

Action Plan

Case number: [2021PL693599](#)**Name Organisation under review:** University of Agriculture in Krakow**Organisation's contact details:** al. Mickiewicza 21, 31-120 Krakow

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1. Organisational Information

*Please provide a limited number of key figures for your organisation. Figures marked * are compulsory.*

STAFF & STUDENTS	FTE (31.12.2022)
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research *	705
Of whom are international (i.e. foreign nationality) *	33
Of whom are externally funded (i.e. for whom the organisation is host organisation) *	8
Of whom are women *	316
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. *	358
Of whom are stage R2 = in most organisations corresponding with postdoctoral level *	242
Of whom are stage R1 = in most organisations corresponding with doctoral level *	105
Total number of students (if relevant) *	7005
Total number of staff (including management, administrative, teaching and research staff) *	1450

RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	50 878 580.14
Annual organisational direct government funding (designated for research)	17 140 962.49
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	3 052 211.25
Annual funding from private, non-government sources, designated for research	1 739 881.02

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

University of Agriculture in Krakow (UAK) (separated in 1953 from Jagiellonian University, JU) conducts research and educational activities, covering the agricultural, food, forestry, and environmental protection sectors, in all aspects of their functioning, i.e. natural, technical, social and economic. Its research activity concentrates on 7 faculties (Agriculture and Economics, Forestry, Animal Sciences, Food Technology, Biotechnology and Horticulture, Environmental Engineering and Land Surveying, Production and Power Engineering) and the University Center for Veterinary Medicine JU-UAK. UAK's researchers are engaged in projects financed by National Science Center, National Center for Research and Development, National Agency for Academic Exchange, EU funds and others.

2. Strengths and weaknesses of the current practice

Please provide an overview of the organisation in terms of the current strengths and weaknesses of the current practice under the four thematic headings of the Charter and Code at your organization.

Ethical and professional aspects *

Strengths

Most of the principles concerning ethical and professional aspects have been indicated in the questionnaire responses as almost implemented, four of them (**Research freedom, Professional responsibility, Contractual and legal obligations** and **Accountability**) as fully implemented. In line with its mission and strategy, the University of Agriculture in Krakow (UAK) is safe, and non-discriminatory and respects the principles of equality and diversity. The UAK is a unit that inspires and supports the entire academic community in professional and personal development. In 2020, the Rector's Committee for the Ethics of Scientific Research with Human Participation was established. The tasks of the Committee include issuing opinions on research projects involving human participants, including those constituting the basis for projects financed by grants from the Ministry of Education and Science, National Science Center and other sources, diploma theses; doctoral dissertations and works performed as part of the activities of the section of Students' Scientific Circles, in terms of their compliance with the principles of ethics and respect for the protection of personal rights of the participants in the research project. In 2022, the University developed and implemented the "Gender Equality Plan" which formulates key principles, goals and activities to promote equal opportunities for everyone working, studying, or preparing doctoral dissertations at the University. Its main task is to create conditions enabling work and learning in a safe environment that ensures respect for diversity, freedom from discrimination, and freedom of development, as well as equal treatment and equal opportunities for all members of the academic community. The UAK has (1) the Centre for Technology Transfer dealing with the commercialization of research results and R&D works and development, with a particular focus on technology transfer from science to business, and (2) the Center of Administrative Support for Projects supporting the University units and researchers in the process of acquiring and implementing scientific and didactic projects (including international ones) financed from external sources, granting funds under the competition procedure, i.e. NCBR, Horizon and others. The UAK has regulations specifying the principles of managing the copyright, related rights, and industrial property rights as well as the principles of commercialization. It has a well-functioning electronic system for the evaluation of the researchers employed at the UAK. The UAK Library has an implemented system for storing and sharing electronic versions of scientific and didactic materials created by employees of the University.

Weaknesses

The questionnaire responses indicated that **7 of 11 principles** have been almost, but not fully implemented. Nevertheless, the questionnaire responses indicate that several aspects of these principles should be improved.

The internal Code of Ethics of the UAK needs to be implemented and its provisions should be introduced into the Work Regulations. Moreover, the questionnaire results indicate that the UR researchers' awareness of knowledge about the copyrights, related rights and the way in which the research results can be commercialized is relatively low.

The University webpage in English has to be systematically updated to facilitate the process of dissemination of information about the researchers' achievements and publications. Moreover, the UAK has to increase the budget for the promotion of science and researchers' achievements.

At the UAK there is a lack of uniform principles and mechanisms for research funding.

The authorities of the UAK need to provide information on the web page on the issues of identification and counteracting mobbing, discrimination, and corruption and their effects.

Despite the satisfactory implementation of the principle concerning evaluation/appraisal systems, it was noted that the periodic appraisal of employees did not take into account teaching activities and scientific supervision, dissemination activities, as well as mobility, and national and international cooperation.

Recruitment and selection *

Strengths

Although the present UAK recruitment procedures are consistent with the national regulations, not all principles specified in the Code have been implemented. However, on the basis of the collected information and the analysis of gaps, it can be seen that the strength of the University's organization is a coherent and non-exclusive system of legal acts. The lack of contradictions between local acts and generally applicable provisions of law significantly facilitates the implementation of new provisions related to the recruitment process

The UAK updated legal acts on the employment of academic teachers (Ordinance 163/2019 of the UAK's Rector), and the rules on promoting academic teachers (Ordinance 189/2019 of the UAK's Rector). They comply with the UAK's Statute which was adopted by the UAK Senate on June 28, 2021. These internal legal acts define the terms of employment and the rules for holding competitions for academic teachers' positions. In accordance with these regulations, the recruitment process is carried out by research committees appointed by Deans or Project Managers. The existing internal regulations in the field of human resources policy define in detail the composition of the selection boards in terms of the qualifications of members. Recently, the UAK has developed and published its OTM-R policy; it has been introduced with the Rector's Ordinance No. 9/2023 (published on the 25th of January 2023), which specifies procedures and practices for all types of positions and will be used as the guidelines for the selection committees. The UAK's OTM-R policy and relevant procedures have been published on the University's website in Polish: <https://urk.edu.pl/index/site/8244> and in English: <https://en.urk.edu.pl/index/site/8245>).

The recruitment process at the UAK is conducted with the use of IT tools. Job advertisements are posted on the Public Information Bulletin (BIP) website, the EURAXESS JOBS portal, and the advertisement database on the website of the Ministry of Education and Science. The university also uses the SIMPLE program - a human resources module for administering employee issues. The candidates can contact and send documents by e-

mail.

Moreover, the UAK has an active policy of employing visiting professors. In the 2021/2022 academic year, it was noted an increase in foreign scientists employed at the UAK by 40% in comparison to the previous year.

Weaknesses

The majority of the recruitment aspects have been assessed in the questionnaire as almost implemented, but four of them (***Variations in the chronological order of CVs (Code), Recognition of mobility experience, Recognition of qualifications, and Postdoctoral appointments***) have been assessed as partially implemented.

The weak point is the lack of involvement of foreign experts in the recruitment of academic teachers.

According to questionnaire respondents, in the recruitment process, insufficient attention is paid to the teaching experience, tutoring and mobility experience of the candidates. Especially two principles, i.e. "Recognition of mobility experience" and "Recognition of qualifications" are insufficiently implemented in the recruitment process. The respondents pointed out that the recruitment committee has not appreciated the stay of the candidate in a different research environment (e.g. a post-doc internship) as a valuable contribution to the professional development of a researcher.

The UAK has rules for the recruitment process for the positions of academic teachers, however, they need to be upgraded in compliance with the Code of Conduct for Recruitment of Researchers.

The internal regulations currently in force do not provide for a procedure for informing all candidates at the end of selection about the results of the competition.

Working conditions *

Strengths

The questionnaire responses indicated that among 14 principles belonging to this area, two of them, i.e. ***Working conditions and stability*** and ***Stability and permanence of employment***, have been fully implemented, and 7 others (***Recognition of the profession, Research environment, Funding and salaries, Gender balance, Intellectual property rights, Co-authorship and Participation in decision-making bodies***) have been partially implemented at the UAK.

The material base of the University has been significantly elevated - the area of research laboratories (even nowadays two new investments are carried out: Center for Innovation and Research on Pro-Health and Safe Food and Small Animals Clinic), access to the most modern research equipment, as well as the possibility to use global electronic library databases to which every employee and student have unlimited access.

There are a number of Rector's ordinances at the university related to the issue of mobbing prevention: (1) Ordinance 229/2020 of the UAK's Rector on the implementation of the Workplace Rules - Appendix 2 - Rules of Conduct to Prevent Bullying; (2) Ordinance 26/2002 of the UAK's Rector on the implementation of uniform procedures for recording and dealing with complaints and appeals; (3) Ordinance 185/2021 of the UAK's Rector on the

implementation at the UAK of a procedure for reporting breaches and irregularities and for the protection of persons reporting the same, and (4) recently implemented, Ordinance no. 90/2022 of the UAK's Rector on the introduction at the Agricultural University in Krakow "Internal anti-mobbing policy".

As was mentioned in the Ethical and professional aspects section, that recently the UAK has developed and implemented the "Gender Equality Plan" (introduced by the Ordinance 9/2022 of the UAK's Rector on the implementation of the Gender Equality Plan) which formulates key principles, goals, and activities to promote equal opportunities for everyone working, studying or preparing doctoral dissertations; one of the tasks is to create conditions enabling work and learning in a safe environment that ensures respect for diversity, freedom from discrimination, freedom of development, as well as equal treatment and equal opportunities for all members of the academic community (including the gender balance). Moreover, at the UAK there are Rector's Plenipotentiary for Equality, Rector's Plenipotentiary for People with Disabilities, and Academic Ombudsman.

The UAK Statute and relevant, constantly updated internal legal acts (mainly Rector's ordinances) regulate the issues of employment and promotion of academic teachers, working conditions and remuneration of employees, and the working environment.

Each group of UAK employees has an appropriate representation in the Senate, specified in the UAK's Statute. Representatives of all groups are elected for a four-year term. Researchers as well as Ph.D. students are also members of the Faculty Councils and Scientific Discipline Councils.

Weaknesses

One of 14 principles from this area (i.e. **Access to career advice**) was assessed as not implemented. However, it should be noted, though, that the share of "It is hard to say" and "I have no opinion" responses totaled 57%, which suggests that employees employed under permanent contracts with the UAK do not feel the need to seek career advice and, hence, are not particularly interested in the issue. Or, alternatively, they may have no sufficient knowledge about the UAK's offer in this respect.

Although the principle concerning **Funding and salaries** have been implemented to a considerable degree, only 25% of the respondents think that the UAK provides adequate remuneration conditions at all stages of researchers' career development. Nevertheless, for several years, the UAK has been applying pro-quality remuneration, which has significantly increased the salaries of people distinguished by their scientific effectiveness.

Four principles from this area (i.e. **Career development**, **Value of mobility**, **Teaching**, and **Complaints/appeals**) have been recognized by respondents as "only partially implemented". They expressed doubts about the existence of any UAK's professional and career development strategy supporting researchers at different stages of their careers, any effective generational replacement system (employment of early-stage researchers), or an effective system to support professional and career development disabled persons. The responses concerning the level of implementation of the Value of mobility principle suggest that UAK's employees need more support in this respect.

According to the respondents, teaching tasks performed by the UAK's researchers are not sufficiently recognised (in terms of remuneration and due consideration in periodical evaluations). The survey results also reveal the unsatisfactory implementation of the Complaints/appeals principle. However, just like in the case of some other questions, there was a considerable share of "It is hard to say" and "I have no opinion" responses (44.8%

in total). This may be consequent upon poor familiarity with the procedures for handling complaints/appeals filed by researchers, including the problem of conflicts between early-stage researchers and their supervisors, or upon not encountering in the respondents' professional work any problems requiring the application of such procedures.

Training and development *

Strengths

Two (***Relations with supervisors*** and ***Supervision***) of 5 aspects relating to the **Training and development of researchers** have been assessed in the questionnaire as implemented to a considerable degree. This indicates that researchers, particularly those representing the R1 group, have an opportunity to establish a regular relationship with their supervisors and faculty or departmental representatives so as to take full advantage of the unit's potential. Several aspects of the doctoral student and supervisor relationship are regulated by recently updated UAK's Rector ordinance no 39/2022 on the implementation of the Doctoral School Regulations. PhD students and young scientists have the opportunity to go to foreign research centers (e.g. professional training, fellowships, etc.) under the ERASMUS + program, National Agency for Academic Exchange (NAWA) grants and other supporting organizations. Moreover, the UAK has appropriate regulations for young researcher development and their participation in granting funds. The development of young scientists is promoted through university funds and an extensive system of offers financed by domestic and European funds.

Weaknesses

The survey responses indicate only partial implementation of the principle concerning ***Supervision and managerial duties*** and ***Continuing professional development***. In the respondents' opinion, the professional and career development system addressed doctoral students and early-stage researchers, providing them with adequate conditions for professional development by persons holding managerial positions at individual UAK's organizational levels and the UAK's support for researchers in enhancing their professional skills at every stage of their career, is unsatisfactory. This is also confirmed by the comments provided in the open-ended Question included in the survey questionnaire.

Fewer than half of the respondents think there are clear criteria for delegating researchers to events (initiatives) aimed at enhancing professional and research skills (formal training, conferences, fellowships, etc.). Hence, the implementation of the principle concerning ***Access to research training and continuous development*** must be seen as unsatisfactory.

3. Actions

The Action Plan and HRS4R strategy must be published on an easily accessible location of the organisation's website.

Please provide the web link to the organization's Action Plan/HR Strategy dedicated webpage(s):

<https://en.urk.edu.pl/index/site/8040>

Please fill in the list of all individual actions to be undertaken in your organisation's HRS4R to address the weaknesses or strengths identified in the Gap-Analysis. The listed actions should be concise, but detailed enough for the assessors to evaluate the level of ambition, engagement and the expected implementation process. The institution should strive to provide a detailed plan, not just an enumeration of actions.

Note: Choose one or more of the principles retrieved from the GAP Analysis.

Proposed ACTIONS

Principles:

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

ACTIONS proposed (A)	GAP principle(s)	Completion dates	Responsible unit	Indicators (I) / Targets (T)
<p>A1 – conducting regular training courses for employees from R4-R1 groups on the policy of open access to scientific publications and research data</p>	<p>(++) G.1. Freedom of scientific research</p>	<p>until December 2023 and beyond (long-term action)</p>	<p>Rector's Plenipotentiary for the Open Access Policy</p>	<p>I.A1. Circulating a newsletter every 2 months and/or e-mail to all university employees and doctoral students.</p> <p>T.A1. Researchers and doctoral students know and adhere to recognized ethical practices, and enjoy the freedom of expression.</p>
<p>A2 – adopting the UAK Code of Ethics and introducing the provision on the obligation to read this Code to the Work Regulations of the provision on the obligation to familiarize all employees from groups R1-R4 with this Code</p>	<p>(+/-) G.2. Ethical principles (+/-) G.31. Intellectual Property Rights (+/-) G.32. Co-authorship (+/-) G.36. Relations with supervisors</p>	<p>until December 2023</p>	<p>Rector / Plenipotentiary for equality in cooperation with the Head of the Rector's Commission for the gender equality plan, Academic Spokesperson, Head of the Organizational and Legal Section</p>	<p>I.A2a. Adoption of a resolution by the UAK's Senate and issuance of a regulation by the Rector of the UAK.</p> <p>I.A2b. The UAK Code of Ethics and the updated Work Regulations are published on the University's website.</p> <p>T.A2a. UAK scientists know and follow recognized ethical practices, enjoy the freedom of expression and apply good practices in their professional work and in supervisor-subordinate relations.</p> <p>T.A2b. An increase of positive responses by at least 10% to survey questions regarding ethics and intellectual property rights</p>
<p>A3 – review of existing financing rules and mechanisms of the research at the UAK and conducting training/information campaigns at the UAK for all employees from R1-R4, especially taking into account those from R1 and R2 groups.</p>	<p>(+/-) G.4. Professional approach</p>	<p>until December 2023</p>	<p>Vice-Rector for Science in cooperation with the Director of the Technology Transfer Center, Administrative Project Support Center, Head of Science Office and Bursar's Office</p>	<p>I.A3a. Publication of the Rector's updated regulation containing the principles and mechanisms of research funding on the UAK website.</p> <p>I.A3b. Conducting at least 2 training sessions a year for the employees of UAK on the principles and mechanisms of research funding.</p> <p>T.A3a. Improvement of the relevant legal provisions regarding the principles and mechanisms of research funding at the UAK.</p>

ACTIONS proposed (A)	GAP principle(s)	Completion dates	Responsible unit	Indicators (I) / Targets (T)
				<p>T.A3b. Scientists and doctoral students have full knowledge of the principles and mechanisms of research funding at the UAK.</p> <p>T.A3c. An increase of positive responses by at least 10% to survey questions regarding financing support of research and professional approach</p>
<p>A4 - conducting a series of training for all researchers from R1-R4 groups courses in the field of copyright, related rights and industrial property rights management as well as the principles of research commercialization</p>	<p>(++) G.5. Obligations arising from contract or regulations</p>	<p>until December 2023 and beyond (long-term action)</p>	<p>Rector's Intellectual Property Commission in cooperation with the Technology Transfer Center</p>	<p>I.A4. Training at least once a year is compulsory for all new employees and doctoral students.</p> <p>T.A4. All employees of UAK (R1-R4) have the opportunity to update their knowledge in the field of managing copyright, related rights and industrial property rights as well as the principles of commercialization.</p>
<p>A5 - annual review of documents functioning at the UAK and supplementing any identified procedural shortcomings, in particular in the field of IT data protection and recovery</p>	<p>(+/-) G.7. Good practice in scientific research</p>	<p>until December 2023 and beyond (long-term action)</p>	<p>Director of UAK's IT Center</p>	<p>I.A5. Sending an e-mail about updating procedures related to data protection and recovery.</p> <p>T.A5. Increased awareness of the academic community in the field of data security policy.</p>
<p>A6 – introducing the principles of assessing occupational risk at workplaces and signing by all employees from groups R1-R4 and other employees of UAK on getting acquainted with information on occupational risk by all employees</p>		<p>until June 2023</p>	<p>Rector / Head of the Office for Occupational Health and Safety and Fire Protection</p>	<p>I.A6. Issuance of the regulation of the Rector of the UAK.</p> <p>T.A6. Scientists and doctoral students have knowledge of the principles of conducting occupational risk assessment at workplaces</p>
<p>A7 – amendment to the regulation on personal protective equipment, clothing, footwear for the study and work place, and the expected periods of their use</p>		<p>completed</p>	<p>Rector / Head of Office for Occupational Health and Safety and Fire Protection</p>	<p>I.A7. Issuance of regulation of the Rector of the UAK (Rector's ordinance no. 101/2022 on the rules for the allocation of personal protective equipment, work clothing and footwear)</p> <p>T.A7. Scientists and doctoral</p>

ACTIONS proposed (A)	GAP principle(s)	Completion dates	Responsible unit	Indicators (I) / Targets (T)
<p>A8 – introducing the rules for conducting periodic inspections and tests of installations, utility and safety devices that are part of building facilities</p>		until June 2023	Chancellor	<p>students have knowledge of the principles of personal protection.</p> <p>I.A8. Issuance of regulations by the UAK’s Chancellor regarding periodic inspections and tests of UAK infrastructure.</p> <p>T.A8. All employees work in safe conditions at the UAK.</p>
<p>A9 – systematic upgrade of the UAK website and update of information on this website (incl. on the websites of the Faculties)</p>	<p>(+/-) G.8. Dissemination, use of results (+/-) G.9. Social involvement</p>	on an ongoing basis (long-term action)	Director of the UAK’s IT Center	<p>I.A9. Full and easy access to up-to-date information on the UAK website.</p> <p>T.A9. Scientists and doctoral students have full access to up-to-date information on the scientific, didactic and organizational activities of the OCCP</p>
<p>A10 – modernization and updating of information on English-language websites</p>	<p>(+/-) G.8. Dissemination, use of results (+/-) G.9. Social involvement</p>	on an ongoing basis (long-term action)	Director of the UAK’s IT Center	<p>I.A10. Full and easy access to up-to-date information on the UAK’s English-language websites.</p> <p>T.A10. Scientists, doctoral students and foreigners have full access to up-to-date information in English on the scientific, educational and organizational activities of the UAK.</p>
<p>A11 – appointment of the team for rankings and academic image building</p>	<p>(+/-) G.8. Dissemination, use of results</p>	until December 2023	Rector	<p>I.A11. Issuance of an appropriate regulation of the Rector of the UAK.</p> <p>T.A11. A clear advance of UAK in international university rankings.</p>
<p>A12 – intensification of activities related to the dissemination and promotion of the achievements of science and scientists</p>	<p>(+/-) G.9. Public involvement</p>	in progress (long-term action)	Head of the Promotion and Recruitment Office / Director of the UAK’s Main Library	<p>I.A12. Annual schedule of events popularizing science (Science Festivals, Science Night, etc.).</p> <p>T.A12. At least 2 events per year that allow for increasing the visibility of research conducted at the UAK in the local and regional community.</p>

ACTIONS proposed (A)	GAP principle(s)	Completion dates	Responsible unit	Indicators (I) / Targets (T)
A13 - provide information via UAK's websites on the issues of identifying mobbing situations and counteracting mobbing, discrimination and corruption as well as on their consequences for the UAK	(+) G.10. Principle of non-discrimination	until March 2023 and beyond (long-term action)	Plenipotentiary for equality/ Head of the Promotion and Recruitment Office	<p>I.A13. Circulating a newsletter and e-mails among all employees and doctoral students of the UAK.</p> <p>T.A13. Researchers and doctoral students are able to identify and prevent incidents (situations) related to mobbing and discrimination.</p>
A14 – introducing awareness training for employees of R1-R4 and other employees of UAK about the special needs of employees, students and doctoral students, including disabilities		until January 2023 and beyond (long-term action)	Plenipotentiary for equality/ Head of the Plenipotentiary for people with disabilities	<p>I.A14. Circulating a newsletter and e-mails among all employees and doctoral students of the University.</p> <p>T.A14. Researchers and doctoral students are knowledgeable about the special needs of workers with disabilities.</p>
A15 – the amendment of the internal policy on counteracting mobbing, discrimination and corruption		completed	Rector / Vice-Rector for General Affairs	<p>I.A15. Issuance of an appropriate regulation of the Rector of the UAK (ordinance no. 90/2022 on the introduction at the Agricultural University in Krakow "Internal anti-mobbing policy").</p> <p>T.A15a. Researchers and doctoral students have knowledge of the internal policy of counteracting mobbing, discrimination and corruption.</p> <p>T.A15b. An increase of positive responses by at least 10% to survey questions regarding anti-mobbing, anti-discrimination, and anti-corruption policies.</p>
A16 – in the new periodic assessment of UAK staff, the inclusion of the provisions on teaching activities and providing research care, dissemination activities, as well as mobility and national and international cooperation	(+) G.11. Evaluation / assessment systems	completed	Vice-Rector for General Affairs /Chairman of the Senate's Staff Evaluation Commission	I.A16. Implementation of updated rules for periodic appraisal of the UAK employees (Rector's ordinance no. 121/2022 on detailed criteria for periodic assessment of academic teachers at the University of Agriculture in Krakow for the years 2023-2025).

ACTIONS proposed (A)	GAP principle(s)	Completion dates	Responsible unit	Indicators (I) / Targets (T)
				<p>T.A16a. Academic teachers are assessed according to transparent rules, they know the rules of periodic appraisal.</p> <p>T.A16b. An increase of positive responses by at least 15% to survey questions regarding the evaluation and assessment of researchers</p>
<p>A17 – introduction of OTM-R principles</p>	<p>(+/-) G.12. Recruitment</p> <p>(-/+) G21 Postdoctoral nominations (Code provision)</p>	<p>completed</p>	<p>Rector</p>	<p>I.A17a. Issuance of the regulation of the Rector of the UAK on the principles of OTM-R (Rector's ordinance no. 9/2023 of 25th of January 2023 on the conduct of an open, transparent and merit-based recruitment policy (OTM-R) for research positions at the University of Agriculture. Hugo Kollataj in Krakow.)</p> <p>I.A17b. Online publication of the OTM-R policy in Polish and English.</p> <p>T.A17a. The OTM-R policy is published online - a link to the relevant page is available.</p> <p>T.A17b. The rules of the recruitment process at UAK are in line with the HRS4R Strategy and the OTM-R policy - at the organizational, process, and monitoring levels.</p>
<p>A.18 – development of a recruitment advertisement template</p>	<p>(+/-) G.12. Recruitment</p>	<p>completed</p>	<p>Vice-Rector for General Affairs in cooperation with the Vice-Rector for International Relations, Vice-Rector for Science, Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct</p>	<p>I.A18. Template of the recruitment advertisement published online (Rector's ordinance no. 16/2023 on 20 February 2023 on the introduction of a model advertisement in the competition procedure for the position of an academic teacher in connection with the implementation of the policy of open, transparent, and merit-based recruitment of employees (OTM-R).)</p>

ACTIONS proposed (A)	GAP principle(s)	Completion dates	Responsible unit	Indicators (I) / Targets (T)
			for the Recruitment of Researchers of the UAK, Head of the University and Scientific Staff	T.A18. The UAK has an appropriate template for a recruitment advertisement.
A19 – an amendment of the Rector's regulations in order to adapt them to the new OTM-R politics and new Statute of the UAK and the Organizational Regulations of the UAK	(+/-) G.12. Recruitment	until December 2023	Development Office, Head of the Office for Personal Affairs	I.A19. Issuance of amended regulations of the Rector of the UAK. T.A19. Scientists and doctoral students have well-prepared, transparent and updated Rector's regulations
A20. - launching an electronic recruitment system	(+/-) G.12. Recruitment	until December 2023	Vice-Rector for General Affairs / Office for Personal Affairs /Director of the UAK's IT Center	I.A20. The recruitment process is carried out using electronic recruitment tools. T.A20. OTM-R is supported by e-recruitment tools.
A21 – introduction of OTM-R principles, including the development of guidelines for the recruitment commission in the field of recruitment for the position of academic teachers of R1-R4 groups in accordance with the Code of Conduct for the recruitment of researchers	(+/-) G.13. Recruitment (Code provision) (+/-) G.14. Selection (Code provision) (+/-) G.15. Transparency (Code provision) (+/-) G.16. Assessment of merit (Code provision) (-/+) G.17. Deviations from the chronological order of CVs (Code provision) (-/+) G.18. Recognition of mobility experience (Code provision) (-/+) G.19. Recognition of qualifications (Code provision)	completed	Rector / Vice-Rector for General Affairs in cooperation with the Vice-Rector for International Relations, Vice-Rector for Science, Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the University of Agriculture in Krakow, Head of the University and Scientific Staff Development Office, Head of the Personal Affairs Office	I.A21a. Issuance of an appropriate regulation of the Rector of the UAK on internal guidelines for the recruitment commission on the recruitment process for the positions of academic teachers in accordance with the Code of Conduct for the Recruitment of Researchers Rector's ordinance no. 9/2023 on 25 January 2023). I.A21b. Publication of internal guidelines for the recruitment commission regarding the recruitment process for academic teacher positions in Polish and English online – a link to the website. I.A21c. Internal guidelines for the appointment of commissions, and their activities in the evaluation of candidates for all types of positions. I.A21d. Providing the percentage of applicants from outside the

ACTIONS proposed (A)	GAP principle(s)	Completion dates	Responsible unit	Indicators (I) / Targets (T)
	(+/-) G.20. Work experience (Code provision)			<p>UAK and from abroad.</p> <p>I.A21e. Providing the percentage of recruited employees who are not graduates of the UAK.</p> <p>T.A21a. The OTM-R policy and guidelines for the recruitment commission regarding the recruitment process for the position of academic teachers are published on-line.</p> <p>T.A21b. The rules of the recruitment process at the UAK are in line with the HRS4R Strategy and the OTM-R policy - at the organizational, process and monitoring levels.</p> <p>TA21c. Improvement of positive responses by at least 15% to survey questions regarding the employee recruitment process</p> <p>T.A21d. All job advertisements are posted on the EURAXESS portal.</p>
<p>A22 – informational training on OTM-R politics for newly recruited postdoctoral researchers (R2 group) on their professional development and development requirements and also for different groups of internal stakeholders and managers</p>	<p>(+/-) G.13. Recruitment (Code provision)</p> <p>(-/+) G.21. Postdoctoral nominations (Code provision)</p>	<p>until December 2023 and beyond (long-term action)</p>	<p>Head of the University and Scientific Staff Development Office</p>	<p>I.A22a. Circulating a newsletter and/or e-mail among employees with a PhD degree and doctoral students.</p> <p>I.A22b. Organization of training and teaching on OTM-R politics for different target groups (members of the Commission on the academic staff, competition committees, employees performing managerial functions, other employees in the group of academic teachers, etc.)</p> <p>T.A22a. Researchers with doctoral degrees employed at the UAK know the recruitment requirements, as well as the goals and principles of evaluating their activities and the possibilities of</p>

ACTIONS proposed (A)	GAP principle(s)	Completion dates	Responsible unit	Indicators (I) / Targets (T)
				long-term professional development. T.A22b. Improvement of positive responses by at least 15% to survey questions regarding the state of knowledge on possibilities of UAK staff carrier development.
A23 – establishment of the Mentors' Council as an advisory board for researchers, composed of the most experienced and distinguished academic teachers of the University (mainly from the R4 group)	(+/-) G.22, Recognition of the profession (+/-) G.36. Relations with supervisors	until June 2023	Rector	I.A23. Issuance of an appropriate regulation of the Rector of the UAK. T.A23a. Young researchers and doctoral students use the advice of the Mentors' Council. T.A23b. Increase positive responses by at least 10% to survey questions regarding relations with supervisors.
A24 – annual review of technical and scientific facilities and preparation of an annual report on their condition	(+/-) G.23. Research environment	until December 2022 and beyond (long-term action)	Chancellor	I.A24. Annual reports on the condition of technical facilities and devices. T.A24. The UAK's researchers have at their disposal appropriate facilities as well as modern and efficient research equipment.
A25 – verification of the regulations governing the use of UAK's research infrastructure		until December 2022	Vice-Rector for Science in cooperation with the Technology Transfer Center and the Machinery Department	I.A25. Publication of the Rector's updated regulation on the implementation of the Regulations for the use of the UAK's Research Infrastructure. T.A25. Researchers employed at the UAK have the opportunity to use the research infrastructure of UAK.
A26 – review of documents specifying the rules for granting leaves and remote work for R1-R4 researchers and other UAK employees in relation to planned changes to the Labor Code	(++) G.24. Working conditions	until December 2023	Vice-Rector for General Affairs in cooperation with the Head of the Personal Affairs Office	I.A26. Issuance of updated Rector's announcements regarding working time breaks at work, and paid holidays (Work Regulations, introduced by the Rector's ordinance no. 175/2019 on 16 October 2019 with novelizations

ACTIONS proposed (A)	GAP principle(s)	Completion dates	Responsible unit	Indicators (I) / Targets (T)
				<p>Rector's ordinances no. 229/2020 and 43/2022).</p> <p>T.A26. All researchers, including those with disabilities, are provided with decent and flexible working conditions.</p>
<p>A27 – review and update the promotion procedure (mainly for researchers from R1-R3 groups)</p>	<p>(++) G.25. Stability and performance of employment</p>	<p>completed (long-term action-updated in next years)</p>	<p>Vice-Rector for General Affairs / Senate's Staff Evaluation Commission</p>	<p>I.A27. Issuance of an updated Rector's regulation on the rules for the promotion of academic teachers (Rector's ordinance no. 8/2023 on 25 January 2023).</p> <p>T.A27. All employees and doctoral students are familiar with the rules of the promotion procedure.</p>
<p>A28 – wider promotion of activities supporting scientists from all groups (R1-R4) by the administration of UAK, Science Office (SO), Technology Transfer Center (CTT) and Administrative Project Support Center (CAWP) - informational meetings, newsletters, etc.</p>	<p>(+/-) G.26. Financing and salaries</p>	<p>in progress (long-term action)</p>	<p>Head of the Science Office, Director of the Technology Transfer Center, Administrative Project Support Center, Head of the Promotion and Recruitment Office</p>	<p>I.A28. Relevant regulations, information meetings and newsletters</p> <p>T.A28. All researchers (R1-R4) have access to information on the remuneration policy and the level of remuneration for individual positions.</p>
<p>A29 – implementation of activities specified in the Gender Equality Plan of the UAK in the field of disseminating the principles of equality among employees from all groups (R1-R4).</p>	<p>(+/-) G.27. Gender balance</p>	<p>in progress (long-term action)</p>	<p>Plenipotentiary for equality</p>	<p>I.A29. Circulating a newsletter and e-mail among all university employees and doctoral students.</p> <p>T.A29. The UAK's researchers and doctoral students feel protected against discrimination based on sex, age, ethnicity, national or social origin, religion or belief, etc.</p>
<p>A30 – development of guidelines defining and supporting the professional development of scientists at the UAK by experienced and outstanding researchers (mainly from R2-R4 groups)</p>	<p>(-/+) G.28. Professional career development</p>	<p>until December 2023</p>	<p>Mentors' Council</p>	<p>I.A30. A relevant guide is published on the university's website.</p> <p>T.A30a. UAK researchers and doctoral students have easy access to guidelines that define and support their career development.</p> <p>T.A30b. An increase of positive</p>

ACTIONS proposed (A)	GAP principle(s)	Completion dates	Responsible unit	Indicators (I) / Targets (T)
				responses by at least 10% to survey questions regarding the development of the scientific carrier
A31 – promotion of activities related to national and international mobility (especially among researchers from R1-R3 groups) in order to strengthen interdisciplinary cooperation and the implementation of joint research and application projects	(-/+) G.29. Value of mobility	in progress (long-term action)	Vice-rector for International Cooperation /Head of the Office for International Cooperation and Exchange	I.A31. Circulating a newsletter and/or e-mails among all employees and doctoral students of the University. T.A31. Mobility procedures are transparent and allow for quick circulation of the necessary travel documents.
A32 – organization of training in the field of career counseling for scientists (career building, getting promoted and scientific promotion), especially for researchers of R1-R3 groups	(--) G.30. Access to career counseling	in progress (long-term action)	Head of the University and Scientific Staff Development Office, Director of the Administrative Project Support Center	I.A32. Launching training in the field of career counseling for researchers. T.A32a. Researchers at every stage of their scientific career have the possibility of professional development. T.A32b. An increase of positive responses by at least 20% to survey questions regarding professional advice.
A33 – update of the guidelines for cooperation agreements/arrangements concluded by UAK in the field of regulations on intellectual property rights	(+/-) G.31. Intellectual Property Rights (+/-) G.32. Co-authorship (+/-) G.36. Relations with supervisors	until December 2023	Director of the Technology Transfer Center in cooperation with the Organizational and Legal Department	I.A33. Issuance updated guidelines to agreements/arrangements concluded by the UAK in the field of regulations on intellectual property rights. T.A33. The UAK's researchers and doctoral students know the legal principles concerning the management of copyright, related rights and industrial property rights as well as the principles of their commercialization.
A34 – conducting a series of training courses for all researchers (R1-R4) in the field of intellectual property rights		until December 2023 and beyond (long-term action)	Head of the Rector's Intellectual Property Commission in cooperation with Director of the	I.A34. Circulating an every 2 months newsletter and/or e-mails among all employees and doctoral students.

ACTIONS proposed (A)	GAP principle(s)	Completion dates	Responsible unit	Indicators (I) / Targets (T)
			Technology Transfer Center	<p>T.A34a. The UAK's researchers and doctoral students know intellectual property rights.</p> <p>T.A34b. An increase of positive responses by at least 20% to survey questions on the rules of the intellectual properties</p>
<p>A35 – update of internal regulations enabling the internationalization of the commission appointed to recruit researchers</p>	<p>(-/+) G.33. Teaching</p>	<p>completed</p>	<p>Rector</p>	<p>I.A35 Amendment of the UAK Statute (§ 111 p.4 a provision was introduced for the Commission, an external expert, including a foreign one, with appropriate experience to assess candidates may also be appointed)</p> <p>T.A35. At the UAK, recruitment is carried out with the participation of a commission consisting of at least one person from abroad.</p>
<p>A36 – updating the system of periodic appraisal of academic teachers (especially from R1 and R2 groups), taking into account the management of scientific research and exercising scientific supervision over young scientists;</p>			<p>Vice-Rector for General Affairs / Senate's Staff Evaluation Commission</p>	<p>I.A36. Issuance of an appropriate updated regulation of the Rector of the UAK (Rector's ordinance no. 121/2022 of 14 December 2022).</p> <p>T.A36a. All researchers (R1-R4) have access to information about the employee appraisal system.</p> <p>T.A36b. An increase of positive responses by at least 15% to survey questions regarding the periodic assessment of academic teachers.</p>
<p>A37 – appointment of a Rector's team to resolve conflicts at the UAK</p>	<p>(-/+) G.34. Complaints / appeals</p>	<p>until December 2023</p>	<p>Rector</p>	<p>I.A37a. Issuance of a regulation of the Rector of the UAK</p> <p>I.A37b Circulating an every 2 months newsletter and/or e-mails among all employees and doctoral students referring procedure of the complaints and appeals submits.</p> <p>T.A37a. UAK has appropriate procedures for resolving employee conflicts. The Conflict Resolution Council operates at the UAK.</p>

ACTIONS proposed (A)	GAP principle(s)	Completion dates	Responsible unit	Indicators (I) / Targets (T)
				T.A37b. An increase of positive responses by at least 15% to survey questions regarding the complaints and appeals.
A38 – activation of researchers to act in the decision-making bodies of the University (organization of informational meetings).	(+/-) G.35. Participation in decision-making bodies	until June 2023 and beyond (long-term action)	Vice-Rector for General Affairs	I.A38a. Circulating a newsletter and e-mails among all employees and doctoral students. I.A38b. Meetings with employees and doctoral students before being elected to the decision-making bodies of the UAK. T.A38. Researchers and doctoral students are more interested in participating in the decision-making bodies of the University
A39 – development of guidelines for the advisory bodies of the UAK (faculty councils, Rector and Senate commissions) on the rules of giving opinions on candidates for managerial positions at the UAK on the basis of professional qualifications	(+/-) G.36. Relations with supervisors (-/+) G.37. Supervision and managerial duties	until December 2023	Vice-Rector for General Affairs / Senate's Organizational and Statute Commission	I.A39. Guidelines for UAK advisory bodies (faculty colleges, senate, rector and departmental commissions) on the rules of giving opinions on candidates for managerial positions at the UAK, published on the university's website. T.A39. Advisory bodies of the UAK (faculty colleges, senate and rector's commissions, dean's commissions), as well as all academics (R1-R4) know the rules of giving opinions on candidates for managerial positions in UAK.
A40 – applying to programs financed from external funds aimed at improving the professional qualifications of academic staff (from R1-R4), such as the innovative program of strategic development of universities	(-/+) G.38. Continuing of professional development (-/+) G.39. Access to scientific training and the possibility of continuous professional development	until January 2023 and beyond (long-term action)	Director of the Administrative Project Support Center / Director of the Doctoral School	I.A40a. Circulating an every 2 months newsletter and/or e-mails among all employees and doctoral students. I.A40b. Training on improving professional skills in the field of applying for grants financed from external sources, such as an innovative program of strategic development of universities.

ACTIONS proposed (A)	GAP principle(s)	Completion dates	Responsible unit	Indicators (I) / Targets (T)
				<p>T.A40a. Researchers (R1-R4) are provided with the necessary support in improving professional qualifications at all stages of their careers.</p> <p>T.A40b. The UAK's researchers and doctoral students have better application skills in programs financed by external sources.</p> <p>T.A40c. An increase of positive responses by at least 15% to survey questions on the application for funds for the research.</p>
<p>A41 – applying to programs financed from external funds related to co-financing scientific internships of foreign and domestic academic teachers, especially from groups R1-R3</p>			<p>Director of the Administrative Project Support Center / Head of the Office for International Cooperation and Exchange</p>	<p>I.A41a. Circulating an every 2 months newsletter and/or e-mails among all employees and doctoral students.</p> <p>I.A41b. Training on improving professional skills in the field of applying for grants financed from external sources, such as an innovative program of strategic development of universities.</p> <p>T.A41a. Researchers (R1-R4) are provided with the necessary support in improving professional qualifications at all stages of their careers.</p> <p>T.A41b. The UAK's researchers and doctoral students have better application skills in programs financed by external sources.</p> <p>T.A41c. An increase of positive responses by at least 15% to survey questions on the application for funds for the research.</p>
<p>A42 – dissemination of the information about available programs, training, and fundraising opportunities among researchers from all groups (R1-R4)</p>				<p>I. A42. Circulating a newsletter and e-mails among all employees and doctoral students.</p> <p>T.A42. All researchers (R1-R4) are provided with the necessary</p>

ACTIONS proposed (A)	GAP principle(s)	Completion dates	Responsible unit	Indicators (I) / Targets (T)
				support in improving professional qualifications at all stages of their careers.
<p>A43 – appointment - in addition to the official superior and academic spokesman of the UAK - at each faculty or scientific discipline, of a person to whom doctoral students and young scientists may turn in matters related to the performance of their professional duties.</p>	<p>(+/-) G.40. Supervision</p>	<p>until December 2023</p>	<p>Coordinators of the Councils of individual scientific disciplines</p>	<p>I.A43 Appointment of a tutor for each scientific discipline who helps young scientists in the development of their scientific careers.</p> <p>T.A43. Young researchers have the opportunity to ask a tutor to obtain the necessary information on career development and performance of professional duties.</p>

Note: Add as many actions as needed.

The establishment of an Open Recruitment Policy is a key element in the HRS4R strategy. Please also indicate how your organisation will use the Open, Transparent and Merit-Based Recruitment Toolkit and how you intend to implement/are implementing the principles of Open, Transparent and Merit-Based Recruitment. Although there may be some overlap with a range of actions listed above, please provide a short commentary demonstrating this implementation. If the case, please make the link between the OTM-R checklist and the overall action plan. (max. 1000 words) *

The current the University of Agriculture in Krakow (UAK) policy referring to the recruitment of academic teachers/researchers is in agreement with national law. The internal regulations concerning the recruitment of academic teachers and researchers are formulated in strict compliance with the national legislation and included in the University Statute. The initial requirements for individual positions, merit-based, are included in § 105-114 of the Statute and Rector's Ordinance No. 163/2019 of 1 October 2019 on the employment of academic teachers.

The prepared OTM-R checklist (as of June 24, 2022) showed deficiencies in the recruitment of employees for scientific positions. They were described in the OTM-R checklist and identified in the Gap analysis. The shortcomings and deficiencies identified in the OTM-R analysis were reflected in the adopted Action Plan. They included, among others:

1. adopting and publishing the OTM-R policy (Action plan, action: A17) on the UAK website;
2. development of a recruitment advertisement template covering the provisions of the Charter and the Code and the introduced OTM-R policy, including links to all necessary documents and sets in references (action A18);
3. amending the Rector's orders in order to adapt them to the adopted OTM-R policy (action A19) ;
4. launching an electronic employee recruitment system (action A20);
5. preparation and publication of internal guidelines for the recruitment committee regarding the recruitment process for academic staff positions in the UAK (action A21);
6. launching information training on the OTM-R policy for various groups of internal stakeholders and target groups (members of the committee for

academic staff, competition committee, employees holding managerial functions, other employees in the group of teachers (action A22);

7. developing, as part of the Gender Equality Plan, recommendations on a balanced representation of the genders of persons on competition boards (action A29);

8. introduction, as part of the Rector's order introducing the OTM-R policy into the UAK (action A17):

- a. a coherent system for monitoring the quality of the OTM-R policy in UAK,
- b. procedures for informing all candidates at the end of the selection of its results,
- c. procedures for sending appropriate feedback to candidates,
- d. introducing a provision in the recruitment announcement about the possibility of lodging a complaint by the candidate,
- e. description and implementation of a system for evaluating whether the OTM-R system meets its objectives.

The OTM-R policy, which is one of the pillars of the European Charter for Researchers and in particular of the Code of Conduct for the Recruitment of Researchers, was introduced by the UAK Rector's ordinance no. 9/2023 on 25 January 2023 on the Policy of open, transparent, and substantive recruitment of employees (OTM-R) for both research academics and research and teaching academics at the Hugo Kołłątaj University of Agriculture in Krakow (the task A17; link to the Polish website: <https://urk.edu.pl/index/site/8244> and the English website: <https://urk.edu.pl/index/site/8245>). In addition, task A18 was also completed by publishing and implementing a recruitment advertisement template/template - Rector's Ordinance no. 16/2023 20 February 2023 on the introduction of a template advertisement in the competition procedure for the position of an academic teacher in connection with the implementation of the Policy of open, transparent and substantive recruitment of employees (OTM-R). The OTM-R checklist shows some areas to be improved in the UAK recruitment procedures which have been identified in the gap analysis. Those include, e.g.:

- implementation of an e-recruitment tool;
- preparation and publication of internal guidelines for the recruitment board on conducting the recruitment process for the positions of academic teachers at the UAK (in Polish and English online),
- preparation of internal guidelines regarding the appointment of committees, and their activities in the assessment of candidates for all types of positions based on the OTM-R toolkit.

The above actions are part of the Action plan and are specified in the HRS4R UAK Strategy adopted by the UAK Senate. The activities proposed by the UAK under the HRS4R UAK Strategy also provide for the adaptation of the regulations of the doctoral school regarding the recruitment of doctoral students.

Generally, at the UAK recruitment, employment and promotion are free from discrimination. Processes linked to appointments and promotion are consistent with the principles and rules regarding equal treatment, objectivity, and transparency. In decisions concerning appointments, consideration is only to be given to objective and measurable grounds. Recruitment of researchers shall aim to find people with the best

possible expertise and potential for the duties involved in the position.

If your organisation already has a recruitment strategy which implements the principles of Open, Transparent and Merit-Based Recruitment, please provide the web link where this strategy can be found on your organisation's website:

URL: <https://urk.edu.pl/index/site/8245> .

4. Implementation

General overview of the expected overall implementation process of the action plan: (max. 1000 words)

Action Plan for the Implementation of the Principles of the European Charter for Researchers and the Code of Conduct at the Recruitment of Researchers at the University of Agriculture in Kraków (**HRS4R UAK Strategy**) was prepared on the basis of the gap analysis and OTMR checklist and adopted by the Rector's Commission for the Implementation of the European Charter for Research and Code of Conduct for the Recruitment of Researchers at the University of Agriculture (hereinafter referred to as Rector's Commission) on the meeting **on June 29, 2022**.

The HRSR UAK Strategy includes the Gap Analysis, OTM-R checklist, and detailed Action Plan, aimed at introducing either new regulations or procedures or modifying and improving the existing ones, with implementation dates specified. Most of the activities identified as vital for the implementation of the principles of the Charter and the Code have been planned for the years 2022-2025. Many tasks are of a long-term nature.

The HRSR UAK strategy was evaluated and accepted by the Senate of the UAK **on September 21, 2022**, and since then it has been successfully implemented by the UAK's Rector, vice-rectors, and heads of individual university units.

Following receiving a review from the European Commission **on March 9, 2023**, the main documents included in the HRS4R UAK Strategy (Initial Phase process description, Gap analysis, OTM-R checklist, and Action Plan) were corrected in accordance with the recommendations of the EURAXESS Rights team experts, analyzed and accepted by the Rector's Commission **on April 18, 2023**, and then approved by the URK Senate **on April 26, 2023**.

The implementation phase has well-defined targets and indicators and the responsible units are identified and informed about the actions. It will be coordinated by the Rector's Commission and monitored by a Team for monitoring the Implementation of the Principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK (hereinafter referred to as the Monitoring Team), which was established by the Rector of the UAK (Rector's Ordinance no. 97/2022 of September 23, 2022). The strategy specifies the unit and/or person responsible for the preparation of a given document or action aimed at the implementation of a given principle of the Charter and/or the Code. Implementation is directly supervised by the Steering Committee composed of the Vice-Rector for International Cooperation, Vice-Rector for Science and Vice-Rector for General Affairs. The implementation process involves representatives of researchers of all levels

(R1-R4) and all seven UAK Faculties, the University Centre for Veterinary Medicine, as well as administrative employees.

To ensure awareness of the HR Excellence in Research award within the UAK, a webpage with current information and progress has been created. The page is easily accessible and is available in both English and Polish. (Polish version: <https://urk.edu.pl/index/site/8032> , English version: <https://en.urk.edu.pl/index/site/8033>).

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

How will the implementation committee and/or steering group regularly oversee progress?*

Analytical work based on a survey on the analysis of shortcomings in relation to the HRS4R Strategy and the OTM-R policy was conducted by the Rector's Commission; the scope of tasks and composition of this Commission are regulated by Ordinance no 172/2021 of the Rector of the University of Agriculture in Krakow of November 10, 2021. Within the Rector's Commission, the following Working groups were established: (1) a Working group for the analysis of legal acts and OTM-R checklist (WG1), (2) a Working group for preparation, conduct and analysis of survey results (WG2), (3) Working group for preparation of the HR report and strategy (WG3), (4) Working group for contacts with the European Commission and data management (WG4). Recently, the Steering Committee has been separated from the Rector's Commission to independently oversee the implementation process of the HRS4R Strategy at the UAK. In addition, after hopefully obtaining the HR Excellence in Research Award, in order to gain feedback on the implementation of the HRS4R UAK Strategy, UAK actions will be taken consisting of the appointment of 5-person groups of internal stakeholders composed of employees from groups R1-R4 in each UAK Faculty. Information obtained from these groups and Faculty Councils of the External Stakeholders Board will be verified and consulted, and then used by the Rector's Committee and the Monitoring Team in the phases of implementation of the HRS4R Strategy at the UAK, and maintaining the HRS4R Excellence in Research Award.

In order to monitor the implementation of the provisions of the Charter and the Code and developed the HSR4R UAK Strategy, the Team for monitoring the Implementation of the Principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, called the Monitoring Team has been established by the Rector of the UAK. The composition of the Monitoring Team and the scope of the team's tasks have been defined by the Rector's Ordinance no 97/2022 of October 23, 2022 (Link to the Rector's Ordinance in Polish: <https://akty.urk.edu.pl/index/site/8065>). The primary goal of the Monitoring Team is to ensure the quality and effectiveness of actions taken in the scope of the HRS4R Strategy. The Monitoring Team will define performance measures and will systematically evaluate the effects of implementing the principles of the Charter and the Code by individuals and organizational units assigned to the tasks. It is assumed that the Monitoring Team will meet at least every 3 months. The Monitoring Team comprises representatives of all academia of the UAK, which ensure proper progress of work in accordance with the developed schedule. The chairman of the Rector's Commission, as the implementation team, will be responsible for the coordination of activities and the proper flow of information between the Rector's Commission and the Monitoring Team.

How do you intend to involve the research community, your main stakeholders, in the implementation process?*

From the onset of the Initial Phase for the application for the HR Excellence in Research Award, the UAK research community (R1-R4) was involved in consultations preceding the gap analysis and in giving opinions on the HRS4R UAK Strategy (the academic consultations of the HSR4R UAK Strategy took place **from June 29 to July 15, 2022**), and they will be involved in the Implementation Phase, i.e. implementation process. The implementation of the Strategy includes the involvement of the vice-rectors involved in the Steering Committee, as coordinators of the strategy implementation in their units. The Rector's Commission comprises representatives of all groups of researchers (R4-R1) as internal stakeholders who have been involved in the preparation of the HRS4R UAK Strategy and will take part in the implementation of the designed actions in the future. This solution will ensure the representation of all groups of the academic community. One of the entities responsible for the preparation of a number of the planned regulations is the Senate Committee for Science, which includes representatives of researchers from all Faculties of the UAK as well as the University Centre for Veterinary Medicine together with internal and external stakeholders.

Information concerning individual stages of the HSR4R UAK Strategy implementation will be published on the university's website dedicated to this process. This will enable the academic community to join the consultations and submit their comments, corrections, or suggestions as to the final shape of the regulations to be implemented.

The Rector of the UAK will appoint a plenipotentiary for the implementation of the HSR4R Strategy who will be the intermediary in relations between the academic community, the Rector's Committee, the Steering Committee, the Rector's Commission, and the Monitoring Team, and will ensure proper communication.

How do you proceed with the alignment of organisational policies with the HRS4R? Make sure the HRS4R is recognized in the organisation's research strategy, as the overarching HR policy.

Members of the Rector's Commission and the Monitoring Team comprise persons who provide assurance and guarantees of the completion of the implementation of the HRS4R Strategy (representatives of university authorities and persons who are heads of administrative and scientific units, as well as representatives of R4-R1 groups). They will meet at least every 3 months. These University employees are also responsible for the implementation of the HSR4R Strategy into the Statute and Strategy of the UAK. In order to increase the impact and involvement of young researchers (assistants/PhD students and adjuncts from R1 and R2 groups, respectively) in the process of implementing the HRS4R Strategy and the Action plan, the Rector of the UAK **on March 23, 2023**, decided to include 8 researchers from the R1 group and 8 researchers from the R2 group into the Rector's Commission (two people from each faculty of the UAK).

During the preparation phase (gap analysis and compilation of the action plan) the Working groups of the Rector's Commission noted that some principles must be adjusted, and they should be included into the UAK Statute and Strategy. Now, some parts of these documents referring to the research, are consistent with the principles of the Charter, however, they should include the provisions that research principles at the UAK are consistent with the principles of the European Charter for Researchers. The UAK's Senate, at its meeting **on March 29, 2023**, adopted a resolution **18/2023** on the change in the UAK's Strategy consisting in the introduction of a provision integrating the HRS4R Strategy

with the UAK's Strategy link: <https://urk.edu.pl/strategia.html>.

How will you ensure that the proposed actions are implemented?*

In the first phase of the HRS4R Strategy preparation, the Steering Committee was a part of the Rector's Commission for the Implementation of the European Charter for Research and Code of Conduct for the Recruitment of Researchers at the University of Agriculture in Krakow. Recently, the Rector of the UAK, taking into account recommendations of the EU experts, decided to separate the Steering Committee, which is composed of the three Vice-Rectors (incl. Vice-Rector for International Cooperation, Vice-Rector for Research and Vice-Rector for General Affairs), to be an independent body. Since Vice-Rectors are supervisors of all researchers at the UAK and are responsible for the strategic, operational and financial aspects of the functioning of the university, it guarantees that the HSR4R implementation process will be carried out smoothly.

A quality control system for the OTM-R system will also be established. Once a year, a survey among the scientific staff (R1-R4) is planned to monitor the implemented strategy and assess the degree of bridging the previously defined gaps. The questionnaire will be prepared by the Rector's Commission and the results and conclusions will be assessed by the Monitoring team.

How will you monitor progress (timeline)?*

Meetings of the Monitoring Team with representatives of the Rector's Commission, as the implementation team, will be organized at least every 3 months. It will be preceded by an analysis of the implementation of the Strategy with regard to its compliance with the schedule or any deviation from it. The analysis will be based on synthetic information provided by the units responsible for the implementation of individual measures. Deviations from the schedule, together with the reasons, will be reported by the Monitoring Team to the Steering Committee and Rector of the UAK. Depending on the reasons for the deviations or delays, the Rector will make decisions securing the process of implementing the Strategy. At each stage of the Strategy implementation, activities will be monitored, reported, corrected, and in situations requiring it, the action plan and implementation schedule may be corrected. Amendments to the action plan cannot lead to resignation from remedying any of the diagnosed shortcomings.

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

Progress at individual stages of the Strategy implementation will be measured by indicators specific to individual activities and actions listed in the Action Plan. Documents in the form of Senate Resolutions, Rector's ordinances, new instructions and regulations as well as results of an annual survey on defined aspects of the European Charter for Researchers and OTM-R will be indicators of the progress of the HRS4R implementation at the UAK.

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

The implementation process will also make use of channels of communication with the UAK academic community that was applied in the process of the development of the HRS4R strategy.

In particular, these are:

- dedicated UAK web page in English: <https://urk.edu.pl/index/site/8038>
- dedicated web page in Polish: <https://urk.edu.pl/index/site/8032>
- A link to the internet pages dedicated to the process of implementing the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, which can be found on the main UAK website (tab on the left):
 - Polish version: <https://urk.edu.pl/>
 - English version: <https://en.urk.edu.pl/>
- article concerning the results of the questionnaire survey performed in March 2022 is published on the following web page: <https://urk.edu.pl/index/site/8036>
- information sent via e-mail on milestones achieved and planned events addressed to the whole UAK community (such as conducting a survey or presenting its results), and special e-mail messages from the university authorities to university staff.