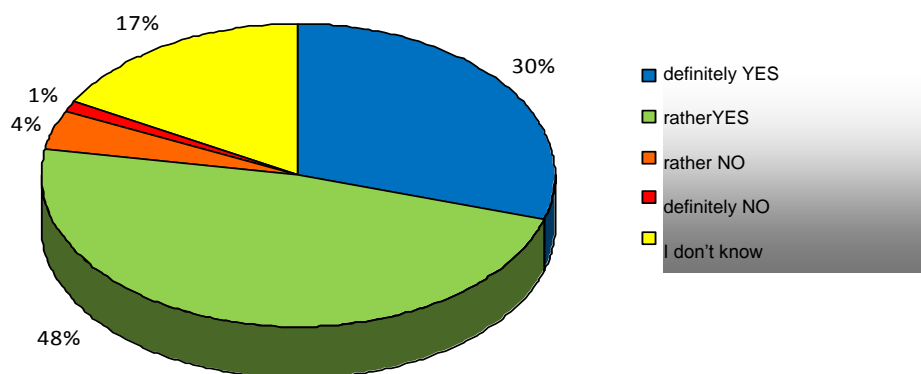
The question 3 was mostly answered with “definitely yes” (47%) or “rather yes” (43%). The answers “rather no” and “I don’t know” accounted for 3% and 7% respectively. Nobody indicated “rather no”.



Question 4: Is the research environment of the University School of Physical Education in Wrocław familiar with strategic goals of the organisation and research funding mechanisms?

Chart 4. Scientific strategy and research funding

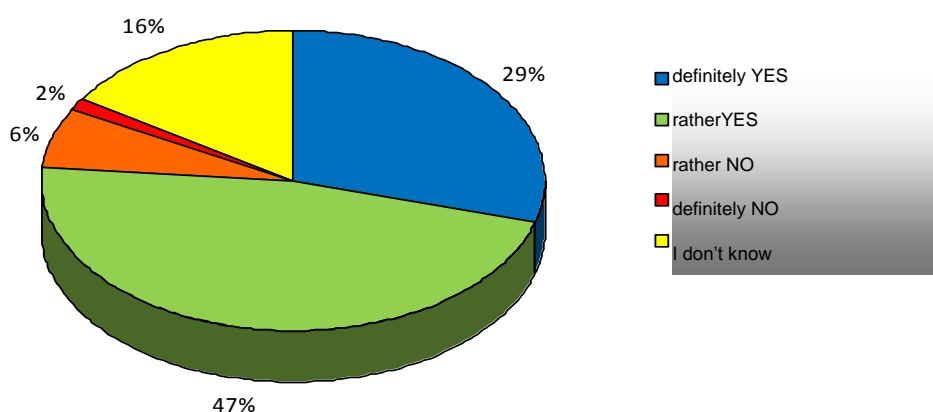
The question 4 was mostly answered with “definitely yes” (58%) or “rather yes” (25%). The answers “rather no” and “I don’t know” accounted for 7% and 9% respectively. The rarest answer was “rather no” (1%).



Question 5: Do the employees of the University School of Physical Education in Wrocław know and comply with domestic, sectoral and institutional regulations governing conditions of training and work (pertaining, inter alia, to intellectual property rights and conditions posed by sponsors or funders, notwithstanding the contractual situation)?

Chart 5. Regulations regulating the training and working conditions

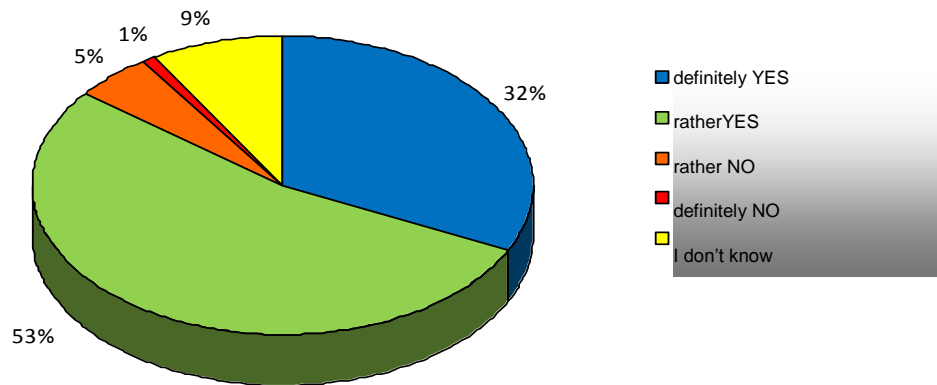
The question 5 was mostly answered with “definitely yes” (48%) or “rather yes” (30%). The answer “I don’t know” accounted for 17%. The fewest persons answered “rather no” (4%) or “definitely no” (1%).



Question 6: Do the employees of the University School of Physical Education in Wrocław comply with the principles of thorough, transparent and effective funds management in the scope of funding research?

Chart 6. Financial management rules

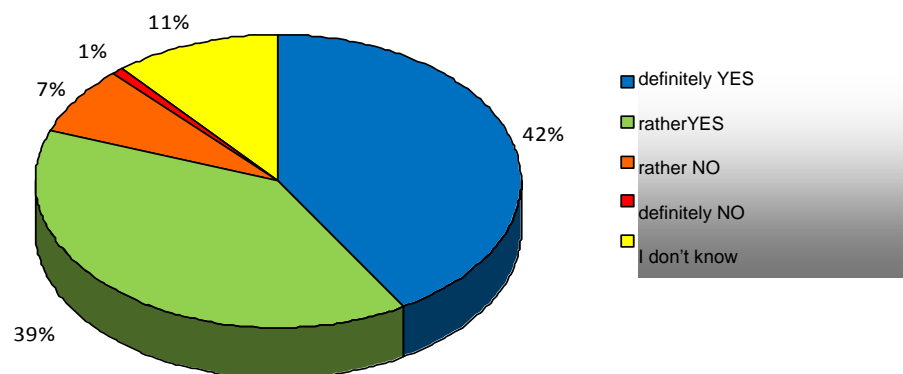
The question 6 was mostly answered with “definitely yes” (47%) or “rather yes” (29%). The answer “I don’t know” accounted for 16%. The fewest persons answered “rather no” (6%) or “definitely no” (2%).



Question 7: Do the employees of the University School of Physical Education in Wrocław apply safe methods of performing professional duties according to domestic regulations (inter alia, are there any precautions in the scope of Health and Safety, data protection and confidentiality protection, and recovery of data lost due to failure of IT technology)?

Diagram 7. Work safety and data protection

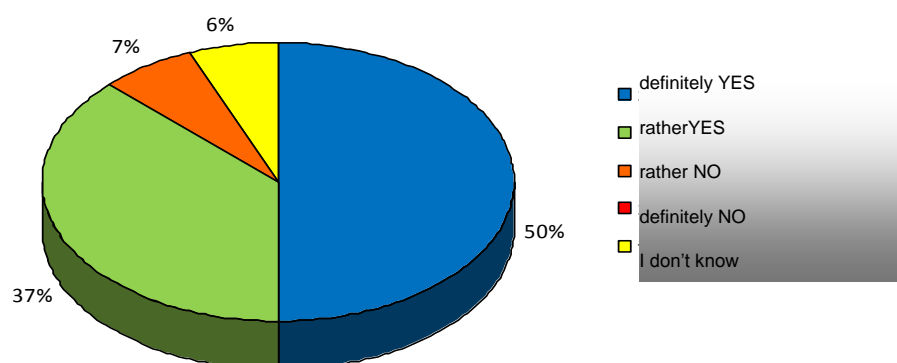
The question 7 was mostly answered with “definitely yes” (53%) or “rather yes” (32%). The answer “I don’t know” accounted for 9%. The fewest persons answered “rather no” (5%) or “definitely no” (1%).



Question 8: Are you obliged to distribute your research results?

Chart 8. Dissemination of scientific research results

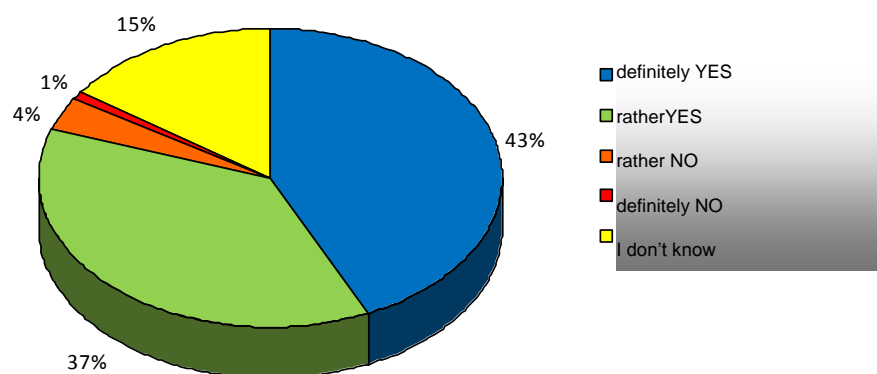
The question 8 was mostly answered with “definitely yes” (42%) or “rather yes” (39%). The answer “I don’t know” accounted for 11%. The fewest persons answered “rather no” (7%) or “definitely no” (1%).



Question 9: Do you popularise and promote your research results in front of the society?

Chart 9. Dissemination of scientific research results

The question 9 was mostly answered with “definitely yes” (50%) or “rather yes” (37%). The answers “rather no” and “I don’t know” accounted for 7% and 6% respectively. Nobody indicated “rather no”.

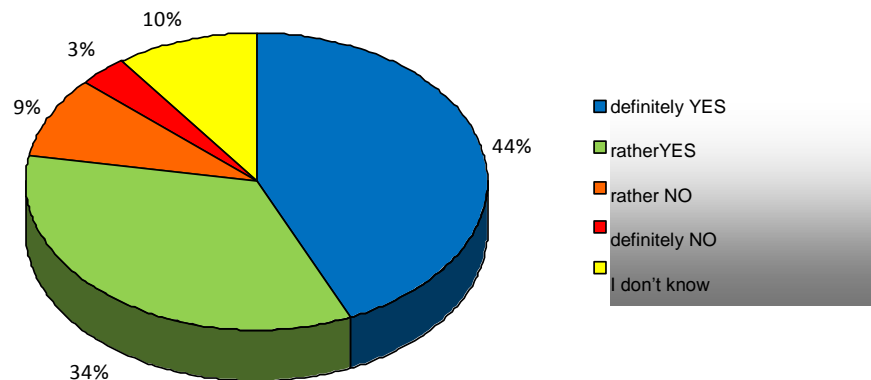


Question 10: Does your employer, namely the University School of Physical Education in Wrocław, protect researchers from discrimination (discrimination due to gender, age, ethnic, national or social origin, religion or denomination, sexual orientation, used language, disability, political views or social or material status)?

Chart 10. The principle of non-discrimination

The question 10 was mostly answered with “definitely yes” (43%) or “rather yes” (37%). The answer “I don’t know” accounted for 15%. The fewest persons answered “rather no” (4%) or “definitely no” (1%).

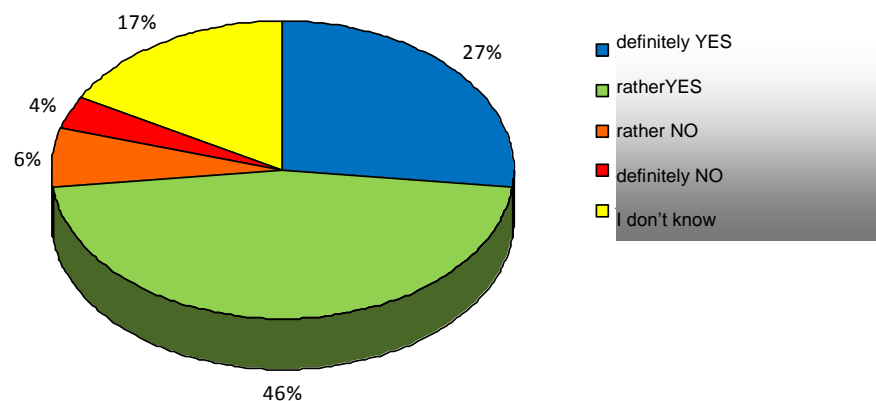
II. Recruitment and evaluation



Question 11: Does the University School of Physical Education in Wrocław introduced any procedure for regular evaluation of researchers and their research results (an evaluation being performed in transparent manner by an independent commission, including an international one)?

Chart 11. Employee evaluation system

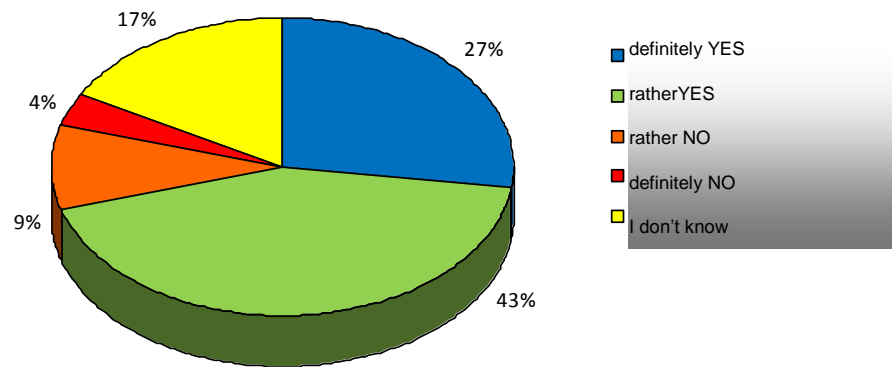
The question 11 was mostly answered with “definitely yes” (44%) or “rather yes” (34%). The answers “rather no” and “I don’t know” accounted for 9% and 10% respectively. The rarest answer was “definitely no” (3%).



Question 12: Does your employer, namely the University School of Physical Education in Wrocław, ensures clearly defined standards in the process of recruitment and hiring researchers?

Chart 12. Recruitment standards

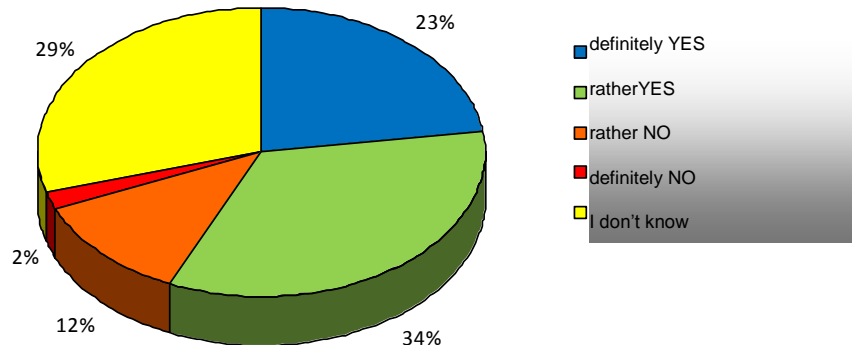
The question 12 was mostly answered with “rather yes” (46%) or “definitely yes” (27%). The answer “I don’t know” accounted for 17%. The fewest persons answered “rather no” (6%) or “definitely no” (4%).



Question 13: Does your employer, the University School of Physical Education in Wrocław, established open, effective and transparent recruitment procedures (Procedures which provide support, are comparable at the international level and adjusted to a job being offered)?

Chart 13. Transparency of recruitment procedures

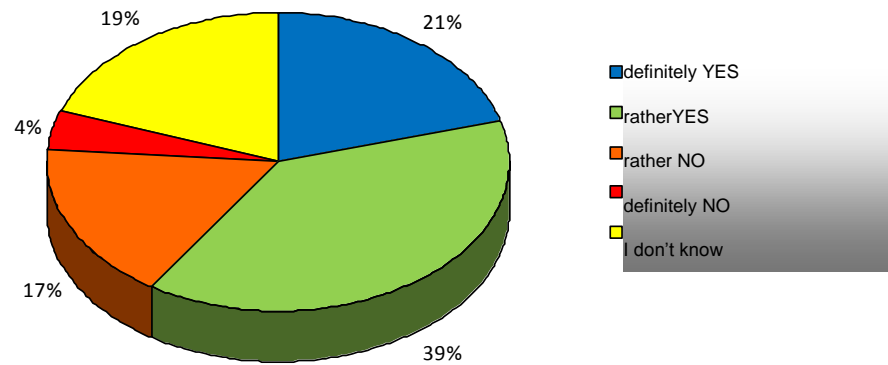
The question 13 was mostly answered with “rather yes” (43%) or “definitely yes” (27%). The answer “I don’t know” accounted for 17%. The fewest persons answered “rather no” (9%) or “definitely no” (4%).



Question 14: Do recruitment commissions, responsible for candidate selection process, represent various experiences and qualifications? Including appropriate gender balance, being composed of members of various industries (of public and private sector) and disciplines, including persons from foreign countries and holding appropriate proper experience for evaluation of candidates?

Chart 14. Structure of recruitment committees

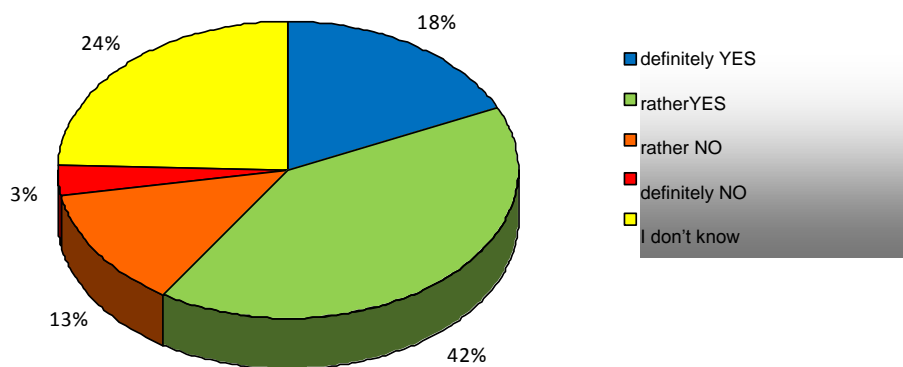
The question 14 was mostly answered with “rather yes” (34%). Another answers were: „I don’t know” (29%) and „definitely yes” (23%). The fewest persons answered “rather no” (12%) or “definitely no” (2%).



Question 15: Does your employer, namely the University School of Physical Education in Wrocław, inform candidates about the recruitment process, selection criteria, number of available positions, prospects of professional development as well as strengths and weaknesses of CVs?

Diagram 15. Information about the recruitment process and criteria

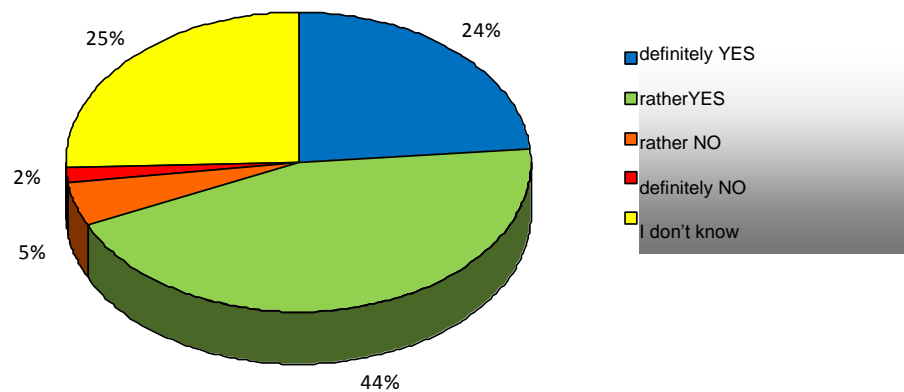
The question 15 was mostly answered with “rather yes” (39%) or “definitely yes” (21%). The answer “I don’t know” accounted for 19%, and “rather no” for 17%. The rarest answer was “definitely no” (4%).



Question 16: Does your employer, namely the University School of Physical Education in Wrocław, evaluate merits in quantitative and qualitative aspect (focusing not only on the number of publications, contributions to patents, compilations or inventions, but also on outstanding results achieved during a varied career of researcher)?

Chart 16. Merit evaluation

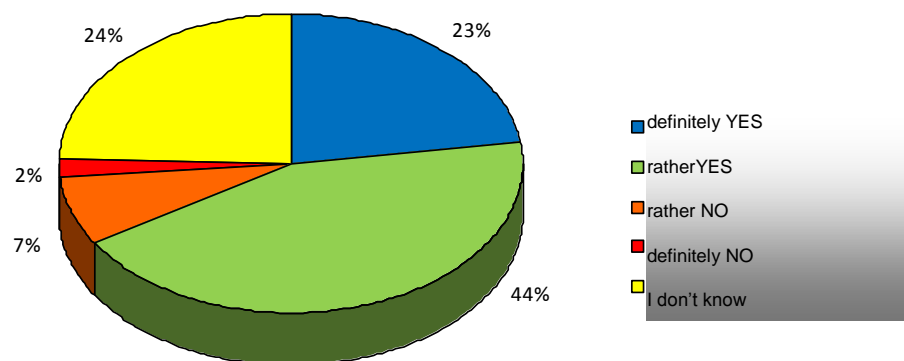
The question 16 was mostly answered with “definitely yes” (42%). The answer “I don’t know” accounted for 24%, and “definitely yes” for 18%. The fewest persons answered “rather no” (13%) or “definitely no” (3%).



Question 17: Does your employer, during the recruitment process, enables candidates pursuing multi-dimensional career path filing CVs supported by evidence (which reflect representative range of achievements and qualifications significant in terms of the position being applied for)?

Chart 17. Recognition of multidimensional achievements

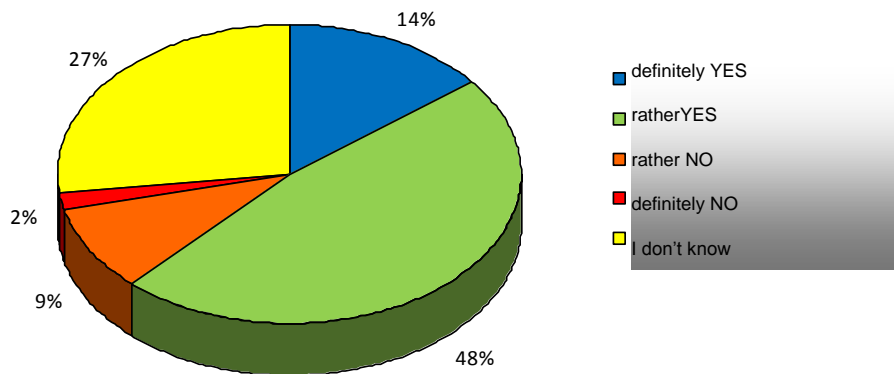
The question 17 was mostly answered with “rather yes” (44%). The answers “I don’t know” and “definitely yes” accounted for 25% and 24% respectively. The fewest persons answered “rather no” (5%) or “definitely no” (2%).



Question 18: Does your employer perceives any experiences in the scope of mobility (residence in another country/region or another scientific environment in public or private sector), change of discipline or sector as a part of preliminary research training or at a later stage of scientific career or any experience in the scope of virtual mobility as a valuable contribution to professional development?

Diagram 18. Recognition of mobility experience

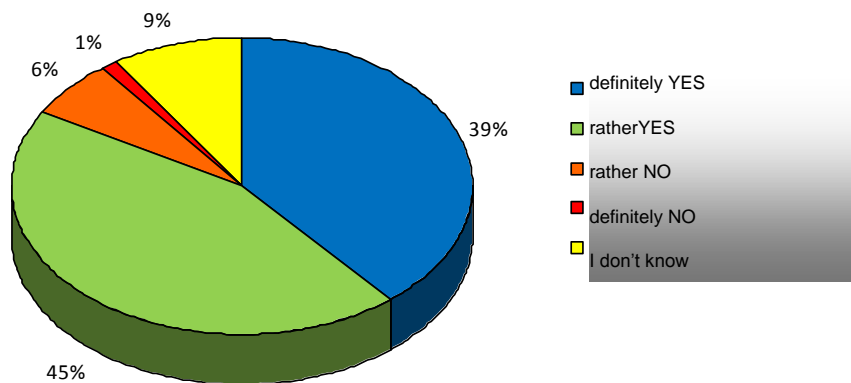
The question 18 was mostly answered with “rather yes” (44%). The answers “I don’t know” and “definitely yes” accounted for 24% and 23% respectively. The fewest persons answered “rather no” (7%) or “definitely no” (2%).



Question 19: Does your employer provides for appropriate evaluation of academic and professional qualifications, including informal qualifications, to any researcher, particularly in the context of international and professional mobility?

Diagram 19. Recognition of professional and informal qualifications

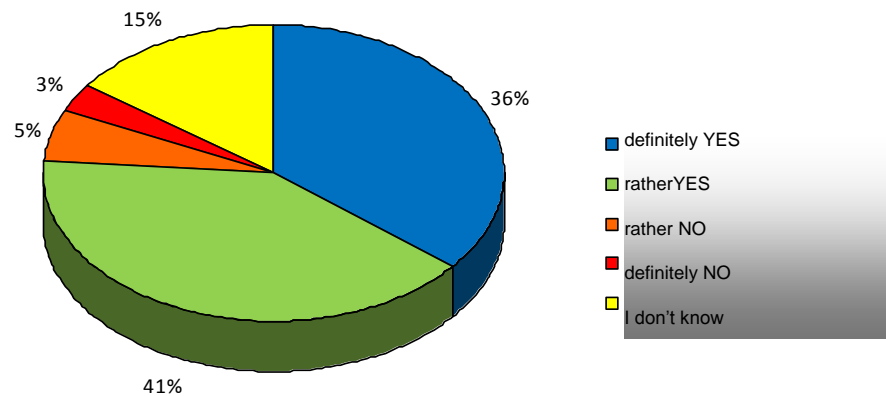
The question 19 was mostly answered with “rather yes” (48%). The answers “I don’t know” and “definitely yes” accounted for 27% and 14% respectively. The fewest persons answered “rather no” (9%) or “definitely no” (2%).



Question 20: Did your employer specify required level of basic qualifications corresponding to requirements of a job being applied for?

Chart 20. Determination of qualifications required for a given job position

The question 20 was mostly answered with “rather yes” (45%) or “definitely yes” (39%). The answer “I don’t know” accounted for 9%. The fewest persons answered “rather no” (6%) or “definitely no” (1%).

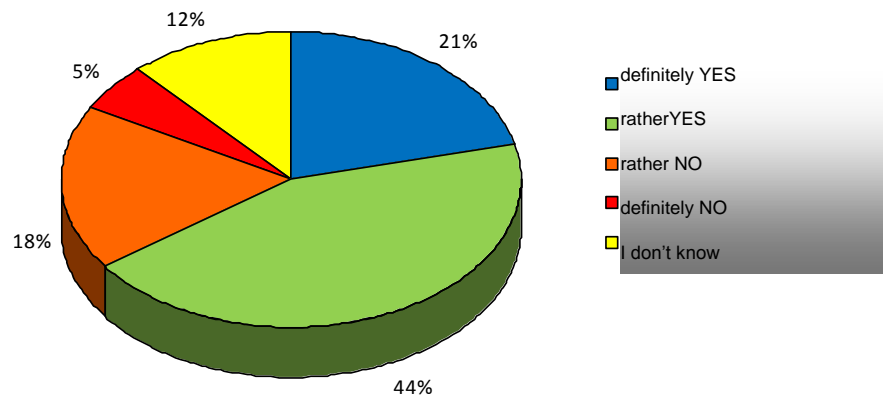


Question 21: Did your employer specify clear principles and distinct instructions in the scope of recruitment and appointment of researchers with the title of *doktor* (Ph.D.) (including maximum period of holding such position as well as the purposes of appointment)?

Chart 21. Recruitment rules for employees with a PhD degree

The question 21 was mostly answered with “rather yes” (41%) or “definitely yes” (36%). The answer “I don’t know” accounted for 15%. The fewest persons answered “rather no” (5%) or “definitely no” (3%).

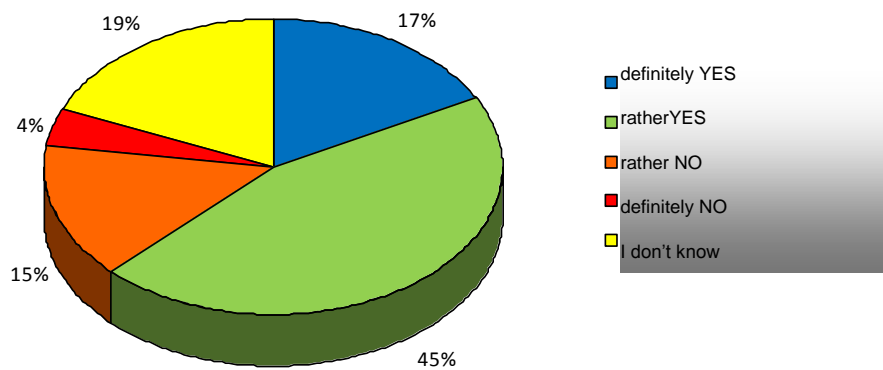
III. Working conditions and social security



Question 22: Are all researchers in the University School of Physical Education in Wrocław, at any stage of career, perceived as professionals and treated accordingly?

Chart 22. Recognition of the profession

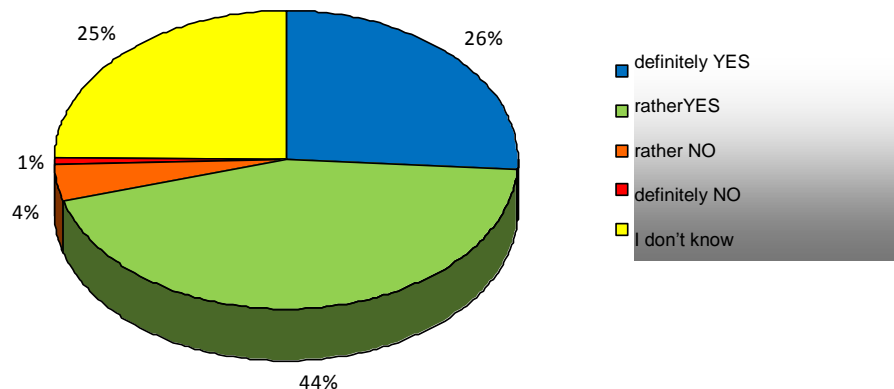
The question 22 was mostly answered with “rather yes” (44%) or “definitely yes” (21%). The answers “rather no” and “I don’t know” accounted for 18% and 12% respectively. The fewest persons answered “definitely no” (5%).



Question 23: Does your employer ensure creation of the most stimulating environment for research or scientific training, providing appropriate equipment, objects and opportunities, including remote cooperation by research networks, and does it comply with domestic and sectoral Health and Safety regulations?

Chart 23. Research and scientific training environment

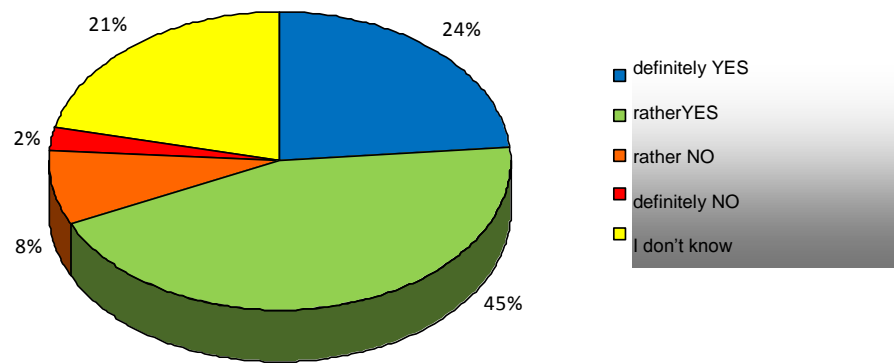
The question 23 was mostly answered with “rather yes” (45%). The answers “I don’t know”, “definitely yes” and “rather no” accounted for 19%, 17% and 15% respectively. The rarest answer was “definitely no” (4%).



Question 24: Does your employer provides for flexible occupational conditions to researchers, including disabled researchers according to applicable domestic regulations and domestic or sectoral collective agreements, in order to achieve effective results of research?

Chart 24. Working conditions

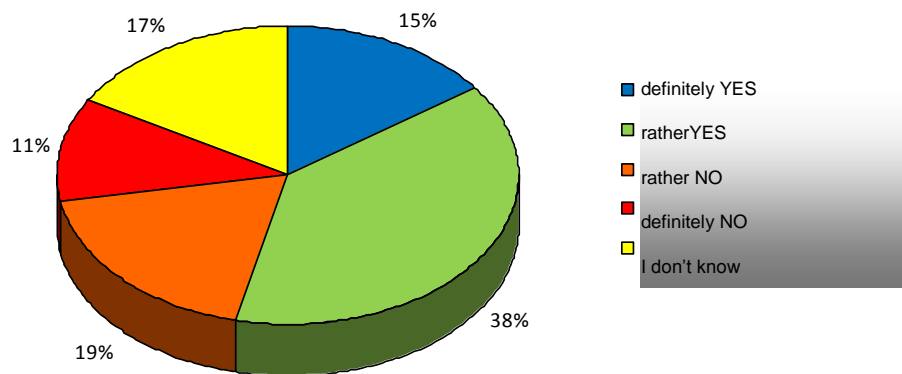
The question 24 was mostly answered with “rather yes” (44%). The answers “definitely yes” and “I don’t know” accounted for 26% and 25% respectively. The fewest persons answered “rather no” (4%) or “definitely no” (1%).



Question 25: Does your employer ensures stable conditions of employment for research staff, realising and complying with the principles and conditions specified in the EC Directive on employment for a definite period?

Diagram 25. Stabilization and permanent employment

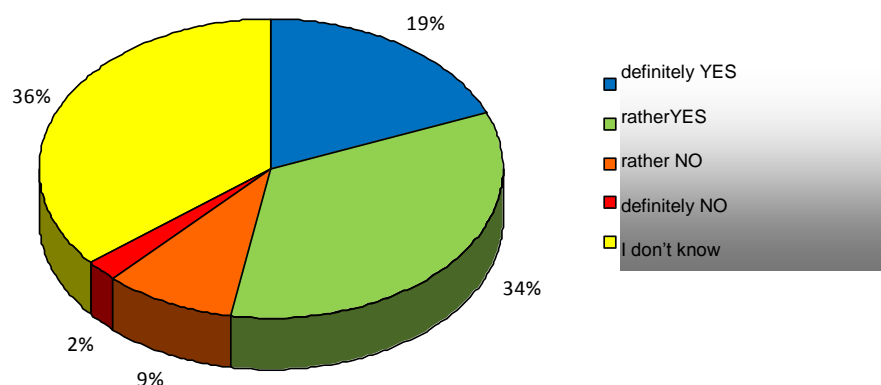
The question 25 was mostly answered with “rather yes” (45%). The answers “definitely yes” and “I don’t know” accounted for 24% and 21% respectively. The fewest persons answered “rather no” (8%) or “definitely no” (2%).



Question 26: Does your employer provides researchers, at any stage of career, with just and attractive remuneration together with appropriate and just benefits in the scope of social insurance, according to applicable domestic regulations and domestic or sectoral collective agreements (including sickness benefit and family allowance, retirement rights and unemployment allowance)?

Figure 26. Salaries and social benefits

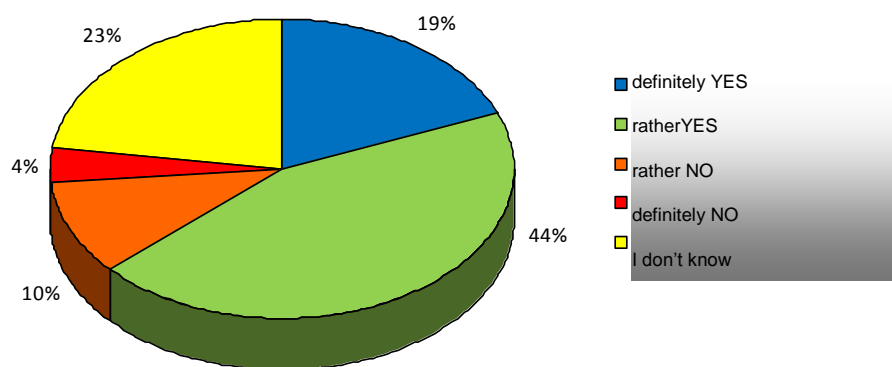
The question 26 was mostly answered with “rather yes” (38%). The other answers accounted for quite similar percentages: „rather no” with 19%, „I don’t know” with 17%, „definitely yes” with 15%, and „definitely no” with 11%.



Question 27: Does your employer, namely the University School of Physical Education in Wrocław, pursue the goal of ensuring representative gender balance at each staff level, including the level of supervisors and managers?

Figure 27. Gender balance

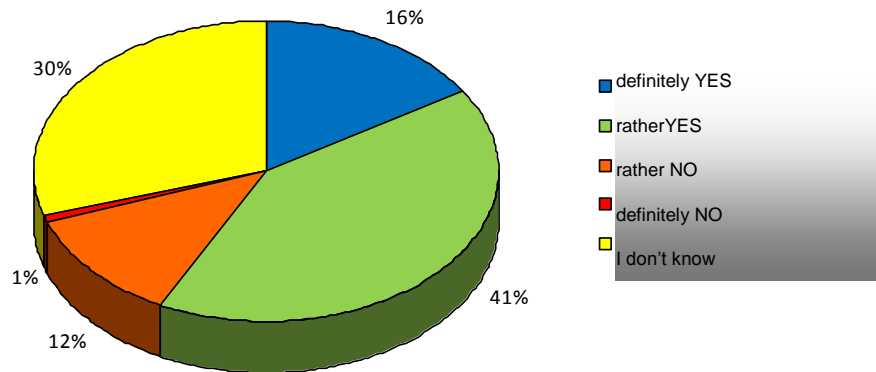
The question 27 was mostly answered with “I don’t know” (36%) or “rather yes” (34%). The answer “definitely yes” was indicated by 19%. The fewest persons answered “rather no” (9%) or “definitely no” (2%).



Question 28: Does the University School of Physical Education in Wrocław ensure that there is a certain strategy of development of professional career, as a part of the human resources management policy, available to any researcher at any stage of career?

Chart 28. Career development strategy

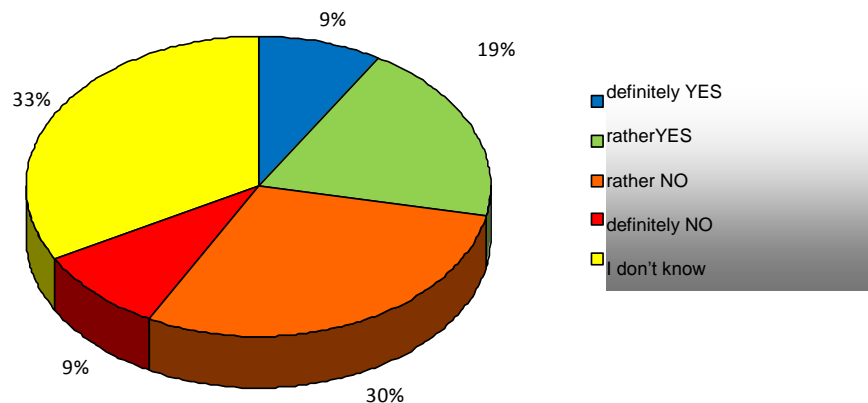
The question 28 was mostly answered with “rather yes” (44%). The answers “definitely yes” and “I don’t know” accounted for 19% and 23% respectively. The fewest persons answered “rather no” (10%) or “definitely no” (4%).



Question 29: Does your employer recognise the value of geographic, inter-sectoral, inter-disciplinary, trans-disciplinary and virtual mobility as well as mobility between private and public sector as an important means of expanding scientific knowledge and supporting professional development of researchers at any stage of career?

Chart 29. Recognition of mobility

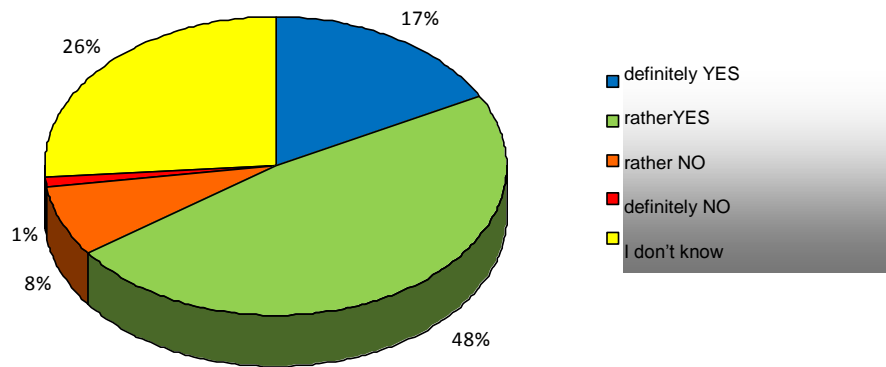
The question 29 was mostly answered with “rather yes” (41%). The answers “definitely yes” and “I don’t know” accounted for 16% and 30% respectively. The fewest persons answered “rather no” (12%) or “definitely no” (1%).



Question 30: Does your employer provides researchers at any stage of professional career, notwithstanding their contractual situation, with career counselling and assistance in finding jobs, at relevant institutions or as a part of cooperation with other organisations?

Chart 30. Access to career counseling

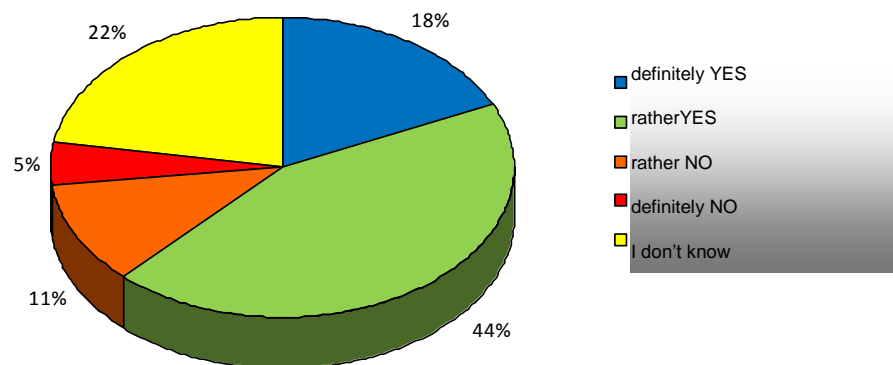
The question 30 was mostly answered with “I don’t know” (33%) or “rather yes” (30%). The answer “definitely yes” was indicated by 19%. The fewest persons answered “rather no” and “definitely no” - both accounted for 9%.



Question 31: Does your employer provides researchers at any stage of career with opportunities to enjoy benefits (if possible) from using their results in the scope of research and development throug legal protection and, in particular, through appropriate protection of intellectual property rights, including copyrights?

Figure 31. Protection of Intellectual Property Rights

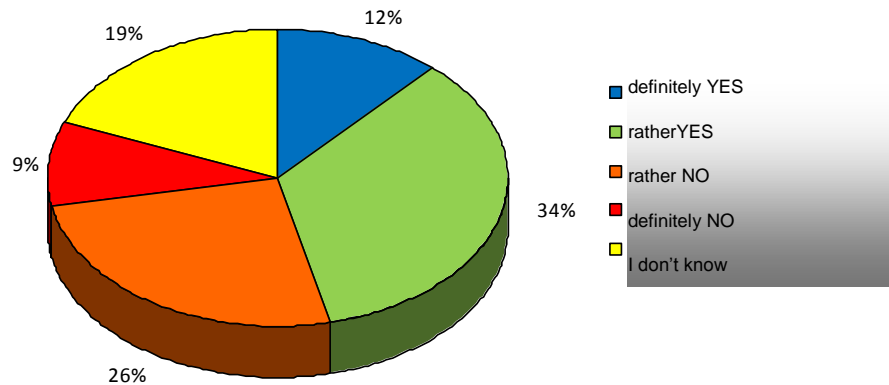
The question 31 was mostly answered with “rather yes” (48%). The answers “definitely yes” and “I don’t know” accounted for 17% and 26% respectively. The fewest persons answered “rather no” (8%) or “definitely no” (1%).



Question 32: Did your employer develop strategies, practices and procedures providing researchers, including early-stage researchers, with necessary framewor conditions as to enable them to exercise their right to be recognised and listed and/or quoted in the context of actual contribution being provided, as co-authors of papers, patents etc. or from the right to publication of their research results, independently from their supervisors?

Chart 32. Co-authorship

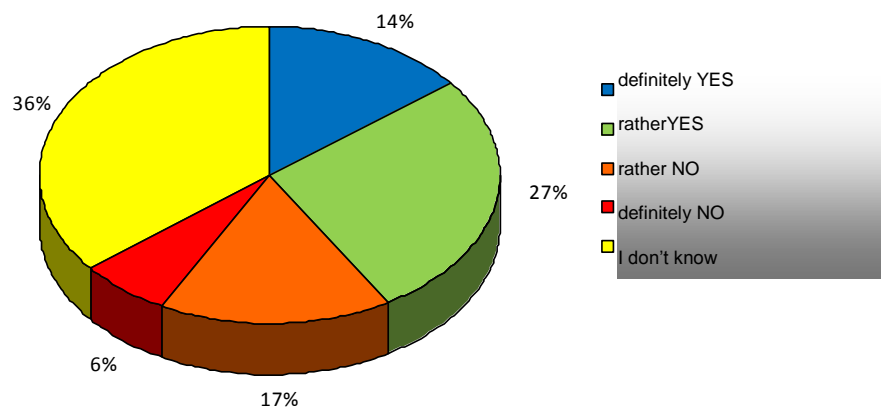
The question 32 was mostly answered with “rather yes” (44%). The answers “definitely yes” and “I don’t know” accounted for 18% and 22% respectively. The fewest persons answered “rather no” (11%) or “definitely no” (5%).



Question 33: Does your employer ensure that occupational responsibilities are appropriately remunerated and taken into account in employee evaluation systems, and that time devoted for training early-stage researchers by senior research staff is recognised as a part of their commitment to the teaching process?

Chart 33. Recognition of commitment in terms of responsibilities and in the teaching process

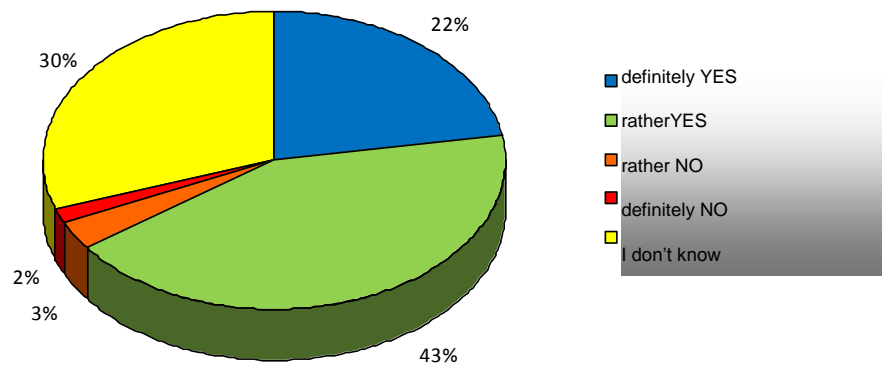
The question 33 was mostly answered with “rather yes” (34%). The answers “definitely yes” and “I don’t know” accounted for 18% and 22% respectively, and the answers “definitely yes” and “definitely no” accounted for 12% and 9% respectively.



Question 34: Does your employer specify, according to domestic principles and regulations, appropriate procedures, designated an impartial person (in the form of ombudsman) who handles complaints/appeals of researchers, including issues pertaining to conflicts between supervisors and early-stage researchers?

Chart 34. Complaints / appeals

The question 34 was mostly answered with “I don’t know” (36%). The answer “rather yes” accounted for 27%. The answers “rather no” and “definitely yes” accounted for quite similar percentages: 17% and 14% respectively. The answer “definitely no” was indicated by 6%.

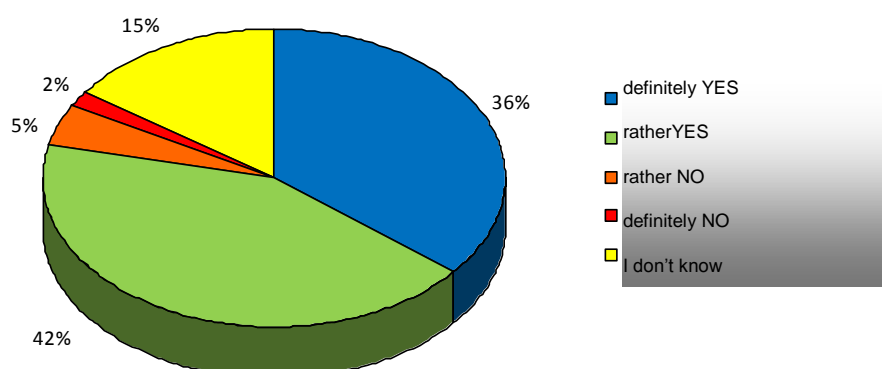


Question 35: Does your employer recognise it as wholly legitimate, and indeed desirable, that researchers be represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and represent their individual and collective interests as professionals and to actively contribute to the work of the institution?

Chart 35. Impact on decision-making bodies

The question 35 was mostly answered with “rather yes” (43%). The answers “definitely yes” and “I don’t know” accounted for 22% and 30% respectively. The fewest persons answered “rather no” (3%) or “definitely no” (2%).

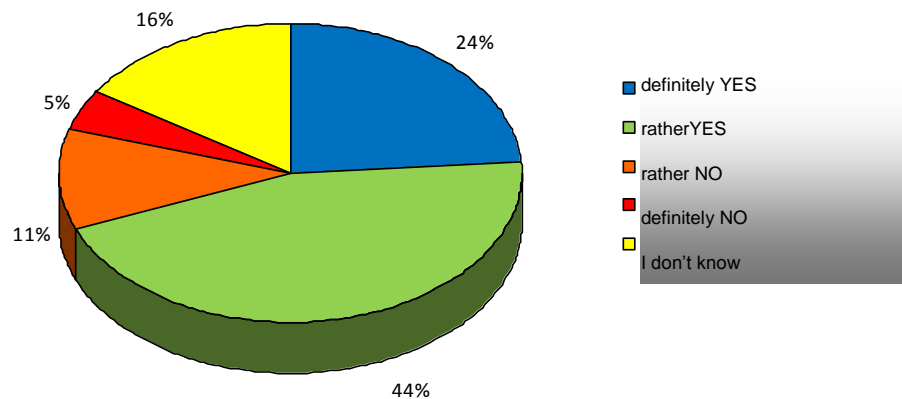
IV. Training



Question 36: Does the University School of Physical Education in Wrocław established and organised regular forms of contact for doctoral students and their supervisors and representatives of the field/faculty to fully enjoy such relationships?

Chart 36. Relations with a scientific supervisor

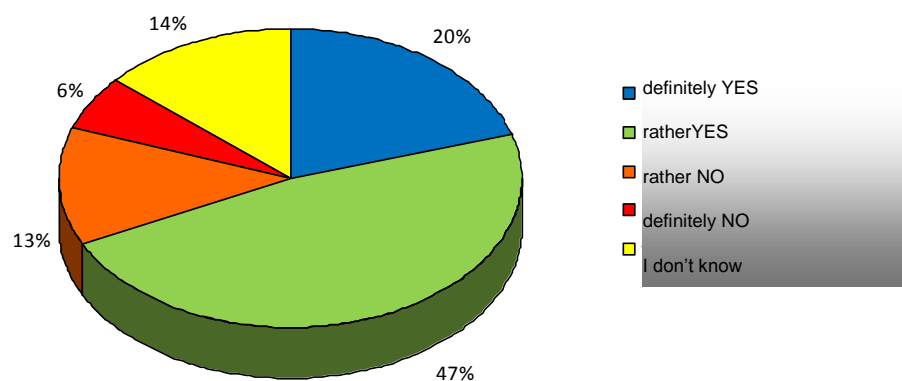
The question 36 was mostly answered with “rather yes” (42%) or “definitely yes” (36%). The answer “I don’t know” accounted for 15%. The fewest persons answered “rather no” (5%) or “definitely no” (2%).



Question 37: Do senior researchers at the University School of Physical Education in Wrocław devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators, performing these tasks according to the highest professional standards and build up a constructive and positive relationship with the early-stage researchers?

Chart 37. Supervision and management responsibilities

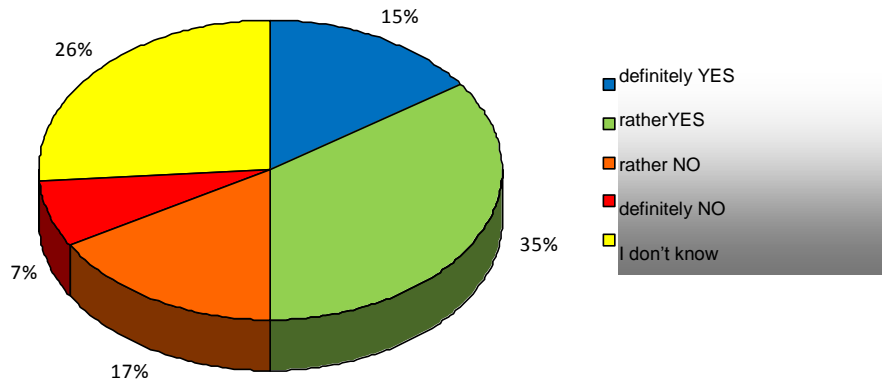
The question 37 was mostly answered with “rather yes” (44%). The answers “definitely yes” and “I don’t know” accounted for 24% and 16% respectively. The fewest persons answered “rather no” (11%) or “definitely no” (5%).



Question 38: Does your employer support researchers at any stage of professional career with respect to continuous development and raising professional skills and qualifications, giving them opportunities to participate in conferences, training sessions and other forms of education?

Chart 38. Support in scientific development

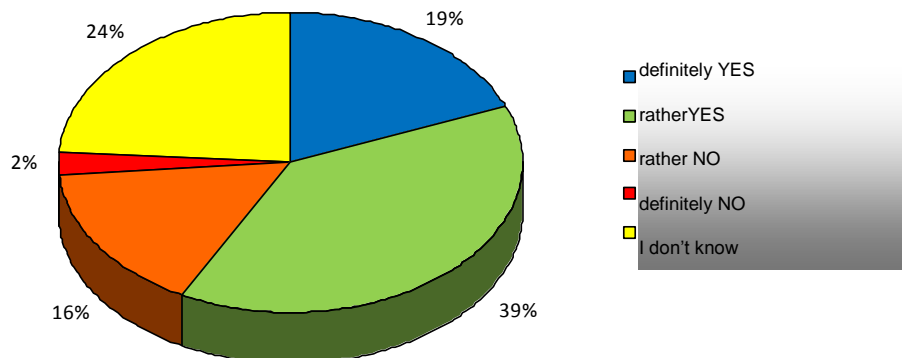
The question 38 was mostly answered with “rather yes” (47%). The answer “definitely yes” accounted for 20%, and the answers “I don’t know” and “rather no” accounted for 14% and 13% respectively. The fewest persons answered “definitely no” (6%).



Question 39: Does your employer provides researchers, at any stage of professional career and notwithstanding their contractual situation, with opportunities for professional development and increasing their chances of finding a job by giving them access to means enabling them to continuously develop their skills and qualifications?

Chart 39. Access to measures to develop skills and qualifications

The question 39 was mostly answered with “rather yes” (35%). The answer “I don’t know” accounted for 26%. The answers “rather no” and “definitely yes” accounted for quite similar percentages: 17% and 15% respectively. The rarest answer was “definitely no” (7%).



Question 40: Did your employer designate a supervisor, sufficiently expert in supervising research, and having the time, knowledge, experience, expertise and commitment enabling him/her to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms?

Chart 40. Scientific care

The question 40 was mostly answered with “rather yes” (39%). The answers “I don’t know”, “definitely yes” and “rather no” accounted for 24%, 19% and 16% respectively. The fewest persons answered “definitely no” (2%).

Table 6. Percentage results of the survey

Percentage results of the survey - positive vs. negative										
SCALE: 5 – definitely yes; 4 – rather yes; 3 – rather no; 2 – definitely no; 0 – hard to say										
Area	Question no.	5 %	4 %	3 %	2 %	0 %	Positive %	Result	Negative %	Neutral %
ETHICAL AND PROFESSIONAL ASPECTS	1	59.50	35.95	2.48	0.00	2.07	95.45	>	2.48	2.07
	2	48.76	40.91	3.72	0.83	5.79	89.67	>	4.55	5.79
	3	42.56	47.52	3.31	0.00	6.61	90.08	>	3.31	6.61
	4	24.79	57.85	7.02	1.24	9.09	82.64	>	8.26	9.09
	5	29.75	47.93	4.13	1.24	16.94	77.69	>	5.37	16.94
	6	29.34	47.11	6.20	1.65	15.70	76.45	>	7.85	15.70
	7	32.23	53.31	4.96	0.83	8.68	85.54	>	5.79	8.68
	8	41.32	39.26	7.44	0.83	11.16	80.58	>	8.26	11.16
	9	50.00	37.19	6.61	0.00	6.20	87.19	>	6.61	6.20
	10	42.98	37.19	3.72	0.83	15.29	80.17	>	4.55	15.29
RECRUITMENT AND EVALUATION	11	43.39	34.30	9.09	3.31	9.92	77.69	>	12.40	9.92
	12	26.86	46.28	6.20	3.72	16.94	73.14	>	9.92	16.94
	13	27.27	42.98	9.09	3.72	16.94	70.25	>	12.81	16.94
	14	22.73	33.88	11.98	2.07	29.34	56.61	>	14.05	29.34
	15	20.66	38.43	17.36	4.13	19.42	59.09	>	21.49	19.42
	16	18.18	40.91	13.22	3.31	24.38	59.09	>	16.53	24.38
	17	23.55	44.63	4.55	1.65	25.62	68.18	>	6.20	25.62
	18	22.73	43.39	7.44	2.07	24.38	66.12	>	9.50	24.38
	19	14.46	47.52	9.09	2.07	26.86	61.98	>	11.16	26.86
	20	38.84	44.63	6.20	1.24	9.09	83.47	>	7.44	9.09
	21	35.95	40.50	5.37	3.31	14.88	76.45	>	8.68	14.88
OCCUPATIONAL CONDITIONS AND SOCIAL	22	21.07	43.80	18.18	5.37	11.57	64.88	>	23.55	11.57
	23	17.36	45.04	14.88	4.13	18.60	62.40	>	19.01	18.60
	24	26.03	44.63	3.72	0.83	24.79	70.66	>	4.55	24.79
	25	23.55	44.63	7.85	2.48	21.49	68.18	>	10.33	21.49

	26	14.88	38.84	18.60	11.16	16.53	53.72	>	29.75	16.53
	27	19.01	33.88	9.09	2.07	35.95	52.89	>	11.16	35.95
	28	19.01	44.21	10.33	3.72	22.73	63.22	>	14.05	22.73
	29	16.12	41.32	11.98	0.83	29.75	57.44	>	12.81	29.75
	30	8.68	19.42	29.75	9.09	33.06	28.10	<	38.84	33.06
	31	17.36	47.52	7.85	1.24	26.03	64.88	>	9.09	26.03
	32	18.18	43.80	11.16	4.55	22.31	61.98	>	15.70	22.31
	33	11.57	34.71	25.62	9.09	19.01	46.28	>	34.71	19.01
	34	14.46	26.86	16.53	6.20	35.95	41.32	>	22.73	35.95
	35	22.31	42.56	3.31	1.65	30.17	64.88	>	4.96	30.17
	36	35.95	42.56	4.55	1.65	15.29	78.51	>	6.20	15.29
TRAINING	37	23.97	45.04	10.74	4.55	15.70	69.01	>	15.29	15.70
	38	20.25	47.52	12.81	5.79	13.64	67.77	>	18.60	13.64
	39	15.29	34.71	16.53	7.44	26.03	50.00	>	23.97	26.03
	40	19.01	38.84	15.70	2.48	23.97	57.85	>	18.18	23.97

Positive results included the following answers: “definitely yes” and “rather yes”. Negative results included the following answers: “definitely no” and “rather no”. The answer “I don’t know” was recognised as a neutral one.

3.2. Conclusions from the internal analysis of the documentation and the survey

The analysis of 40 answers given in the survey shows that the interviewees assess current situation at the USPE in Wrocław as good. There is a clear advantage of positive answers (39 questions) over negative ones (1 question).

The highest percentage of positive answers was given to questions within the area of “Ethical and professional aspect” pertaining to freedom of research:

– Question 1: It is possible to enjoy freedom of thought and speech as well as freedom of specifying methods for solving any problem according to recognised ethical principles and practices while conducting research at the University School of Physical Education in Wrocław.

Total answers „definitely yes” and „rather yes” accounted for 95.45%.

Another issue, highly assessed by the interviewees, was professional accountability.

– Question 3: In case of any research conducted in cooperation with a supervisor/supervisors and/or any other researcher(s), the rules of respecting intellectual property and common property of data are respected.

Total answers „definitely yes” and „rather yes” accounted for 90.08%.

High percentage of positive answers was also related to an issue pertaining to ethical principles.

– Question 2: At the University School of Physical Education in Wrocław, fundamental ethical standards, principles and practices are complied with.

Total answers „definitely yes” and „rather yes” accounted for 89.67%.

Among the other 40 questions in the survey, 11 of them resulted with more than 80% of answers „definitely yes” and „rather yes”. The highest percentage of positive answers was given to questions within the area of “Ethical and professional aspect”. In this case, total answers „definitely yes” and „rather yes” were within the range of 76.45% to 95.45%.

In the area “Recruitment and evaluation”, total answers “definitely yes” and “rather yes” fluctuated within the range of 56.61% to 83.47%, proving that operation of the University School of Physical Education in Wrocław in terms of this aspect is rated well.

The lowest rating was noted in the area “Occupational conditions and social insurance”. Total answers „definitely yes” and „rather yes” was included within the range 28.10% to 70.66. This area included question 30 which was rated the lowest, and the negative answers overwhelmed the positive ones:

– Question 30: Does the University School of Physical Education in Wrocław provides its researchers with career counselling and assistance in finding employment?

Total answers „definitely yes” and „rather yes” accounted for 28.10%.

In the area “Training”, total answers „definitely yes” and „rather yes” were within the range of 50.00% to 78.51%.

Weakness – or gaps – found by means of the survey proved to be consistent with the internal analysis performed by the Implementation Team. Answers given by the persons interviewed indicated a necessity to improve information campaigns (and increase their number) conducted at the University for the purpose of distribution of information pertaining to applicable regulations and practices. This necessity is evidenced by the fact that significant percentage of interviewees indicated the “hard to say” answer.

The Implementation Team identified the need to supplement applicable regulations and principles pertaining to career counselling – point 30 – and occupational conditions and social insurance – point 34 – and training – point 40.

Gaps, identified by means of performed internal analysis and survey became the basis for preparation of the Action Plan to be developed for the purpose of nullifying divergences between the operational principles of the University School of Physical Education in Wrocław and provisions and recommendations included in the Charter and the Code. Three questions were included in the category of remedial actions which are necessary to perform. At the same time, to improve operation

of the University by means of self-development, the Team indicated a necessity to improve areas included in 16 questions listed in the Action Plan: questions 2, 5, 6 and 8 in the area “Ethical and professional aspects; questions 12, 13, 16, 17 and 21 in the area “Recruitment and evaluation”; questions 24, 25, 28, 29, 31, 32, 35 in the area “Occupational conditions and social insurance”.

4. ACTION PLAN

No.	Area in the Charter and the Code which requires action	Material description of actions to be performed	Organisational unit of the USPE responsible for specific action	Term of performance		
				short period (up to 1 year)	medium period (1-3 years)	long period (above 3 years)
REMEDIAL ACTIONS						
30 + 2 (POWER)	OCCUPATIONAL CONDITIONS AND SOCIAL INSURANCE	To enhance services offered by the Career and Entrepreneurship Office with career counselling for doctoral students and early-stage researchers and to implement a career counselling information distribution system	the Career and Entrepreneurship Office	May 2019		
34.	OCCUPATIONAL CONDITIONS AND SOCIAL INSURANCE	To appoint the position of the Ombudsman for Employees at the University	The Rector		June 2019	
40.	TRAINING	To appoint the position of the Ombudsman for Employees at the University	The Rector		June 2019	
SELF-DEVELOPMENT ACTIONS						
2.	ETHICAL AND PROFESSIONAL ASPECTS	To giving access to the collection of domestic guidelines and the University guidelines referring to ethical issues in the field of higher education at the University's website	The University Promotion Office		June 2019	
5. 6. 8.	ETHICAL AND PROFESSIONAL ASPECTS	To develop and implement an information campaign related to applicable legal regulations	Legal Department The University Promotion Office Deans, Department Managers		June 2019	
12. 13.	RECRUITMENT AND EVALUATION	To develop and implement an information campaign related to applicable legal regulations	Department of Payroll and		June 2019	

21.			Employee Affairs The University Promotion Office Deans, Department Managers			
13. 16. 17.	RECRUITMENT AND EVALUATION	To supplement the principles of job candidate selection process for individual jobs at the USPE with the procedure governing informing candidates about strengths and weaknesses in their job applications	Department of Payroll and Employee Affairs		September 2019	
24.	OCCUPATIONAL CONDITIONS AND SOCIAL INSURANCE	Popularisation of information pertaining to occupational conditions available to employees, including disabled employees and doctoral students, by means of the University website	The University Promotion Office		May 2019	
25. 28. 29. 31. 32.	OCCUPATIONAL CONDITIONS AND SOCIAL INSURANCE	To develop and implement an information campaign related to applicable legal regulations	Legal Department The University Promotion Office Deans, Department Managers		May 2019	
35.	OCCUPATIONAL CONDITIONS AND SOCIAL INSURANCE	Popularisation of information pertaining to representatives of employees in the University bodies by means of the University website	The University Promotion Office	February 2019		

5. MONITORING OF THE EFFECTS OF IMPLEMENTATION

The process of implementation of required remedial actions adjusting internal legal regulations and applied good practices to the principles and recommendations of the European Charter for Researchers and the Code of Conduct for Recruitment of Researchers at the University School of Physical Education in Wrocław shall be monitored with regard to achievement of effects of designated remedial actions and self-development actions. For this purpose, the Monitoring Team, responsible for supervision of the implementation procedure, shall be formed.

The Monitoring Team shall be composed of:

- prof. dr hab. Małgorzata Słowińska-Lisowska – Chairperson
- prof. dr hab. Marek Woźniewski – Deputy Chairperson

- dr hab. Jarosław Fugiel – Team Coordinator
- dr inż. Małgorzata Kołodziej – Team Secretary
- mgr Maria Zielińska – Head of the Department of Payroll and Employee Affairs
- mgr Krzysztof Grzegorzczak – Deputy Chancellor for Computerisation and University Development
- mgr Anna Mroczek – attorney

The Monitoring Team shall be responsible for:

- supervision and management of the implementation process;
- evaluation of the implementation effects included in the Action Plan, assessment of quality and timing of the implementation works to be completed by respective organisational units;
- reporting progress of the implementation works, providing the Rector with information on Action Plan performance.

6. SUMMARY AND FINAL CONCLUSIONS

The University School of Physical Education in Wrocław consistently strives to create the most favorable conditions for scientific and research work. The internal analysis of national legal acts and internal documents binding at the Academy in accordance with the recommendations of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers showed that in many areas the University meets these guidelines and recommendations. For proper operation in the field of scientific research at the Academy, appropriate national and internal legal acts have already been introduced and applied.

Pursuant to results of the internal analysis, it was declared that, in order to further improve quality of research at the University, it is necessary to perform correctional actions in the scope of occupational conditions and social insurance, access to career counselling as well as training and supervision available to early-stage research staff. Introduction of such modifications shall ensure more attractive environment for research and increase occupational competitiveness of the USPE for researchers.

The University School of Physical Education in Wrocław endorses the idea of and declares to implement the principles and recommendations of the European Charter for Researchers and the Code of Conduct for Recruitment of Researchers in each field of its research activities.

7. ACCEPTANCE

The Rector of the USPE, dr hab. Andrzej Rokita, prof. of the USPE in Wrocław, accepts developed HR Strategy and Action Plan for the University School of Physical Education in Wrocław.

The Rector
dr hab. Andrzej Rokita, prof. of the USPE in Wrocław

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Wrocław, dated