

**HR Excellence in Research**

# **Internal Review**



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## **Internal Review**

**Case number**

2019PL381593

**Name Organisation under review**

Cracow University of Technology

**Organisation's contact details**

Warszawska 24, Cracow, 31-155, Poland

**Submission date to the European Commission**

31/01/2020

**1. Organisational Information**

*Please provide an update of the key figures for your organisation. Figures marked \* are compulsory.*

<b>STAFF &amp; STUDENTS</b>	<b>FTE</b>
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research *	1079
Of whom are international (i.e. foreign nationality) *	13
Of whom are externally funded (i.e. for whom the organisation is host organisation) *	17
Of whom are women *	395
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. *	68
Of whom are stage R2 = in most organisations corresponding with postdoctoral level *	744
Of whom are stage R1 = in most organisations corresponding with doctoral level *	267
Total number of students (if relevant) *	12821
Total number of staff (including management, administrative, teaching and research staff) *	1922
<b>RESEARCH FUNDING (figures for most recent fiscal year)</b>	<b>€</b>

**RESEARCH FUNDING (figures for most recent fiscal year)**

€

Total annual organisational budget	11360459,93
Annual organisational direct government funding (designated for research)	7838132,11
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	2522867,53
Annual funding from private, non-government sources, designated for research	896585,71

**ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)**

Cracow University of Technology is an academic public technical university in Krakow, which was established in 1945 as the Faculty of Architecture, Engineering and Communication at the Academy of Mining in Krakow was established). On 7 th July 1954, The Council of Ministers adopted the resolution on the transformation of the Departments of Applied Sciences at the Academy of Mining in Krakow into an independent university and name it Cracow University of Technology. CUT is supervised by the relevant minister of science and higher education and operates under the Act of 27 July 2005 - the Law of Higher Education.

## 2. Strengths and weaknesses of the current practice

Please review the strengths and weaknesses under the 4 thematic areas of the Charter and Code, as provided by your organisation in the initial assessment phase. When doing so, you should do not only look back, but also consider new priorities, strategic decisions, etc. which may further influence the action plan. Please also provide a brief commentary in the "Remarks" column if major changes have occurred versus the initial plan.

**Note:** Click on the name of each of the four thematic headings of the Charter & Code to open the editor and provide your answers in the Internal Review for Interim Assessment dedicated section.



**Strengths and Weaknesses (Initial Phase)**

**Strengths and Weaknesses (Interim Assessment)**

Cracow University of Technology (CUT) has a Code of Ethics that clearly defines the values that employees should follow. These principles are consistent with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C). The creation of a special section devoted to ethical issues, included the Information Service for Employees (SIP), is a strength. In this tab, employees will quickly and easily find documents such as e.g. the Code of Ethics of Cracow University of Technology, the Code of Ethics of an employee of the Polish Academy of Sciences (as a supplementary document and recommended for use in good practices in scientific research), as well as requirements regarding ethical issues of research funding institutions. The above-mentioned documents operate at CUT only in Polish, which is a certain weakness of this action. However, it is planned to translate these documents into English.

As far as professional responsibility is concerned, CUT uses a uniform Anti-Plagiarism System, which is imposed by the Ministry of Science and Higher Education for use by Polish universities. The weakness of this system is that it only applies to student work, but in the second half of 2020, the tool will be extended to doctoral dissertations. In addition, the employees of CUT receive support in the field of intellectual property protection and the commercialisation process as part of the Technology Transfer Centre, which implements numerous projects supporting our employees, including Innovation Incubator 2.0, offering various trainings on IP protection and the commercialisation process.

CUT has its own Repository in which scientists can deposit publications in open access. The area: dissemination and exploitation of results is vigorously supported by the Library, which runs the Repository and actively promotes publishing in open access among the academic community. The Library organises numerous trainings, online courses on the e-learning platform for the employees. It also participates in the annual Open Access Week. One of the strengths in this respect is the Open Access Policy introduced by the Rector of CUT, which obliges the employees to publish in open access. The weakness is that the above document functions in Polish.

As a result of the entry into force of the new Act: Law on Higher Education and Science (Act 2.0), CUT has drawn up a new university statute. The Statute obliges the scientific councils of the faculties to define the main directions and research topics of individual scientific disciplines in which they operate, which ensures a professional approach at CUT. Additionally, with reference to the Act 2.0, the Statute introduces the obligation to periodically evaluate academic teachers with respect to the

fulfilment of their duties (§65). Strong legal legitimacy of the above assumptions contained in the Act and the Statute of Cracow University of Technology constitute favourable grounds for implementing the principles of: Professional attitude and evaluation/appraisal systems. On 20 December 2019, the Rector's Order No. 111 introduced new Rules and criteria for periodic evaluation of academic teachers, which will apply to scientists since 1 January 2020. This is the strength of this area of activity, which sets out clear principles for the evaluation of researchers and will motivate for further scientific work and professional development.

As a result of the introduction of new or adaptation of existing documents to the requirements of the new law, unfortunately, no anti-discriminatory procedure has been developed. This is a weakness, but we are planning to extend this task and implement it as part of the new action plan.

Our strength is the high activity in popularising science among ordinary citizens (the explanation in remarks).

### **Remarks (max 500 words)**

At the end of 2018, Cracow University of Technology managed to get funding for a project from national funds: "PROGRAMMING EXCELLENCE - PK XXI 2.0. The Cracow University of Technology Development Programme for the years 2018-2022", as part of which it was planned to internationalise our university, including translating the university's strategic documents into English. This will increase their comprehensibility for all employees of CUT, including foreign researchers. The translation will cover documents of the Code of Ethics, the Statute, Open Access Policy, as well as other documents concerning the researchers, such as the Criteria for Employee Evaluation. As far as the anti-plagiarism system is concerned, we are dependent on the Ministry of Science and Higher Education, which is why we plan to extend this task for the coming years.

Numerous training courses for the employees of CUT were carried out as part of the above-mentioned Innovation Incubator 2.0 project. These included: training in intellectual property protection with particular regard to international procedures; Orbit Intelligence; Individual practical workshops for specialists in commercialisation on intellectual property valuation; Scale-up training. These courses will be further offered to the employees of CUT as part of the project.

CUT also takes part in large regional projects such as the Science Festival and the Lesser Poland Scientists' Night, with approximately 70,000 participants taking part each year. In addition, the two units of CUT: Technology Transfer Centre and INTECH PK Sp. z o.o., promote employee solutions among potentially interested enterprises, public institutions and research and implementation departments.

Due to the amendment to the Act on Higher Education (Act 2.0), new regulations have been introduced regarding the evaluation of the research workers. The evaluation will be carried out within university disciplines, not faculties (organisational units) - as it has been done so far. This is the key assumption of the new model for assessing the quality of scientific activity.

As a result, the university's scientific potential will be strengthened – and the representatives of the individual disciplines who are currently scattered across different faculties of the same university will not compete with each other, but they will join forces. The accomplishments of all employees conducting scientific activity in the discipline which is subject to the evaluation procedure will be taken into account, as well as the achievements of those who studied at doctoral schools run by the evaluated entity and prepared a doctoral dissertation. In this way, the evaluation will be fairer and more reliable. So far, only the best employees were declared for evaluation (which falsified the image of a given department). In the new system, however, all scientists working within a particular discipline will have to present their accomplishments for assessment.

Recruitment and selection\*



**Strengths and Weaknesses (Initial Phase)**

**Strengths and Weaknesses (Interim Assessment)**

The new Statute of Cracow University of Technology, which was introduced on 29 May 2019 as a result of the amendment to the Act on Higher Education and Science (Act 2.0), regulates the issues related to the recruitment of research workers. The provisions of the Statute constitute the strength of the scientific activity. The Statute indicates the contest as the basic procedure for selecting candidates for scientific positions. The selection of research workers is based on strictly defined substantive criteria (STATUTE OF CUT - §55-§61). The Act 2.0 forces Polish universities to publicly disclose information on the results of the contest for scientific positions together with the justification of the choice. Such action is aimed at ensuring transparency of the recruitment process. In addition, the requirement to post job offers in English on the Euraxess platform for mobile researchers offers foreign researchers an equal opportunity to apply for positions as well. The Statute of CUT and the Act 2.0 provide new better work standards at Cracow University of Technology that are consistent with the assumptions of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. Another strength is the creation of the document "Guidelines for the recruitment of academic teachers at Cracow University of Technology" of 1 October 2019, which is a guide for recruitment committee members on how to carry out this process to ensure better transparency. In order to implement these assumptions, members of the recruitment committee are recommended to apply the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. These guidelines recommend that an appropriate gender balance should be taken into account during the selection of members of recruitment committees. Also, recruitment committees should use a wide range of methods supporting the selection of candidates for employees, including interviews, exams or tests. The weakness is that these documents exist in the Polish language version only, but a translation is planned for years 2020-2022 under the POWER II project.

Cracow University of Technology also provides relevant support to scientists returning to scientific work after a break by offering them various trainings focused on the possibilities of financing their research and developing their scientific career. The information projects at CUT such as the Regional Contact Point for EU Research Programmes and the Euraxess centre are conducive to the implementation of these assumptions. Moreover, a tab - Parental Privileges - has been added to the information site ("SIP"), where all amenities for women returning to scientific work after childbirth are posted, e.g. the possibility of using parental leave in part, the possibility of reducing the working time. The weakness is that this information is only available in Polish, but it is planned to prepare the English version as well.

#### **Remarks (max 500 words)**

At the end of 2018, Cracow University of Technology managed to get funding for a project from national funds: "PROGRAMMING EXCELLENCE - PK XXI 2.0. The Cracow University of Technology Development Programme for the years 2018-2022", under which all documents related to the recruitment of research workers as well as all staff information that can

be helpful in the daily employee turnover will be translated into English. We are planning to prepare an IT guide for those potentially interested in working for Cracow University of Technology, as part of a new website that will promote Cracow University of Technology as a workplace, research centre, etc. The website will be available in the English language version.

Working conditions\*



### Strengths and Weaknesses (Initial Phase)

### Strengths and Weaknesses (Interim Assessment)

The strength here is the presence of the Center for Technology Transfer (CTT) at Cracow University of Technology, which implements key projects supporting the research environment at our university: “Regional Contact Point for EU Research Programmes” facilitates access to the information on the possibility of financing research from European funds; Euraxess centre - a centre supporting scientists from abroad and promoting their mobility; the Innovation Incubator project supporting the researchers at CUT in the field of intellectual property protection and commercialisation of research results. The Structural Funds department, on the other hand, supports the researchers in obtaining funds for the development of research infrastructure from domestic funds. It is worth emphasising at this point that in years 2017-2019, 86 infrastructure projects were submitted, of which 18 projects received funding (examples are in remarks). The Rector of CUT understands that, besides working conditions, the issues of stable employment, clear rules for remuneration of the employees and the possibility of reconciling family life with professional work are equally important. The strength in this respect is the Regulations for the Remuneration of Researchers, which clearly defines the rules for remuneration of the employees and defines the possibility for outstanding employees to receive additional remuneration. These Regulations are a very useful document but they have been prepared in the Polish language version, which is a certain weakness. In connection with the entry of the Act 2.0 into force, it is planned to create new remuneration regulations, which will also be prepared in the English version. The employees of Cracow University of Technology can find information on how to reconcile childcare with work in *parental facilities* in the information system for the employees. CUT, as a technical university, is struggling with the stereotype of the so-called “male-dominated university”. In order to change the way our university is perceived, Cracow University of Technology ensures that both women-scientists and men-scientists have the same rights at our university, in accordance with the principle of gender equality. Our strength in this regard is the implementation of the precursor project “GEECCO - Gender Equality in Engineering through Communication and Commitment”, financed under the Horizon 2020 programme. The goal of this European initiative is to develop and implement a General Equality Plan that is to facilitate the development of women-engineers’ professional careers. CUT focuses on the development of the professional career of its employees, which is regulated by the provisions of the new statute that directly refers to the new act on higher education (Act 2.0). The provisions of section V of the above Act - Degrees and Titles in Higher Education specify what requirements a scientist must meet at particular levels of their scientific career to be able to be awarded further academic degrees (professional title, learning effect and relevant scientific achievements are required). The Act imposes a cyclical assessment of the results of scientific work, emphasising the importance of the scientific quality of employees as well as emphasises the need to constantly upgrade the competences of scientific workers. A strength

of CUT is the thriving Career Office, which offers professional counselling in increasing competitiveness on the labour market for students, graduates and employees of CUT, supplemented with trainings, e.g. in the field of communication, project management, starting a business or start-ups. In our opinion, the strength regarding the working conditions at Cracow University of Technology is a new post: a spokesperson-mediator who is to support the academic community in resolving conflicts between employees.

### Remarks (max 500 words)

As part of the Regional Contact Point for EU Research Programmes and the Euraxess centre, we organise approximately 40 trainings annually, regarding research opportunities in the Horizon 2020 Programme, preparation of projects for various Horizon 2020 competitions (MSCA, ERC grants), financial principles, projects management and trainings related to international mobility and its promotion as a scientific career path. As part of the POWER II project mentioned above, we are planning to translate the new regulations for the remuneration of the academic staff of CUT. As part of the "GEECCO - Gender Equality in Engineering through Communication and Commitment" project, the employees and students of Cracow University of Technology will have the opportunity to contribute to the plan by participating in a specially prepared survey ([https://unipark.de/uc/genesis\\_cews/3fb6/](https://unipark.de/uc/genesis_cews/3fb6/)). Under this interesting project, procedures will be developed for our university to prevent discrimination based on sex, age, ethnicity, national or social origin, religion or belief, sexual orientation, language, disability, political beliefs as well as social or material status. Grant implementers will consider issues such as: eliminating barriers in recruitment, retaining and developing a career for a female researcher, solving gender inequality problems in processes, and eliminating the problem of gender inequality in research programmes. Very interesting workshops for young researchers and experienced workers have been held so far: "WOMEN AND SCIENTIFIC CAREER"; Customised Training for "Dancing with Resistances" as well as Strategic Seminar for Decision Makers within the GEECCO project.

We plan to support the implementers of the GEECCO project in implementing the General Equality Plan at Cracow University of Technology through the promotion of activities related to gender equality and dissemination of information about the equality plan, as soon as it has been developed. We will organise a meeting with the research workers at which we will discuss gender equality issues at Cracow University of Technology. It is worth mentioning here that, as part of the "GEECCO Gender Equality in Engineering through Communication and Commitment" project, an informal group of women-scientists *WIEmy* (women's networks at Cracow University of Technology) was created to work for the general equality plan. We will certainly invite these Ladies to discuss the functioning of the HRS4R award at Cracow University of Technology, which can help improve our actions. As for the position of a spokesperson-mediator, we have managed to obtain funds for this purpose from the national funds of the POWER II project. Unfortunately, the recruitment procedure for this position is still being extended due to the candidates' failure to meet the requirements. The task shall be extended until the contest is resolved (31.01.2020).

Due to infrastructure projects: examples of the largest infrastructure projects include: "Construction of the Environmental

Aerodynamics Laboratory at Cracow University of Technology” with the value of 24.65 million PLN (approx. 5 million EUR), the project co-financed under RPO WM (Regional Operation Programme of Malopolska Province) 2014-2020 with the value of 14.8 million PLN, (approx. 3 million EUR). The source of funding: RPO WM 2014-2020

**Strengths and Weaknesses (Initial Phase)****Strengths and Weaknesses (Interim Assessment)**

The strength of the implementation of the activities related to Training and Development was the preparation of the New Regulations of the Doctoral School of Cracow University of Technology (appendix to Senate Resolution No. 51/n/05/2019), which contains detailed provisions regarding substantive care extended over doctoral students, their education and preparation of doctoral dissertations. A formal description of the relationship and cooperation with the promoter was imposed on Polish universities by the Ministry of Science and Higher Education in the new Act 2.0. The description specifies that the Doctoral School provides scientific care and support in independent research work throughout the entire duration of education. The doctoral student's progress and care over the doctoral student is periodically evaluated by the evaluation commission to ensure the best quality of care that will most effectively contribute to the development of the doctoral student. On our website, a special tab has been created, devoted to the issues related to the doctoral school ([https://www.pk.edu.pl/index.php?option=com\\_content&view=category&layout=blog&id=68&Itemid=1191&lang=pl](https://www.pk.edu.pl/index.php?option=com_content&view=category&layout=blog&id=68&Itemid=1191&lang=pl) ([https://www.pk.edu.pl/index.php?option=com\\_content&view=category&layout=blog&id=68&Itemid=1191&lang=pl](https://www.pk.edu.pl/index.php?option=com_content&view=category&layout=blog&id=68&Itemid=1191&lang=pl))), where it is possible to read the regulations and other documents related to the functioning of the Doctoral School.

The regulations have been prepared quite recently and are currently only available in Polish, which indicates some weakness.

In addition, the Statute of CUT imposes an obligation to publish strategies of the faculties, together with the updated research progress on faculty websites, thanks to which young scientists know that their research contributes to the implementation of the university's research strategy. To ensure the continuation of professional development, young researchers - participants of the Doctoral School, can use the Poliductus fund to support interdisciplinary education, which includes, inter alia, incentive scholarship, one-off internship scholarship provided for financing a 3-month internship abroad; financing publications of research papers in high-scoring journals from the current ministerial list; financing the purchase of consumables for research; participation in trainings on public speaking, project management, research team management, intellectual property protection. The weakness of this solution is the fact that this scholarship programme concerns only a specific group of researchers, i.e. the participants of doctoral schools. However, in order to create an opportunity for professional development for a wider group of scientists, a special fund has been prepared under the national POWER II project to create a possibility to finance trips abroad to conferences or Brokerage Events, which are to lead to the international research cooperation under the projects from the Horizon 2020 programme. The fund will be launched in 2020. In addition, Cracow University of Technology provides all employees with a possibility to participate in trainings focused on career development and international mobility as

part of the activities carried out by the Regional Contact Point for EU Research Programmes and the Euraxess centre at our university. The strength of these activities is the annual initiative - the Scientist Project, which includes numerous workshops aimed at supporting research-related skills, e.g. Relations and negotiations in the science-business sector; How to gain experience and skills through work in other countries and in various sectors; Networking and personal marketing, How to best get to get known to the largest group of interesting people; Effective scientific publishing; Science as a social mission; Effective scientific publishing; Self-motivation for scientific work; Planning R&D project and building relationships with the company, as well as Openness in science and for science. Every year, meetings with representatives of the institutions financing research and trips abroad are organised, where scientists can talk about those trips that are conducive to the development of their scientific career. They can get advise from specialists on how to plan their own career path - YOUR CAREER MAP.

**Remarks (max 500 words)**

All documents related to the Doctoral School, including Regulations of PhD Studies, Recruitment Regulations for the Doctoral School, Training Programme at the Doctoral School, list of promoters, etc. will be translated into English as part of the POWER II project. This will be our activity under the new action plan.

**Have any of the priorities for the short- and medium term changed? (max 500 words)**

In accordance with the new Law on Higher Education and Science, Cracow University of Technology has the status of an academic university which conducts research and performs teaching activities. It has 8 scientific disciplines, which have arisen from the former faculties. Pursuant to the Regulation of the Minister of Science and Higher Education of 22 February 2019 on the evaluation of the quality of scientific activity, the evaluation of universities and research units shall take place every 4 years. This evaluation will determine whether CUT maintains the status of the academic university and will be able to carry out scientific research and educate students. The last parametric evaluation took place in 2017, the next one will be held in 2021. The main goal/priority of CUT for the coming years is that the results of the research work of our employees be highly rated by the Science Evaluation Commission. In the coming years, CUT will strive to increase the effectiveness of scientific research and staff development as well as to increase the internationalisation of the university's activities in the field of education and research. Scientific accomplishments to be evaluated by SEC shall include research papers, monographs, patents and research projects. The international scope of these accomplishments will be of particular importance. The priority of our authorities will be to encourage researchers to get involved in international projects.

At the beginning of 2020, a special fund will be launched to finance the participation of the employees of CUT in international brokerage-events that are to lead to the establishment of an international partnership interested in a joint research project, which will be submitted to the Horizon 2020 or Horizon Europe programmes. Additionally, an internal programme will be prepared to support our teams in the preparation of international projects that encourage and motivate for scientific work. As part of the action plan, proposals for the programmes supporting project preparation have been collected. We hope that the authorities of CUT will soon be able to develop the best solution based on the proposals sent by scientists. Another priority is to encourage researchers from abroad to choose Cracow University of Technology as a workplace. e.g. under Marie Skłodowska-Curie projects. Unfortunately, there are few non-Polish scientists at our university, which is why we should make every effort to promote CUT among potential foreign employees. A professional website will be prepared in English, which will be legible and easy to use for foreigners. We are also planning to create a database of the scientists of CUT - supervisors with a description of their research area, interested in employing foreign researchers to perform research work. As part of the new doctoral school, CUT will improve the education process and adapt it to the changing social and economic needs. Thanks to the implementation of the long-term strategic project POWER II, CUT will improve management system solutions. On the other hand, thanks to the national funds obtained, it will develop its teaching and research infrastructure as part of multi-annual infrastructure projects

**Have any of the circumstances in which your organisation operates, changed and as such have had an impact on your HR strategy? (max 500 words)**

On 20 July 2018, the New Law on Higher Education and Science, called Act 2.0 or the Constitution for Science, was introduced. It replaced the previous 4 acts (Law on Higher Education, Act on the Principles of Financing Science, Act on Academic Degrees and Titles, and Student Loans Act). The provisions of Act 2.0 are changing the functioning of Polish universities and research units, including Cracow University of Technology.

The Act makes many possibilities of the university dependent on the results of scientific research evaluation, conducted every four years by the Science Evaluation Commission (KEN). It will not evaluate university faculties, as it was before, but the university's scientific activity in specific disciplines. According to the new Act, CUT remains an academic centre that will conduct research and teaching activities in 8 scientific disciplines: architecture, computer science and telecommunications, electrical and computer engineering, civil engineering, materials engineering and physics, environmental and energy engineering, chemical engineering and technology and mechanical engineering. Researchers have 3 possible scientific career paths: didactic, research and didactic and research, which will be assessed according to separate evaluation criteria. According to Act 2.0, in addition to the Rector and Senate, an additional new body is the University Council. At least 50% of the board members are not associated with the university. The new Council was also elected for a period of 4 years, and during this time it will give opinions on reports on the implementation of the university's strategy as well as monitor financial and university management and will be able to nominate candidates for the Rector. It provided opinions on the new Statute of CUT and the university's strategy. As a consequence, CUT has adopted the new Statute, i.e.

the most important document constituting the basis for its functioning. New Employment Regulations have been adopted as well (Regulation No. 51 of 2019), which regulate the employment situation of all persons employed at CUT, Doctoral School Regulations, which has completely rebuilt the model of training doctoral students at CUT. This education system is based on interdisciplinary doctoral schools. The regulations define the organisation of education not regulated in the Act, including the method of appointing and changing the promoter, promoters or auxiliary promoter, the method of documenting the course of education, the methods for mid-term assessment or the conditions for extending the deadline for submitting the doctoral dissertation. The Act only sets out the framework for the education of doctoral students, according to which every doctoral student at doctoral school who does not have a PhD degree is entitled to a doctoral scholarship. A PhD student should be appointed as a promoter or promoters 3 months upon the commencement of education, at the latest. Within 12 months from the date of the commencement of education, a doctoral student, after consultation with the promoter or promoters, prepares an individual research plan containing in particular the schedule for the preparation of the doctoral dissertation and presents it to the entity running the doctoral school.

**Are any strategic decisions under way that may influence the action plan? (max 500 words)**

The term of office of the current authorities of CUT ends on 31 August 2020. In the spring of 2020, elections for new authorities will be held. The new Rector will be elected for the first time pursuant to the new rules contained in the Statute, and it's the first time the election of the Rector will be influenced by the University Council (external advisory body). The Rector's authority will be much greater than before. The Rector will nominate vice rectors and heads of disciplines. As a consequence of the election of the new Rector, a new strategy of the University will be prepared, which will determine the directions of activities. The new requirements for universities and research units imposed by the new Act 2.0 guarantee that the new authority of CUT must implement the assumptions that will contribute to increasing the effectiveness of scientific research and staff development, as well as increasing the internationalisation of the university's activities. The provisions in the university's new strategy will have a significant influence on the implementation of the action plan. The issue of internationalisation of the university is of particular importance, especially through opening to non-Polish research staff. With the start of the new academic year of 2020, the regulations and laws introduced at the University in the last year will also come into full force.

The parametric evaluation of the scientific units, which will be carried out in 2021 and will concern years 2017-2020, will be decisive for the activities of CUT. The evaluation will result in the university being assigned to the specific category of a scientific unit. It will also determine whether Cracow University of Technology will receive the status of an academic university, which means that it will be able to continue scientific research, or not, which will result in CUT only being able to conduct teaching activities.

### 3. Actions

Please consult the list of all actions you have submitted as part of your HR strategy. Please add to the overview the current status of these actions as well as the status of the indicators. If any actions have been altered or omitted, please provide a commentary for each action. You can also add new objectives.

**Note:** Choose one or more of the principles automatically retrieved from the GAP Analysis with their ratings.

**Proposed ACTIONS**

**Action 1**

Popularisation of the "The Code of Ethics for the Research Workers" of the Polish Academy of Sciences from 1st December 2016 among the employees of Cracow University of Technology.

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/ semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
1. Research freedom	31.12.2018	Organisational Department, CTT	1. Letter sent to the Deans of Faculties 2. Information published on the University's website.
<b>Current Status</b>	<b>Remarks</b>		
COMPLETED	The principle is regulated on a national level as well as on an internal lever, however, the regulations have to be promoted on CUT. This topic is described in CUT' Code of Ethics, which was published under the "Ethical principles" tab in Service for CUT employees ("SIP") available for each employee.		

## Proposed ACTIONS

### Action 2

Popularisation of the ethical principles deriving from "The Code of Ethics of Cracow University of Technology" and "The Code of Ethics for the Research Workers" and other documents at Cracow University of Technology.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
2. Ethical principles	31.12.2018	Organisational Department	Information published on the University's website and on Information Service for CUT employees ("SIP")
Current Status	Remarks		
COMPLETED	Cracow University of Technology Code of Ethics, "The Code of Ethics for the Research Workers" of the Polish Academy of Sciences and ethical values required by funders (European Code of Conduct for Research Integrity, National Science Centre Code of Research and Funding Integrity, The National Centre for Research and Development Code of Ethics) are provided under "Ethical principles" tab in Service for CUT employees ("SIP") available for each employee. Moreover the article about ethical issues entitled „HR Excellence in Research - a PK mark” was published in the academic journal «Nasza Politechnika nr (190) June 2019. The magazine is published 11 times a year in the number of 800 copies. Each copy of «Nasza Politechnika» is placed in an electronic version, available at the following link: <a href="http://nasza.pk.edu.pl/">http://nasza.pk.edu.pl/</a> . The bulletin is local (PK, other universities in Krakow) and slightly supra-local (e.g. MNISW, NCN etc. and editorial offices of other university magazines in Poland.		

**Proposed ACTIONS**

**Action 3**

Promotion of the rights of intellectual property among the employees of Cracow University of Technology.

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/ semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
3. Professional responsibility	31.12.2017	CTT	Trainings for researchers

<b>Current Status</b>	<b>Remarks</b>
COMPLETED	Center for Technology Transfer of the CUT supports scientists in matters related to commercialization of research results and protection of intellectual property. CTT of the CUT implements many supporting projects in this area like Innovation Incubator 2.0 which offered training for employees: Training in the field of intellectual property protection with particular emphasis on aspects of international procedures; Orbit Intelligence; Training on the Orbit Intelligence database for CUT employees.

## Proposed ACTIONS

### Action 4

Implementation of the single anti-plagiarism system ordered by the Ministry of the Higher Education at Cracow University of Technology.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
3. Professional responsibility	31.12.2019	Chancellor	system implementation following the authorisation of the Ministry
Current Status	Remarks		
COMPLETED	CUT as other polish universities is obliged to use the Anti-plagiarism System, created by the Ministry of Science and Higher Education. The requirement to apply this system is set out in the New Act on Higher Education 2.0 of 20 July 2018. Promotional and educational information on the programme are available on YouTube.		

## Proposed ACTIONS

### Action 5

Popularisation of the Information Service Department of the CUT Library facilities, where researchers may verify scientific and technological developments in the fields that they would like to explore.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
3. Professional responsibility	Constant action	Information Service Department of the CUT Library	Information Service Department of the CUT Library activities.
Current Status	Remarks		
COMPLETED	<p>Cracow University of Technology has its own Repository in which scientists can deposit publications in open access. The CUT Library runs the Repository and actively promotes publishing in open access among the academic community: <a href="https://repozytorium.biblos.pk.edu.pl/">https://repozytorium.biblos.pk.edu.pl/</a> - all items - 17860; 62 items added last month. The CUT Library organises numerous training, online courses on the e-learning platform for the employees. Online courses are available under these links: <a href="http://elf2.pk.edu.pl/course/view.php?id=575">http://elf2.pk.edu.pl/course/view.php?id=575</a> <a href="http://elf2.pk.edu.pl/course/view.php?id=1684">http://elf2.pk.edu.pl/course/view.php?id=1684</a> <a href="http://elf2.pk.edu.pl/course/view.php?id=1685">http://elf2.pk.edu.pl/course/view.php?id=1685</a> The Library also participates in the annual Open Access Week. In the frame of the last event, CUT Library provided information campaign promoting open access in science, information stand on open access and open access survey for PK employees, online course developed by the PK Library entitled "European cultural and scientific heritage" <a href="https://www.biblos.pk.edu.pl/en/science/open-access/open-access-week-2019">https://www.biblos.pk.edu.pl/en/science/open-access/open-access-week-2019</a> The Library also prepared some articles promoting open access at CUT for examples: Activities of the CUT Library for open access / Marta Stąporek, Joanna Radzicka // Nasza Politechnika. - 2019, No. 1 (185), pp. 25-26 <a href="http://nasza.pk.edu.pl/images/stories/NP/np-2019-01.pdf">http://nasza.pk.edu.pl/images/stories/NP/np-2019-01.pdf</a></p>		

**Proposed ACTIONS**

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**Action 6**

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Dissemination of information on the project execution rules in the programme Horizon 2020 based on the grant agreement.

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/ semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
4. Professional attitude	31.01.2018	Rector of CUT	Information letter

<b>Current Status</b>	<b>Remarks</b>
EXTENDED	Regional Contact Point for EU Research Programmes organizes trainings regarding the implementation and of the Horizon 2020 projects, with regard to obligations imposed by the grant agreement.

## Proposed ACTIONS

### Action 7

Updating or preparation of strategies of the University Faculties and Institutes.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
4. Professional attitude	28.02.2017	Deans of Faculties	elaborated strategies

#### Current Status

#### Remarks

IN PROGRESS

The Statute of CUT imposes an obligation to publish strategies of the faculties, together with the updated research progress on faculty websites. Below we enclose links to same updated strategies: Faculty of Mechanical Engineering: [http://mech.pk.edu.pl/wp-content/uploads/2019/11/Strategia\\_Mech\\_PK.pdf](http://mech.pk.edu.pl/wp-content/uploads/2019/11/Strategia_Mech_PK.pdf) [http://mech.pk.edu.pl/wp-content/uploads/2019/11/KIERUNKI\\_BAD\\_WMech2019.pdf](http://mech.pk.edu.pl/wp-content/uploads/2019/11/KIERUNKI_BAD_WMech2019.pdf) Faculty of Computer Science and Telecommunications: <https://it.pk.edu.pl/?i=vc-f-statute.php&vc=f-0> Faculty of Environmental and Power Engineering <https://www.wisie.pk.edu.pl/strategia.pdf> But we know that some of the faculties have not changed their strategies yet because of organisational changes at these faculties that is why we would like to extend this task.

## Proposed ACTIONS

### Action 8

Dissemination of the above-mentioned University strategies among the employees.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
4. Professional attitude	dateless action	Deans of Faculties, respective units directors	internal meetings on the Faculties, strategy publication on the Faculties websites
Current Status	Remarks		
IN PROGRESS	<p>The Statute of CUT imposes an obligation to publish strategies of the faculties, together with the updated research progress on faculty websites. Below we enclose links to same actualised strategies: Faculty of Mechanical Engineering: <a href="http://mech.pk.edu.pl/wp-content/uploads/2019/11/Strategia_Mech_PK.pdf">http://mech.pk.edu.pl/wp-content/uploads/2019/11/Strategia_Mech_PK.pdf</a> <a href="http://mech.pk.edu.pl/wp-content/uploads/2019/11/KIERUNKI_BAD_WMech2019.pdf">http://mech.pk.edu.pl/wp-content/uploads/2019/11/KIERUNKI_BAD_WMech2019.pdf</a> Faculty of Computer Science and Telecommunications: <a href="https://it.pk.edu.pl/?i=vc-f-statute.php&amp;vc=f-0">https://it.pk.edu.pl/?i=vc-f-statute.php&amp;vc=f-0</a> Faculty of Environmental and Power Engineering <a href="https://www.wisie.pk.edu.pl/strategia.pdf">https://www.wisie.pk.edu.pl/strategia.pdf</a></p>		

**Proposed ACTIONS**

**Action 9**

Organization of training courses on raising external funds for research in relation to the prepared strategies.

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/ semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
4. Professional attitude	Constant action	CTT	trainings for researchers

<b>Current Status</b>	<b>Remarks</b>
IN PROGRESS	The Structural Funds department supports researchers in obtaining funds for scientific research and research infrastructure development from domestic funds. The department sends all employees up to date information about available funds and organises meetings for scientists interested in obtaining the funds. European Programmes were operated by The Regional Contact Point for EU Research Programmes and the Euraxess Centre. There are approximately 40 trainings organized annually, regarding research opportunities in the Horizon 2020 Programme, preparation of projects for various Horizon 2020 competitions (MSCA, ERC grants), financial principles, projects management and trainings related to international mobility and its promotion as a scientific career path. Additionally, the representative of the Center for Technology Transfer of CUT presented financial possibilities for each faculty at the meetings of the faculties Board (approximately 15 meetings).

**Proposed ACTIONS**

**Action 10**

Dissemination of the Decree of 17.08.2016 (No. 34/2016) on the rules for the preparation and implementation of the projects co-financed from the EU structural funds and other international sources in the financial perspective of 2014-2020.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
6. Accountability	31.01.2017	CTT	Trainings for researchers; publication of announcements on Information Service for CUT employees ("SIP"); project forms
Current Status	Remarks		
COMPLETED	The Decree of 17.08.2016 (No. 34/2016) on the rules for the preparation and implementation of the project co-financed from the EU structural funds and other international sources in the financial perspective of 2014-2020 (project forms) was published in Information Service for CUT employees ("SIP"). <a href="http://bip.pk.edu.pl/index.php?ver=0&amp;dok=2172">http://bip.pk.edu.pl/index.php?ver=0&amp;dok=2172</a>		

## Proposed ACTIONS

### Action 11

Promoting the good practise, CUT workplace regulations and internal procedures regarding carrying out research. Commitment of the employees of CUT to make backup copies.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
7. Good practice in research	31.03.2018	Organisational Department	Publication of announcements on Information Service for CUT employees ("SIP").
Current Status	Remarks		
COMPLETED	CUT created a special section devoted to ethical issues on the Information Service for Employees. In this tab, employees will quickly and easily find documents such as e.g. the Code of Ethics of Cracow University of Technology and the Code of Ethics of an employee of the Polish Academy of Sciences as a supplementary document and recommended for use in good practices in scientific research, as well as requirements regarding ethical issues of research funding institutions.		

## Proposed ACTIONS

### Action 12

Dissemination of the knowledge on Open Access.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
8. Dissemination, exploitation of results	31.12.2018/ permanent action	Information Service Department of the CUT Library	Courses on Open Access on the e-learning platform; Open Access week; information on Open Access in the library service of Cracow University of Technology <a href="http://www.biblos.pk.edu.pl/platforma-suw/open-access">http://www.biblos.pk.edu.pl/platforma-suw/open-access</a> ; promotion of Open Access during the Nationwide Library Week; issuing promotional materials on Open Access;
Current Status	Remarks		
IN PROGRESS	The CUT Library organises numerous trainings, online courses on the e-learning platform for the employees. Online courses are available under these links: <a href="http://elf2.pk.edu.pl/course/view.php?id=575">http://elf2.pk.edu.pl/course/view.php?id=575</a> <a href="http://elf2.pk.edu.pl/course/view.php?id=1684">http://elf2.pk.edu.pl/course/view.php?id=1684</a> <a href="http://elf2.pk.edu.pl/course/view.php?id=1685">http://elf2.pk.edu.pl/course/view.php?id=1685</a> The Library also participates in the annual Open Access Week. In the frame of the last event, CUT Library provided information campaign promoting open access in science, information stand on open access and open access survey for PK employees, online course developed by the PK Library entitled "European cultural and scientific heritage" <a href="https://www.biblos.pk.edu.pl/en/science/open-access/open-access-week-2019">https://www.biblos.pk.edu.pl/en/science/open-access/open-access-week-2019</a> The Library also prepared some articles promoting open access at CUT for examples: Activities of the CUT Library for open access / Marta Stapórek, Joanna Radzicka // Nasza Politechnika. - 2019, No. 1 (185), pp. 25-26 <a href="http://nasza.pk.edu.pl/images/stories/NP/np-2019-01.pdf">http://nasza.pk.edu.pl/images/stories/NP/np-2019-01.pdf</a>		

**Proposed ACTIONS**

**Action 13**

Searching for the financing sources for the expansion of the repository (the project “European technical heritage – the dissemination of historical and contemporary publications in the field of technical sciences in the innovative IT environment”).

GAP Principle(s)	Timing (at least by year’s quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
8. Dissemination, exploitation of results	Constant action	Information Service Department of the CUT Library	
Current Status	Remarks		
IN PROGRESS	The project “European technical heritage – the dissemination of historical and contemporary publications in the field of technical sciences in the innovative IT environment” was finished in the 2019 year. Now the Library monitors available financial sources for the expansion of the repository. If an adequate financial programme is found the Library will apply for funding. Now The CUT develops the repository from own financial sources.		

**Proposed ACTIONS**

**Action 14**

Expanding the bibliography base of the University employees.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
8. Dissemination, exploitation of results	Constant action	Information Service Department of the CUT Library	
Current Status	Remarks		

IN PROGRESS

The CUT Library runs the Repository and actively promotes publishing in open access among the academic community. The CUT Library organises numerous trainings, online courses on the e-learning platform for the employees about open access. The Library promoted the Open Access Policy introduced by the Rector of CUT, which obliges the CUT employees to publish in open access.

**Proposed ACTIONS**

**Action 15**

Organisation of the Festival of Science, the Malopolska Researchers' Night.

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/ semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
9. Public engagement	Once a year	CTT	Organisation of events
<b>Current Status</b>	<b>Remarks</b>		
COMPLETED	Center for Technology Transfer takes part in outreach activity aimed at popularising science among ordinary citizens every year. CTT takes part in large regional projects such as the Science Festival and the Lesser Poland Scientists' Night, with approximately 70,000 participants taking part each year. During the time between 2017-2019 three editions of both events took place.		

**Proposed ACTIONS**

**Action 16**

Promotion of the activity of the Center for Technology Transfer of the Cracow University of Technology and of INTECH PK Sp. z o.o., the SPV of the Cracow University of Technology.

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/ semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
9. Public engagement	constant action	CTT	Innovation Incubator" project.
<b>Current Status</b>	<b>Remarks</b>		
IN PROGRESS	The two units of CUT: Center for Technology Transfer and INTECH PK Sp. z o.o., promote employee solutions among potentially interested enterprises, public institutions and research and implementation departments. CTT implements projects "Innovation Incubator which support researchers in dissemination of their research results. CUT's scientists in the frame of this project participated in fair teirs, met with enterprises, promoted their research results at international conferences and brokerage events. Moreover, CTT also runs the database "Science to Bussiness" that contains research results of CUT employees that are offered to external entities.		

**Proposed ACTIONS**

**Action 17**

Introduction of the obligation to choose a supervisor prior to commencing PhD studies or, in the case of the persons being employed, after the employment at CUT.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
36. Relation with supervisors	31.10.2017	Organisational Department	Implementing relevant provisions in Regulations on doctoral studies on CUT or in eligibility criteria;
Current Status	Remarks		
COMPLETED	The new Act 2.0 defines the obligation to provide scientific supervision for the preparation of the doctoral work for all polish universities. Detailed provisions regarding the relationship with the supervisor and the obligation to choose the supervisor are included in the New Regulations of Doctoral Schools, implemented by Senate Resolution No. 51 / n / 05 // 2019 REGULATIONS OF DOCTORAL SCHOOL at The Cracow University of Technology Tadeusz Kościuszko		

**Proposed ACTIONS**

**Action 18**

Introduction of an obligation to carry out periodic evaluation prepared by the supervisor.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
36. Relation with supervisors	31.10.2017	Organisational Department	implementing relevant provisions in Regulations on doctoral studies on CUT
Current Status	Remarks		
COMPLETED	The New Regulations of Doctoral Schools, implemented by Senate Resolution No. 51 / n / 05 // 2019 REGULATIONS OF DOCTORAL SCHOOL at The Cracow University of Technology introduce of an obligation to carry out evaluation prepared by the supervisor ( § 6 Evaluation of PhD student's progress and supervisor).		

**Proposed ACTIONS**

**Action 19**

Preparing research framework and research plan for young researchers based on Faculty strategy, according to the amended Law on Higher Education and Science.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
36. Relation with supervisors	After the adoption of the Law on Higher Education and Science - no longer than 31.12.2019	Organisational Department	implementing amendments in Regulations on doctoral studies on CUT complying with the revised Law on Higher Education and Science.

Current Status	Remarks
COMPLETED	The new law on Higher Education and Science determines that A PhD student, in consultation with the promoter or promoters, should prepare an individual research plan containing, in particular, a schedule for the preparation of the doctoral work and present it to the entity running the doctoral school within 12 months from the date of commencement of education (Art. 202.).The reference to these regulations is included in The New Regulations of Doctoral Schools, implemented by Senate Resolution No. 51 / n / 05 // 2019 REGULATIONS OF DOCTORAL SCHOOL at The Cracow University of Technology

**Proposed ACTIONS**

**Action 20**

Organisation of regular seminars in organizational units of Cracow University of Technology, during which the progress in the field of research will be presented, as well as the projects being prepared, implemented with regard to the project strategy.

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/ semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
37. Supervision and managerial duties	Permanent action	Deans of Faculties, respective units directors;	Organisation of seminars
<b>Current Status</b>	<b>Remarks</b>		
IN PROGRESS	The Statute of CUT imposes an obligation to publish strategies of the faculties, together with the updated research progress on faculty websites, thanks to which young scientists know that their research contributes to the implementation of the university's research strategy. Additionally seminars and meetings with Faculties Boards help in monitoring the progress in the research field in reference to the research strategies of faculties.		

**Proposed ACTIONS**

**Action 21**

Popularisation of the support for the staff mobility by the University, promoting the procedure for employing external researchers.

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/ semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
38. Continuing Professional Development	Constant action	CTT	Organisation of research career days, Era Days project 10-12.10.2017
<b>Current Status</b>	<b>Remarks</b>		

COMPLETED

The CUT realises the annual initiative - the Scientist Project, which was inspired by the Era Days project in 2017. The Scientist Project and Era Days project includes numerous workshops aimed at supporting research-related skills. In the period 2017-2019 the trainings contained topic like: Relations and negotiations in the science-business sector; How to gain experience and skills through work in other countries and in various sectors; Networking and personal marketing, How to best get to get known to the largest group of interesting people; Effective scientific publishing; Science as a social mission; Effective scientific publishing; Self-motivation for scientific work; Planning R&D project and building relationships with the company, as well as Openness in science and for science. Every year, meetings with representatives of the institutions financing research and trips abroad are organised, where scientists can talk about those trips that are conducive to the development of their scientific career. They can get advice from specialists on how to plan their own career path - YOUR CAREER MAP.

## Proposed ACTIONS

### Action 22

Information regarding grants facilitating returning to a research career.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
38. Continuing Professional Development	permanent action	CTT	information measures, trainings;
Current Status	Remarks		
COMPLETED	<p>The Regional Contact Point for EU Research Programmes at the CUT encourage researchers that have a career break due to parental or maternity leave, long illness or change the work sector to come back to work in the scientific sector. The Regional Contact Point organizes many trainings aimed at promotion of the grants (Polish and European funds) which help researchers in returning to the scientific career. Some grants are directed for this group of researchers like Grant "Pomost" The Foundation for Science. Some grants offer special amenities for this group of researchers, which help them in application and competition with more experienced researchers ( ex. Career Restart panel Individual Fellowships Marie Skłodowska Curie Action ). Regional Contact Point of EU Research Programme annually organizes conference " Women in science and business" where women - researchers who reconcile family and professional life with successful were promoted. These interesting success stories inspired participants to be more active and develop their research career. During the period 2017-2019 three editions of this event were organized.</p>		

## Proposed ACTIONS

### Action 23

Support for the travel of the researchers of CUT, combined with the research strategy of individual Institutes/ Faculties.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
38. Continuing Professional Development	Permanent action	Deans of Faculties	researchers mobility
Current Status	Remarks		
IN PROGRESS	<p>To ensure the continuation of professional development, young researchers - participants of the Doctoral School, can use the Polidoctus fund to support interdisciplinary education, which includes, inter alia, incentive scholarship, one-off internship scholarship provided for financing a 3-month internship abroad; financing publications of research papers in high-scoring journals from the current ministerial list; financing the purchase of consumables for research; participation in trainings on public speaking, project management, research team management, intellectual property protection. Additionally, a special fund has been prepared under the national POWER II project to create a possibility to finance trips abroad to conferences or Brokerage Events, which may lead to the international research cooperation under the projects from the Horizon 2020 programme. The fund will be launched in 2020.</p>		

**Proposed ACTIONS**

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**Action 24**

Taking action to create a fund for professional development within the financial capacity of the Faculties.

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/ semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
38. Continuing Professional Development	31.12.2017	Deans of Faculties	internal analysis of possibilities for funding
<b>Current Status</b>	<b>Remarks</b>		
COMPLETED	Each faculty has its own funds for the development of its researchers, which are distributed according to the needs reported.		

**Proposed ACTIONS**

**Action 25**

Information about the possibility to increase the number of hours devoted to research at the expense of the teaching time (reduction in the number of teaching hours).

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
38. Continuing Professional Development	Constant action	Organisational Department	publication of announcement on Information Service for CUT employees ("SIP").
Current Status	Remarks		
IN PROGRESS	The Human Resources Department informs employees personally about these possibilities. Additionally, the announcement is also put in parental rights tab on Information Service for CUT employees ("SIP").		

**Proposed ACTIONS**

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**Action 26**

Taking action to create a formal procedure for reporting cases of discrimination at work by the employees.

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/ semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
10. Non discrimination	31.12.2018	Organisational Department	Preparing internal procedure

<b>Current Status</b>	<b>Remarks</b>
EXTENDED	With regards to many organisational changes and introduction of many new documents regarding the New Act 2.0, the Organizational Department has not managed to develop the Anti-discrimination procedure and CUT had to extend the implementation of this task.

**Proposed ACTIONS**

**Action 27**

Active search for the funds to purchase specialist scientific equipment.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
23. Research environment	Permanent action	CTT	Inkubator Innowacyjności +
Current Status	Remarks		
IN PROGRESS	The Structural Funds department supports the researchers in obtaining funds for the development of research infrastructure from domestic funds. It is worth emphasising at this point that in years 2017-2019, 86 infrastructure projects were submitted, of which 18 projects received funding.		

**Proposed ACTIONS**

**Action 28**

Taking measures to strengthen the existing mechanisms of searching for funds to purchase specialist scientific equipment.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
23. Research environment	Permanent action	CTT	open calls for financing equipment monitoring
Current Status	Remarks		
IN PROGRESS	The Structural Funds department supports the researchers in obtaining funds for the development of research infrastructure from domestic funds. They actively monitor open calls and send the information all CUT's employees. Additionally, they organise trainings and individual consultations for interested researchers. The department supports the teams that want to apply for funding in each step of the preparing projects and application.		

**Proposed ACTIONS**

**Action 29**

Popularisation of a possibility to combine child rearing with part-time work (according to the Labour Code), which minimizes the long break in scientific careers.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
24. Working conditions	Permanent action	Human Resources Department	Publication of announcement on Information Service for CUT employees ("SIP") and HR Service.
Current Status	Remarks		
IN PROGRESS	The Human Resources Department informs employees personally about the possibility to combine child-rearing with part-time work. Additionally, the announcement is also put in parental rights tab on Information Service for CUT employees ("SIP").		

**Proposed ACTIONS**

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**Action 30**

Current implementation of the changes resulting from the amended Labour Code and the Law on Higher Education.

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/ semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
25. Stability and permanence of employment	Permanent action	Human Resources Department	Report on the amendments.

<b>Current Status</b>	<b>Remarks</b>
IN PROGRESS	The Human Resources Department prepares the summarization of the changes introduced to Cracow University of Technology regulations according to the Labour Code and the new Law on Higher Education.

**Proposed ACTIONS**

**Action 31**

Popularisation of a possibility to be awarded an incentive bonus for additional activities among the academic staff, as well as other financial benefits that the employee can obtain.

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/ semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
26. Funding and salaries	Permanent action	Deans of Faculties	Faculty/ Institute internal meetings.
<b>Current Status</b>	<b>Remarks</b>		
IN PROGRESS	According to the new Act on The Higher Education and Science, The CUT created new Regulations for the Remuneration of Researchers, which clearly defines the rules for remuneration of the employees and defines the possibility for outstanding employees to receive additional remuneration and other financial benefits. <a href="http://bip.pk.edu.pl/index.php?ver=0&amp;dok=2538">http://bip.pk.edu.pl/index.php?ver=0&amp;dok=2538</a>		

## Proposed ACTIONS

### Action 32

Taking action to improve human resources policy, in accordance with the applicable national regulations.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
28. Career development	Permanent action	Human Resources Department	Report on the undertaken measures.
Current Status	Remarks		
IN PROGRESS	<p>The human resources policy of Cracow University of Technology (CUT) complies with the Law on Higher Education and Science (Act 2.0). The Polish law clearly defines the rules for awarding degrees in higher education (Section V - Degrees and titles in the Higher Education system). It specifies requirements that scientist must fulfil in order to be able to obtain further academic degrees (vocational title required, learning effect and relevant scientific achievements). Moreover, it determines the obligation to have a promoter in the case of newcomers and the obligation to regularly evaluate the results of scientific work. The Act 2.0 pleads the Council of Scientific Excellence a national body that works to ensure the development of scientific staff in accordance with the highest standards of quality scientific activity required to obtain academic degrees, degrees in art and the title of professor. The Cracow University of Technology created a new Statute in which these issues are described in detail. New regulations at the CUT emphasize the importance of the scientific quality of CUT employees and indicate the need for constant improvement of the competence of CUT employees</p>		

## Proposed ACTIONS

### Action 33

Promotion of the international mobility among the academic staff, as a necessary stage in scientific careers.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
29. Value of mobility	Permanent action	CTT	Mobility promotion, trainings.

Current Status	Remarks
IN PROGRESS	<p>Cracow University of Technology provides all employees with a possibility to participate in trainings focused on career development and international mobility as part of the activities carried out by the Regional Contact Point for EU Research Programmes and the Euraxess Centre at our university. Organisation of the annual initiative - the Scientist Project, which includes numerous workshops aimed at supporting research-related skills and promotion of research mobility as a road to success. Participants have a chance to meet with representatives of the institutions financing research, where scientists can talk about research trips that may be conducive to the development of their scientific career. Moreover, the Euraxess Center organises workshops about grants, which support international mobility like Marie Skłodowska - Curie Action, programmes from The Polish National Agency for Academic Exchange. The Regional Contact Point also promotes mobility using Euraxess portal as a great tool to find research work abroad. CUT employees can get individual consultation or participate in workshops in those subjects.</p>

**Proposed ACTIONS**

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**Action 34**

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Promotion of the procedure of mobility.

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/ semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
29. Value of mobility	Permanent action	CTT	

<b>Current Status</b>	<b>Remarks</b>
IN PROGRESS	CUT has a special procedure of mobility, which enhances employees to be more open for foreign researchers. The Regional Contact Point for EU Research Programmes constantly promotes this procedure among CUT scientists. Additionally, RCP organised the training aimed at applying for grants, which allow to employ foreign researchers.

**Proposed ACTIONS**

**Action 35**

Participation of Cracow University of Technology in career fairs.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
39. Access to research training and continuous development	Permanent action	Careers Service CUT	Organization/participating in career fairs;
Current Status	Remarks		
NEW	CUT Careers Office annually organises career fairs, where companies meet and talk with employees, graduates and students about future cooperation due to job, internship and common projects. Detailed information here: <a href="https://kariery.pk.edu.pl/#!/section/event_section">https://kariery.pk.edu.pl/#!/section/event_section</a>		

**Proposed ACTIONS**

**Action 36**

Promotion of the University among businesses and potential employers.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
39. Access to research training and continuous development	Permanent action	CTT	Innovation Incubator and Science to Business projects.
Current Status	Remarks		
NEW	CTT implements projects "Innovation Incubator which supports researchers in dissemination of research results. In the frame of this project CUT scientists participated in fair teirs, met with entrepreneurship, promoted their research results at international conferences and brokerage events. The CUT researchers are going to meet with businesses and potential employers during the event DEMO DAY 2020, which is taking place in February of 2020. Center for Technology Transfer also runs the database "Science to Bussiness", where CUT employees research results that are offered to industry are listed.		

## Proposed ACTIONS

### Action 37

Promotion of good practice in job search – e.g. writing about success.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
30. Access to career advice	Permanent action	Careers Service CUT	Providing database for job offers in research;
Current Status	Remarks		
IN PROGRESS	Career Office, which offers professional counselling in increasing competitiveness on the labour market for students, graduates and employees of CUT, supplemented with trainings, e.g. in the field of communication, project management, starting a business or start-ups. Additionally, The Career Office runs a database of job offers: <a href="https://kariery.pk.edu.pl/#/offers">https://kariery.pk.edu.pl/#/offers</a> . All academic community benefit from it because (bilingual database). The Career Office has checked the fate of graduates on the labour market for many years. The results of this research are presented as good practices in the field of job searching. <a href="https://kariery.pk.edu.pl/#/list/research_student">https://kariery.pk.edu.pl/#/list/research_student</a>		

**Proposed ACTIONS**

**Action 38**

Promotion of the functioning of the Pedagogy and Psychology Centre of Cracow University of Technology and the Career Office in this regard.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
30. Access to career advice	Permanent action	Careers Service CUT	career advice service for researchers.
Current Status	Remarks		
IN PROGRESS	We promoted information about the Pedagogy and Psychology Center of The Cracow Universities of Technology as a friendly place for CUT employees and students. The Pedagogy and Psychology Center lead The Academic Psychological and Pedagogical Consultation Point, which supported the academic community in everyday life, in various types of difficulties at work, learning, coping with stress, etc. Since 1 st January of 2020 the Pedagogy and Psychology Center has changed its organisational structure into Colege of Social Science which may have impact on its future actions. We also promote information about The Career Office of The Cracow University of Technology.		

**Proposed ACTIONS**

**Action 39**

Promoting the concept of publications prepared with the participation of representatives of external entities.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
32. Co-authorship	Permanent action	CTT	Trainings for researchers;
Current Status	Remarks		
IN PROGRESS	<p>Due to the amendment to the Act on Higher Education (Act 2.0), new regulations have been introduced regarding the evaluation of the research workers, which gives credits for co-authorship publications. With reference to the above regulations CUT organized three meetings about new act 2.0 and the new evaluation systems. During these trainings for all academic community, the Rector of Cracow University Of Technology encouraged to publish in the top journals alone or with co-authors. He explained how publications are important in the new evaluation systems. Additionally, the representative of HR Strategy Team participated in many meetings with representatives of faculties, where the new rules of evaluation due to Act 2.0 were promoted.</p>		

## Proposed ACTIONS

### Action 40

Stimulation of the awareness of the value of independent scientific publications of young researchers, as a prerequisite to apply for grants.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
32. Co-authorship	Permanent action	Deans of Faculties	Faculty/ Institute internal meetings.
Current Status	Remarks		
IN PROGRESS	<p>The Regional Contact point of European Research Programme of CUT organizes many trainings about grants where the applicant's scientific achievements and curriculum vitae are key points in the evaluation of the proposal. For examples trainings about Individual Fellowships Marie Skłodowska- Curie Actions and European Research Council Grants aimed at developing scientific achievements like publications, research projects, patents. Particularly, the value of independent scientific publication of young researchers is important in applying for very prestigious ERC grant. Every year, we organise meetings with representatives of the institutions financing research, where scientists can talk about the development of their scientific career. They can get advice from specialists on how to plan their own career path to gain grants.</p>		

## Proposed ACTIONS

### Action 41

Popularisation of a possibility to be awarded an incentive bonus for additional activities among the academic staff, as well as other financial benefits that the employee can obtain.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
32. Co-authorship	Permanent action	Deans of Faculties	Faculty/ Institute internal meetings.
Current Status	Remarks		
IN PROGRESS	According to the new Act on The Higher Education and Science, The CUT created new Regulations for the Remuneration of Researchers, which clearly defines the rules for remuneration of the employees and defines the possibility for outstanding employees to receive additional remuneration and other financial benefits for their additional activity. This regulation is available on the Information System for all CUt's employees: <a href="http://bip.pk.edu.pl/index.php?ver=0&amp;dok=2538">http://bip.pk.edu.pl/index.php?ver=0&amp;dok=2538</a> Moreover, these regulations were discussed during the Board's faculties meetings.		

## Proposed ACTIONS

### Action 42

Introduction of the obligation to choose a supervisor prior to commencing PhD studies or, in the case of the persons being employed, after the employment at CUT.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
40. Supervision	31.10.2017	Organisational Department	Implementing relevant provisions in Regulations on doctoral studies on CUT or in eligibility criteria;
Current Status	Remarks		
COMPLETED	The new Act 2.0 defines the obligation to provide scientific supervision for the preparation of the doctoral work for all polish universities. Detailed provisions regarding the relationship with the supervisor and the obligation to choose the supervisor are included in the New Regulations of Doctoral Schools, implemented by Senate Resolution No. 51 / n / 05 // 2019 REGULATIONS OF DOCTORAL SCHOOL at The Tadeusz Kościuszko Cracow University of Technology. On CUT's website, a special tab has been created, devoted to the issues related to the doctoral school ( <a href="https://www.pk.edu.pl/index.php?option=com_content&amp;view=category&amp;layout=blog&amp;id=68&amp;Itemid=1191&amp;lang=pl">https://www.pk.edu.pl/index.php?option=com_content&amp;view=category&amp;layout=blog&amp;id=68&amp;Itemid=1191&amp;lang=pl</a> ), where it is possible to read the regulations and other documents related to the functioning of the Doctoral School		

## Proposed ACTIONS

### Action 43

Taking actions to introduce a procedure for the assessment of the adequacy of time devoted to teaching and to research.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
33. Teaching	31.12.2018	Vice-Rector for Research	Employees evaluation criteria – appendix no. 9 to the Statute Of Cracow University of Technology.
Current Status	Remarks		
COMPLETED	According to the new Act 2.0, CUT researchers have 3 possible scientific career paths: didactic, research and didactic and research, which will be assessed according to separate evaluation criteria. On 20 December 2019, the Rector's Order No. 111 introduced new Rules and criteria for periodic evaluation of academic teachers, which will apply to scientists since 1 January 2020 at the Cracow University of Technology. This document is available n the Information System for all CUT' employees. <a href="http://bip.pk.edu.pl/index.php?ver=0&amp;dok=3114">http://bip.pk.edu.pl/index.php?ver=0&amp;dok=3114</a>		

## Proposed ACTIONS

### Action 44

Adjustment of the evaluation system to the criteria such as: overall research creativity and research results, e.g. publications, patents, management of research, teaching/lecturing, supervision, mentoring, national or international collaboration, administrative duties, activities aimed to disseminate scientific awareness in the society, and the mobility.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
11. Evaluation/ appraisal systems	31.12.2018	Vice-Rector for Research	Employees evaluation criteria – appendix no. 9 to the Statute Of Cracow University of Technology
Current Status	Remarks		
COMPLETED	The new evaluation system, introduced by the Rector's Order No. 111, takes into account publications, patents, management of research, teaching/lecturing, supervision, mentoring, national or international collaboration, administrative duties, activities aimed to disseminate scientific awareness in the society, and the mobility. This document is available in the Information System for all CUT' employees. <a href="http://bip.pk.edu.pl/index.php?ver=0&amp;dok=3114">http://bip.pk.edu.pl/index.php?ver=0&amp;dok=3114</a>		

**Proposed ACTIONS**

**Action 45**

Taking action to monitor the evaluation system.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
11. Evaluation/ appraisal systems	31.12.2019	Vice-Rector for Research	Employees evaluation criteria – appendix no. 9 to the Statute Of Cracow University of Technology
Current Status	Remarks		
COMPLETED	The CUT organised meetings with Rector participations for academic communities about the new Act 2.0 and new evaluation system, which has been applied at the CUT since 1 st January of 2020. The deans of faculties, managers of disciplines and research teams well know criteria of the evaluations and requirements to research results. The Rector of CUT monitors the evaluation system during the periodic evaluation of all employees. The earliest parametric evaluation of the scientific units, which will be carried out in 2021 and will concern years 2017-2020.		

## Proposed ACTIONS

### Action 46

Taking actions to appoint a spokesperson representing the interests of the researchers, from among the currently employed University academics, who have research experience.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
34. Complains/ appeals	31.12.2018	Vice-Rector for Research	Introducing relevant provisions to the Statute Of Cracow University of Technology.
Current Status	Remarks		
EXTENDED	On 22 July 2019, the Rector's Order No. 45 introduced the regulation about creation of a new position of spokesperson - mediator. This regulation is published in the Information System for all employees: <a href="http://bip.pk.edu.pl/index.php?ver=0&amp;dok=2964">http://bip.pk.edu.pl/index.php?ver=0&amp;dok=2964</a> Unfortunately, the recruitment procedure for this position has been extended due to the lack of candidates who would meet the requirements for the position. The task shall be extended until the contest is resolved (31.01.2020).		

**Proposed ACTIONS**

**Action 47**

Information regarding grants facilitating returning to a research career and grants dedicated to the researchers at the beginning of their careers.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
13. Recruitment (Code)	Permanent action	CTT	Trainings; publishing information regarding grants on CTT website.
Current Status	Remarks		
IN PROGRESS	<p>The Regional Contact Point for EU Research Programmes at the CUT encourages researchers that have a career break due to parental or maternity leave, long illness or change the work sector to come back to work in the scientific sector. The Regional Contact Point organizes many trainings aimed at promotion of the grants (Polish and European funds) which help researchers in returning to the scientific career. Some grants are directed for this group of researchers like Grant "Pomost" The Foundation for Science. Some grants offer special amenities for this group of researchers, which help them in application and competition with more experienced researchers (e.g. Career Restart panel Individual Fellowships Marie Skłodowska Curie Action). Regional Contact Point of EU Research Programme annually organizes conference " Women in science and business" where women - researchers who reconcile family and professional life with successful were promoted. These interesting success stories inspired participants to be more active and develop their research career. During the period 2017-2019 three editions of this event were organized. In addition, CTT publishes on its website information about facilities in some grants for researchers that had a break in their career.</p>		

## Proposed ACTIONS

### Action 48

Introduction of the obligation to notify the applicant of the reasons why they were not employed.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
15. Transparency (Code)	31.12.2017	Human Resources Department	Amended selection board proceedings.

Current Status	Remarks
IN PROGRESS	In accordance with the requirements of the Law on the Higher Education and Science (Act 2.0), the CUT publishes the result of the competition together with the justification for the selection on the following pages: <a href="http://bip.pk.edu.pl/">http://bip.pk.edu.pl/</a> (CUT Public Information Bulletin) and Ministry of Science and Higher Education website. The template of the information about the results is included in Annex 2 to the Guidelines for the recruitment of academic staff at CUT. It complies with the requirements of the Ministry of Science and Higher Education. The Guidelines for the recruitment of academic teachers at the Cracow University of Technology" of 1 October 2019 was published in Information System for all CUT's employees: <a href="http://bip.pk.edu.pl/index.php?ver=0&amp;dok=3027">http://bip.pk.edu.pl/index.php?ver=0&amp;dok=3027</a> The obligation of notification all the applicants that were not employed shall be governed in the OTM-R Policy which will be adapted according to the new Action Plan.

**Proposed ACTIONS**

**Action 49**

Applying wide range of evaluation criteria for the vacant positions.

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/ semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
16. Judging merit (Code)	Permanent action	Human Resources Department	Amended proceedings.

<b>Current Status</b>	<b>Remarks</b>
IN PROGRESS	The rules for selecting a candidate are in accordance with the principles for European Charter for Researchers and The Code of Conduct for the Recruitment of researchers. The recruitment process at CUT is based on merit-based criteria, which are described in job offers. The template of the job offer is included to the regulation "The Guidelines for the recruitment of academic teachers at the Cracow University of Technology" of 1 October 2019 was published in Information System for all CUT's employees: <a href="http://bip.pk.edu.pl/index.php?ver=0&amp;dok=3027">http://bip.pk.edu.pl/index.php?ver=0&amp;dok=3027</a> In addition, the CUT's Statute specifies the requirements about titles and scientific experience for scientific positions. The OTMR policy that is going to be adopted shall list evaluation criteria that should be applied.

## Proposed ACTIONS

### Action 50

Implementing provisions regarding postdoctoral appointments after adopting the amended Law on Higher Education and Science.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
21. Postdoctoral appointments (Code)	31.12.2019	Organisational Department	Amended provisions.
Current Status	Remarks		
COMPLETED	<p>The Polish law clearly defines the rules for awarding degrees in higher education (Section V - Degrees and titles in the Higher Education system). It specifies the requirements must have a scientist at specific levels of his scientific career to be able to obtain further academic degrees (vocational title required, learning effect and relevant scientific achievements). Moreover, determine the obligation to have a promoter in the case of newcomers and the obligation to regularly evaluate the results of scientific work. The Act 2.0 plead the Council of Scientific Excellence a national body that works to ensure the development of scientific staff in accordance with the highest standards of quality scientific activity required to obtain academic degrees, degrees in art and the title of professor. The Cracow University of Technology created a new Statute in which these issues are deatiled described.</p>		

## Proposed ACTIONS

### Action 51

Creation a new English-language website dedicated to the HR Excellence in Research award and the issues from C&C.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
12. Recruitment	01.06.2022	CTT	the creation of this website
29. Value of mobility			

Current Status	Remarks
NEW	CUT shall prepare an easily accessible website in English language which will contain all necessary information regarding recruitment process and employment regulations on CUT. Currently such information is available on internal information system for workers. The system is accessible for CUT employees and it is managed in Polish language. CUT is planning to create a dedicated website in order to inform foreign researchers regarding internal recruitment procedures and basic national labour law rights. Currently Euraxess National Contact Point, which is located on CUT, gives full support for all foreign researchers and helps them in any work related or administrative proceedings.

**Proposed ACTIONS**

**Action 52**

Translating strategic documents of CUT, which relate to and facilitate the daily work of the researchers, into English

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/ semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
10. Non discrimination	01.02.2023	Scientific research department	the number of the documents translated
24. Working conditions			
<b>Current Status</b>	<b>Remarks</b>		
NEW			

**Action 53**

Increasing the involvement of the research workers in the implementation of the action plan by creating a steering group, which will include representatives of the scientists.

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/ semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
35. Participation in decision-making bodies	02.12.2020	Vice-Rector for Research	the number of organised meetings of such a steering group.
<b>Current Status</b>	<b>Remarks</b>		
NEW			

**Proposed ACTIONS**

**Action 54**

Creating an Open, Transparent and Substantive Recruitment Policy for Researchers.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
12. Recruitment			
13. Recruitment (Code)			
14. Selection (Code)			
15. Transparency (Code)			
16. Judging merit (Code)			
17. Variations in the chronological order of CVs (Code)		Organisational Department	The development of the Policy
18. Recognition of mobility experience (Code)			
19. Recognition of qualifications (Code)			
20. Seniority (Code)			

**Current Status      Remarks**

NEW

## Proposed ACTIONS

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### Action 55

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Updating the development strategy of CUT

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/ semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
4. Professional attitude	31.12.2020	Vice-Rector for Research	The updated document

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<b>Current Status</b>	<b>Remarks</b>
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NEW

**Proposed ACTIONS**

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**Action 56**

Introduction of the general equality plan, developed under the European project “Gender Equality in Engineering through Communication and Commitment”

GAP Principle(s)	Timing (at least by year’s quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
27. Gender balance	30.04.2021	Project "Gender Equality in Engineering through Communication and Commitment” implementers	The general equality plan

**Current Status      Remarks**

NEW

**Proposed ACTIONS**

**Action 57**

Implementation of trips abroad of the employees of CUT to establish foreign cooperation and preparation of a project from framework programmes, realised in the frame of "PROGRAMMING EXCELLENCE - PK XXI 2.0. The Cracow University of Technology Development Programme for the years 2018-2022 - POWER II

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/ semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
38. Continuing Professional Development	31.09.2023	CTT	15 trips
<b>Current Status</b>	<b>Remarks</b>		
NEW			

## Proposed ACTIONS

### Action 58

Monitoring whether the most suitable researchers apply for our job offer

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
12. Recruitment	Permanent action	CTT, Faculties	Report
Current Status	Remarks		
NEW			

### Unselected principles:

5. Contractual and legal obligations    22. Recognition of the profession    31. Intellectual Property Rights

**The extended version of the reviewed HR Strategy for your organisation for the next 3 years, including the OTM-R policy must be published on your organisation's website.**

Please provide the link to the dedicated webpage(s) on your organisation's web site, multiple links must be comma separated \*:

**URL \*:** [https://www.pk.edu.pl/index.php?option=com\\_content&view=article&id=2050&Itemid=915&lang=en](https://www.pk.edu.pl/index.php?option=com_content&view=article&id=2050&Itemid=915&lang=en)  
 (https://www.pk.edu.pl/index.php?option=com\_content&view=article&id=2050&Itemid=915&lang=en)

If your organisation has already filled in the OTM-R checklist in the Initial Phase, please also indicate how your organisation is working towards / has developed an Open, Transparent and Merit-Based Recruitment Policy. Although there may be some overlap with a range of actions listed above in the action plan (as emerged from the Gap Analysis), please provide a short commentary demonstrating the progress.

## Comments on the implementation of the OTM-R principles (Initial Phase)

## Comments on the implementation of the OTM-R principles (Internal Review for Interim Assessment)

On 30 July 2015, CUT sent to the European Commission a Declaration of Support for the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, which commenced the procedure for implementing the principles of the Charter and Code (C&C) at CUT. Then, the HR Excellence in Research Logo Team was established, whose purpose was to conduct an internal review assessing to what extent the functioning of CUT was consistent with the principles of the C&C. The internal review involved the comparison of legally binding documents at CUT with the C&C principles concerning ethical issues and professional approach, working conditions, recruitment of researchers, as well as vocational training. In addition, a special survey was prepared to check how the C&C principles are understood and applied by the academic community of CUT.

The questionnaire was prepared based on C&C documents (two types of anonymous surveys: the first contained 34 closed questions and was directed to those who had been employed at CUT for over three years, the second one was intended for the employees working less than three years and they were asked to answer additional six questions related to the recruitment at CUT). Based on the results of the survey and analysis of the documentation, the gap analysis was created for each principle that formed the basis for developing the action plan.

In 2017-2019, the HR logo Team supervised and monitored the implementation of the tasks from the action plan. The Team consisted of the following persons: Vice-Rector for Science – professor Tadeusz Tatała - responsible for making important decisions within the implemented action plan and, due to his representative role, for ranking the actions and accelerating their implementation; Katarzyna Dydek (Head of the Department of Personal and Social Affairs at CUT) - responsible for adapting the existing legal provisions in the documents regarding personal affairs to the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers; Maciej Zając (Head of the Organisational Department of CUT) - responsible for entering information important from the point of view of the Charter and Code to the legal documents of CUT; Anna Armuła, Irena Jakubiec, Dorota Markiewicz-Roszak (employees of Technology Transfer Centre - TTC) - responsible for the implementation and monitoring of the issues related to training of researchers and the development of their careers according to the specificity of the projects in which they work - the Regional Contact Point for EU Research Programmes and the Euraxess centre. The implementation of the tasks under the action plan coincided with the reform of higher education, which began with the consultation with the academic community at the governmental level. As a result of the talks and findings between scientists and the government, a new Act was developed: Law on Higher Education and Science (Act 2.0), introduced on 20 August 2018. Due to the new legal status, CUT and other universities had to prepare new documents and modify the existing ones. CUT has introduced the new Statute, employment and remuneration regulations, provisions regulating the principles of recruitment of researchers and regulations for evaluation of researchers. The Act 2.0 is revolutionising the Polish science, the changes introduced are to improve the scientific quality of universities and increase their competitiveness in relation to the Western countries. They are to promote openness to non-Polish scientists as potential employees.

The provisions of the Act 2.0 are in line with the EC recommendations of 2005 for European institutions under C&C. The Act 2.0 creates a favourable environment for the implemented recommendations as part of the HRS4R strategy. The HR Logo Team sent a proposal of records containing a reference to the recommendations of C&C to specific departments. In most cases, it was possible to complete the tasks under the action plan. The HR Logo Team cooperated with various units of CUT and projects that supported the implementation of individual tasks. Training on the possibilities of obtaining national funds for research and development of infrastructure as well as information activities in this respect were conducted by the Department of Structural Funds of CUT, as it is its basic and daily activity at the university. Training and support activities on intellectual property protection and commercialisation of research results carried out by TTC, were implemented as part of the Innovation Incubator 1.0 and 2.0 projects. Training and substantive support for the employees of CUT in implementing and getting funding for projects from Horizon 2020 was offered by TTC of CUT as part of the long-term project: Regional Contact Point for EU Research Programmes. The tasks related to the dissemination and use of research results were implemented by the Scientific Information Department of the Library and the TTC of CUT. Activities related to the development of scientific careers were implemented by the Career Office and TTC as part of the Scientist project. In 2017, CUT got funding for the European pioneering project 'GEECCO - Gender Equality in Engineering through Communication and Commitment' for supporting gender equality at universities, including CUT. This European initiative fits very well with the recommendations of C&C, which is why we invited project implementers to cooperate in implementing the tasks related to gender equality aspects. In the following years, we want to continue and support this cooperation with the GEECCO project in the implementation of the general equality plan at CUT. Moreover, the inter-faculty team, which included all representatives of the above-mentioned departments, prepared the POWER II project "PROGRAMMING EXCELLENCE - PK XXI 2.0. The Cracow University of Technology Development Programme for the years 2018-2022", which obtained funding from national funds in 2018. As part of the project, it is planned to improve the competences of the employees, to employ a spokesperson-mediator and to perform other activities conducive to the internationalisation of our university, extension and modification of the English-language website, including the tab regarding the HR Excellence in Research award, where all documents and information related to the HRS4R strategy will be included in English.

**Ideally, the extended version of the reviewed OTM-R policy and actions should be published on your organisation's website.**

Please provide the web link to the OTM-R dedicated webpage(s) if it is different than the one where the reviewed HR Strategy is located. Multiple links must be comma separated.

**URL:**

**4. Implementation process**

**General overview of the implementation process: (max. 1000 words)**

On 30 July 2015, CUT sent to the European Commission a Declaration of Support for the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, which commenced the procedure for implementing the principles of the Charter and Code (C&C) at CUT. Then, the HR Excellence in Research Logo Team was established, whose purpose was to conduct an internal review assessing to what extent the functioning of CUT was consistent with the principles of the C&C. The internal review involved the comparison of legally binding documents at CUT with the C&C principles concerning ethical issues and professional approach, working conditions, recruitment of researchers, as well as vocational training. In addition, a special survey was prepared to check how the C&C principles are understood and applied by the academic community of CUT.

The questionnaire was prepared based on C&C documents (two types of anonymous surveys: the first contained 34 closed questions and was directed to those who had been employed at CUT for over three years, the second one was intended for the employees working less than three years and they were asked to answer additional six questions related to the recruitment at CUT). Based on the results of the survey and analysis of the documentation, the gap analysis was created for each principle that formed the basis for developing the action plan.

In 2017-2019, the HR logo Team supervised and monitored the implementation of the tasks from the action plan. The Team consisted of the following persons: Vice-Rector for Science – professor Tadeusz Tatara - responsible for making important decisions within the implemented action plan and, due to his representative role, for ranking the actions and accelerating their implementation; Katarzyna Dydek (Head of the Department of Personal and Social Affairs at CUT) - responsible for adapting the existing legal provisions in the documents regarding personal affairs to the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers; Maciej Zajac (Head of the Organisational Department of CUT) - responsible for entering information important from the point of view of the Charter and Code to the legal documents of CUT; Anna Armuła, Irena Jakubiec, Dorota Markiewicz-Roszak (employees of Technology Transfer Centre - TTC) - responsible for the implementation and monitoring of the issues related to training of researchers and the development of their careers according to the specificity of the projects in which they work - the Regional Contact Point for EU Research Programmes and the Euraxess centre. The implementation of the tasks under the action plan coincided with the reform of higher education, which began with the consultation with the academic community at the governmental level. As a result of the talks and findings between scientists and the government, a new Act was developed: Law on Higher Education and Science (Act 2.0), introduced on 20 August 2018. Due to the new legal status, CUT and other universities had to prepare new documents and modify the existing ones. CUT has introduced the new Statute, employment and remuneration regulations, provisions regulating the principles of recruitment of researchers and regulations for evaluation of researchers. The Act 2.0 is revolutionising the Polish science, the changes introduced are to improve the scientific quality of universities and increase their competitiveness in relation to the Western countries. They are to promote openness to non-Polish scientists as potential employees. The provisions of the Act 2.0 are in line with the EC recommendations of 2005 for European institutions under C&C. The Act 2.0 creates a favourable environment for the implemented recommendations as part of the HRS4R strategy. The HR Logo Team sent a proposal of records containing a reference to the recommendations of C&C to specific departments. In most cases, it was possible to complete the tasks under the action plan. The HR Logo Team cooperated with various units of CUT and projects that supported the implementation of individual tasks. Training on the possibilities of obtaining national funds for research and development of

infrastructure as well as information activities in this respect were conducted by the Department of Structural Funds of CUT, as it is its basic and daily activity at the university. Training and support activities on intellectual property protection and commercialisation of research results carried out by TTC, were implemented as part of the Innovation Incubator 1.0 and 2.0 projects. Training and substantive support for the employees of CUT in implementing and getting funding for projects from Horizon 2020 was offered by TTC of CUT as part of the long-term project: Regional Contact Point for EU Research Programmes. The tasks related to the dissemination and use of research results were implemented by the Scientific Information Department of the Library and the TTC of CUT. Activities related to the development of scientific careers were implemented by the Career Office and TTC as part of the Scientist project. In 2017, CUT got funding for the European pioneering project 'GEECCO - Gender Equality in Engineering through Communication and Commitment' for supporting gender equality at universities, including CUT. This European initiative fits very well with the recommendations of C&C, which is why we invited project implementers to cooperate in implementing the tasks related to gender equality aspects. In the following years, we want to continue and support this cooperation with the GEECCO project in the implementation of the general equality plan at CUT. Moreover, the inter-faculty team, which included all representatives of the above-mentioned departments, prepared the POWER II project "PROGRAMMING EXCELLENCE - PK XXI 2.0. The Cracow University of Technology Development Programme for the years 2018-2022", which obtained funding from national funds in 2018. As part of the project, it is planned to improve the competences of the employees, to employ a spokesperson-mediator and to perform other activities conducive to the internationalisation of our university, extension and modification of the English-language website, including the tab regarding the HR Excellence in Research award, where all documents and information related to the HRS4R strategy will be included in English.

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

**Note:** Click on each question of the checklist to open the editor.

How have you prepared the internal review?\*



**Detailed description and duly justification (max. 500 words)**

Throughout the entire period of implementing the tasks from the action plan, the HR Excellence in Research Logo Team coordinated and monitored their performance, compliance with the assumed goals and observed the deadlines. Before commencing the tasks, the HR Excellence in Research Logo Team sent an action plan approved by the EC to all units involved in its implementation. Therefore, all units knew what to do and when to do it. The participating units included the Organisational Department of CUT, Personnel and Social Affairs, Technology Transfer Centre, Structural Funds Department, Career Office, Library Scientific Information Department and GEECCO project implementers. Before preparing the internal review, representatives of the HR Excellence in Research Logo Team gathered information from individual departments regarding the implementation of the tasks. Then, the implementation of the tasks among the members of the HR Excellence in Research Logo Team was discussed, the strengths and weaknesses of the implemented action plan were analysed, and actions that should be improved in the future were identified. New tasks were planned, which mainly resulted from the weaknesses of the previous activities.

How have you involved the research community, your main stakeholders, in the implementation process?\*



**Detailed description and duly justification (max. 500 words)**

The entire academic community was familiarised with the principles of C&C at the stage of CUT applying for the HR Excellence in Research award. In order to check whether the principles were understood and implemented at CUT, a questionnaire was prepared. As recommended by the EC in the initial assessment, we organised an additional meeting with research workers at various levels of scientific experience in order to obtain additional information regarding e.g. the research strategy, research plan, financial management as part of scientific activities, good research practices, popularisation of science, career counselling, co-authorship, conciliation commission, recruitment process and various forms of grants. We managed to invite 22 scientists to participate in the preparation of the action plan as an advisory group (the researchers represented three groups: researcher before the doctorate, researcher up to 5 years after the doctorate and experienced researcher). At the beginning of the entire application process, a mailbox was created: [logohrdlapk@transfer.edu.pl](mailto:logohrdlapk@transfer.edu.pl) (<mailto:logohrdlapk@transfer.edu.pl>), which facilitated efficient communication with the researchers. The employees of CUT were informed that in the event of any doubts, questions or observations regarding the implementation of the principles of C&C they can write to the e-mail address provided. In addition, during the implementation of the tasks, the members of the HR Logo Team participated in cyclical meetings with the representatives of individual departments of CUT – the Faculty Council. During these meetings, activities planned within the HR Excellence in Research Strategy were presented. In addition, meetings and conferences were organised, where issues related to the EU award and the principles of C&C were promoted (“HR Excellence in Research - EU award - how to get and maintain them” - meeting with the auditor; XI conference from the WOMEN IN SCIENCE AND BUSINESS series – THE WORLD UNDER A HEEL). The topics discussed included: “The Act 2.0 in the context of scientific career development”, “Benefits from publishing in open science and open data. Trends, opportunities, good practices”; “Does career in science and business have gender?”. Meetings with research workers concerning specific areas from C&C were organised to obtain opinions on individual issues. Meetings under the project “Gender Equality in Engineering through Communication and Commitment GEECCO” concerned gender issues in research projects and gender equality issues in implementing a scientific career. The meetings were addressed to both male and female employees dealing with research and administrative work. Most of the participants of these trainings were women. As part of this project, a seminar on gender equality was also organised for decision-makers at CUT - rectors, vice-rectors, deans, heads of institutes. As part of the GEECCO project, an informal group of women-scientists was created, We are planning to involve them in the Charter and Code-related activities in the new action plan. As part of the POWER1 project, training was organised on the new Act 2.0 so that the researchers would be aware of the upcoming changes. Moreover, the academic community was involved in consulting drafts of key documents that were created at CUT, e.g. the Statute.

Do you have an implementation committee and/or steering group regularly overseeing progress?\*



**Detailed description and duly justification (max. 500 words)**

At the stage of applying for the EC award, a new HR Excellence in Research Team was established, who were supposed to supervise and monitor the entire process of implementing the tasks from the action plan. The Team consisted of the following persons: Vice-Rector for Science – professor Tadeusz Tatara - responsible for making important decisions within the implemented action plan and, due to his representative role, for ranking the actions and accelerating their implementation; Katarzyna Dydek (Head of the Department of Personal and Social Affairs at CUT) - responsible for adapting the existing legal provisions in the documents regarding personal affairs to the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers; Maciej Zajac (Head of the Organisational Department of CUT) - responsible for entering information important from the point of view of the Charter and Code to the legal documents of CUT; the employees of the Technology Transfer Centre (Anna Armuła, Irena Jakubiec, Dorota Markiewicz-Roszak) coordinated and monitored the implementation of the actions related to C&C. Additionally, the employees of the Technology Transfer Centre, as part of the implementation of the projects of the Regional Contact Point for EU Research Programmes and the Euraxess centre, were responsible for the training of the researchers and the development of their careers. At the first introductory meeting in 2015, a plan for applying for and implementing the EC award was presented, as well as the division of duties and the way of communicating within the Team. After receiving the EC award, another Team meeting was organised to discuss the action plan and its implementation. At the stage of implementing the action plan, the employees of the Technology Transfer Centre (TTC) coordinated the actions associated with the implementation of the C&C recommendations. They organised meetings with the members of the HR Excellence in Research Team in order to communicate the action plan, deadlines and the roles of individual Team members. In addition, Anna Armuła was responsible for maintaining constant contact with the Rector, informing him about the progress in task implementation. The employees of TTC proposed provisions in line with C&C to be included in the new documents being prepared, and had personal meetings with other departments of CUT responsible for specific areas of activity related to the EC award. At such meetings, specific persons, employees of individual departments, responsible for monitoring and performing tasks within their areas of activity, were indicated. Then, the potential deadline for completing the tasks and the manner of communication regarding its performance were specified. Before preparing the report, the employees of TTC collected information from specific people, the representatives of individual departments or projects, involved in the implementation of the tasks from the action plan.

Is there any alignment of organisational policies with the HRS4R? For example, is the HRS4R recognized in the organisation's research strategy, overarching HR policy

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**Detailed description and duly justification (max. 500 words)**

The Statute of CUT does not directly refer to the HR Excellence in Research award, but the assumptions and objectives set out in the Mission of CUT are consistent with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, according to which CUT serves the society and the economy by conducting scientific research and using the latest scientific and technical achievements to train highly qualified engineering and scientific staff. Basing on respect for dignity and human rights, respect for freedom in the pursuit of truth, respect for knowledge and skills, and openness to new ideas and a variety of views, Cracow University of Technology strives to ensure the highest standards in education and research, and ensures the development of its material base. It deepens the cooperation with other universities and the business environment by supporting entrepreneurship, innovation and technology transfer. It pursues its goals through care for the comprehensive development of the entire academic community not only in the field of engineering, technical and natural sciences, but also humanistic values, artistic and social activities, as well as physical culture. The ambition of Cracow University of Technology is to occupy a significant place among Polish, European and global universities. The Statute refers to the new Act 2.0, which promotes the internationalisation of Polish universities, openness to scientists from abroad and the improvement of the quality of research results. Appendix No. 5 to the Statute describes the basic selection procedure and conditions for conducting contests for positions of academic teachers, while maintaining all the principles of openness, transparency and substantive recruitment, which is consistent with the assumptions of C&C. Also, the Code of Ethics of CUT clearly defines the values to be followed by the employees. These values are consistent with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. The document that directly refers to the principles of C&C is: the Guidelines for the Recruitment of Employees at CUT. The document recommends that recruitment committees refer to the source - the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers - before starting the recruitment process, in order to familiarise themselves with the principles. Cracow University of Technology also has an Open Access Policy, which provides universal and free access to the current knowledge at CUT. It is one of the foundations of the functioning and development of a democratic society, as well as it supports Open Access issues. Unfortunately, CUT has not prepared a new development strategy yet, however, we suppose that a new development strategy which will refer to the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers will be prepared along with the election of new authorities. The new action plan also predicts the preparation of an Open, Transparent and Substantive Recruitment Policy.

How has your organisation ensured that the proposed actions would be also implemented?\*



**Detailed description and duly justification (max. 500 words)**

Already at the stage of preparing the action plan, the HR Excellence in Research Team analysed the task proposals with the relevant departments or projects in order to verify whether they were feasible. The HR Excellence in Research Team selected tasks for those involved, so that the tasks were related to the basic duties of these employees. After the action plan had been approved by the EC, it was sent to all persons involved so that they knew what to do and when to do it. In addition, each department involved in the implementation of the tasks met with the employees of TTC, coordinators of the activities planned as part of the HR Excellence in Research award. Moreover, the employees of TTC participated in meetings and trainings with other institutions which received the HR Excellence in Research award. These meetings served to broaden the knowledge in the above topic and exchange good practices, which were then used at CUT in order to streamline the process of implementing the tasks from the action plan. If the implementation of a specific task generated additional costs, the employees of TTC tried to gain them as part of new projects. For example, funds to finance a part-time job of the spokesperson-mediator will be financed under the POWER II project. Appropriate promotional actions helped in the implementation of the planned activities, e.g. organisation of trainings. The combination of promotional actions with good practices and contact with relevant departments ensured the implementation of the action plan.

How are you monitoring progress (timeline)?\*



**Detailed description and duly justification (max. 500 words)**

The progress in the implementation of the tasks from the action plan was monitored at all times throughout the implementation of the actions of the plan. At the beginning, a meeting of the entire HR Excellence in Research Team was held, where the tasks and their timeline were discussed. Then, the plan was presented to all departments participating in the implementation of the assumed tasks. After a year, another Team meeting took place, during which information on the implementation of the tasks was discussed, what had been done and what still needed to be done. Based on this data, the action plan was updated. Before the report was prepared, information had been collected from individual departments regarding the task implementation, which allowed the report to be drawn up.

How will you measure progress (indicators) in view of the next assessment?\*



**Detailed description and duly justification (max. 500 words)**

New tasks in the action plan for the coming years will include creating a new English-language website dedicated to the HR Excellence in Research award and the issues from C&C. The indicator will be the creation of this website. The next task will also be translating strategic documents of CUT, which relate to and facilitate the daily work of the researchers, into English. The indicator will be the number of the documents translated. An additional task will be increasing the involvement of the research workers in the implementation of the action plan by creating a steering group, which will include representatives of the scientists. The indicator will be the number of organised meetings of such a steering group. The next task will be creating an Open, Transparent and Substantive Recruitment Policy for Researchers. The indicator will be the development of this policy. An additional indicator on the application of this policy will be the recruitment commission's report on the selection of the candidate for an employee of CUT. Due to the failure to implement the task of developing an anti-discrimination procedure, this task was postponed to subsequent years. The indicator will be the development of the first anti-discrimination procedure. The next task will be updating the development strategy of CUT; the indicator will be the updated document. We also want to use the general equality plan, which will be developed under the European project "Gender Equality in Engineering through Communication and Commitment" and implement it at CUT. This will be one of the new tasks that we will want to implement under the new action plan. The task that we want to continue in the coming years is to promote the HR Excellence in Research award for universities and raise awareness among the researchers of CUT about the tasks planned as part of the HR Excellence in Research award. The indicator will be the number of presentations for the academic community as well as the preparation of a questionnaire in the field of HR Excellence in Research award. The next task will be the implementation of trips abroad of the employees of CUT to establish foreign cooperation and preparation of a project from framework programmes. The indicator will be the number of trips. The ongoing tasks will be the promotion of activities related to open access and trainings to improve the competences of researcher workers. The indicator will be the number of trainings. These are just a few of the tasks planned in the new action plan. To ensure measurability of the progress in tasks implementation, we are planning to specify the indicators better, to specify what the indicator of tasks will be, and what the number of indicators in the new action plan will be.

How do you expect to prepare for the external review?\*



**Detailed description and duly justification (max. 500 words)**

It is difficult for us to predict how we will prepare for the external review of the university. We will certainly comply with all the guidelines sent by the European Commission for the efficient conduct of the audits. We will have collected information on the implementation of the planned tasks earlier and will have prepared a report for auditors on this subject. We will provide access to all necessary documents. We will support auditors in resolving unclear information. We will prepare an information package for auditors which will contain details about Cracow University of Technology and a list of documents legally defining the functioning of our unit. We will organise a meeting with the authorities of CUT and the steering group. We will guide auditors around all departments involved in the implementation of the action plan, so that auditors have the opportunity to talk to them. We will also inform the employees of CUT in advance that such an inspection will take place and that the auditors will want to talk to them. If we are asked in advance to select scientists who will talk to auditors, we will try to choose the representatives of scientists at different levels of their scientific careers, who will represent a variety of disciplines. During meetings with auditors, we will clearly inform about difficulties in carrying out the tasks as well as about our successes.

**Additional remarks/comments about the proposed implementation process: (max. 1000 words)**

In most cases, we managed to implement the tasks planned under the action plan. If a task could not be carried out, it was transferred to the following years, e.g. the development of the anti-discrimination procedure or the development of a program supporting scientists in applying for international projects. However, until now, a spokesperson-mediator to resolve conflicts has not been appointed. As soon as an employee has been employed for this position, it will be possible to assess their work. In the next action plan, we will be working more towards the recognition of the HR Excellence in Research award as well as better information on the tasks carried out as part of this award at CUT. The new website of CUT with the tab regarding the HR Excellence in Research award, which will be more functional, transparent and bilingual (Polish/English), will definitely help us.