

Process Description – upgraded 26.04.2023

Case number: [2021PL693599](#)

Name Organisation under review: University of Agriculture in Krakow

Organisation's contact details: al. Mickiewicza 21, 31-120 Kraków

Tel. +48 12 662 42 60

Prof. Dr. Andrzej Sechman, recint@urk.edu.pl

Date endorsement charter and code: October 6, 2021

Process

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4, as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation:

Name	Position	Steering Committee	Working Group	Management line/ Department
Prof. Andrzej Sechman, PhD Hab. Eng.	Head of the Steering Committee, R4	Yes	No	Vice-Rector for International Cooperation, professor, Faculty of Animal Sciences
Prof. Agnieszka Filipiak- Florkiewicz, PhD Hab. Eng.	Member of the Steering Committee, R4	Yes	No	Vice-Rector for Science, professor, Faculty of Food Technology
Prof. Andrzej Lepierczyk, PhD Hab. Eng.	Member of the Steering Committee, R4	Yes	No	Vice-Rector for General Affairs, Faculty of Agriculture

				and Economics
Prof. Joanna Makulska, PhD Hab. Eng.	Head of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, coordinator of the Working group for the conduct and analysis of the survey results (WG2), R4	No	Yes	professor, Department of Genetics, Animal Breeding and Ethology, Faculty of Animal Sciences
Ewa Weyssenhoff, MSc	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, coordinator of the Working group for the analysis of legal acts (WG1)	No	Yes	Coordinator for Legal Counsels, Organizational and Legal Section
Anna Gibowska-Sikora, MSc	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for the analysis of legal acts (WG1)	No	Yes	Head of the Human Resources Office
Alina Handzlik, MSc	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for the analysis of	No	Yes	Public Procurement Department, University Chancellor's Office

	legal acts (WG1)			
Maciej Oleksiak, MSc	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for the analysis of legal acts (WG1)	No	Yes	Financial Director, Quaestor, Financial department
Natalia Klonowska, PhD	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for the analysis of legal acts (WG1), R2	No	Yes	Adjunct, Department of Economics and Food Economy, Faculty of Agriculture and Economics
Angelika Kliszczyk, MSc. Eng.	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for the analysis of legal acts (WG1), R1	No	Yes	Assistant, PhD student, Department of Agroecology and Crop Production, Faculty of Agriculture and Economics
Prof. Zygmunt M. Kowalski, PhD Hab. Eng.	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for the conduct and analysis of the survey results	No	Yes	Director of Doctoral School, professor, Department of Animal Nutrition, Biotechnology, and Fisheries, Faculty of Animal Sciences

	(WG2), R4			
Michał Ciach, PhD Hab. Eng., UAK's professor	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for the conduct and analysis of the survey results (WG2), R3	No	Yes	Associate professor, Department of Forest Biodiversity, Faculty of Forestry
Łukasz Paluch, PhD Eng.	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for the conduct and analysis of the survey results (WG2), R2	No	Yes	Adjunct, Department of Economics and Food Economy, Faculty of Agriculture and Economics
Justyna Likus-Cieślak, PhD Eng.	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for the conduct and analysis of the survey results (WG2), R2	No	Yes	Adjunct, Department of Ecological Engineering and Forest Hydrology, Faculty of Forestry
Sylvia Pałka, PhD Eng.	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK,	No	Yes	Adjunct, Department of Genetics, Animal Breeding and Ethology, Faculty of Animal Sciences

	member of the Working group for the conduct and analysis of the survey results (WG2), R2			
Karolina Staszcz-Szlachta, MSc. Eng.	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for the conduct and analysis of the survey results (WG2), R1	No	Yes	Assistant, PhD student, Department of Ecology and Silviculture, Faculty of Forestry
Agnieszka Waliczek, MSc. Eng.	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for the conduct and analysis of the survey results (WG2), R1	No	Yes	Assistant, PhD student, Department of Animal Nutrition, Biotechnology, and Fisheries, Faculty of Animal Sciences
Szymon Sikorski, PhD	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, coordinator of the Working group for preparation of the HR report and strategy (WG3), R2	No	Yes	Proxy Rector's assistant, Rector's Office
prof. Małgorzata Kotula-Balak, PhD Hab.	Member of the Rector's Commission for the Implementation of the European Charter for	No	Yes	Head of the Rector's Commission for International Cooperation, professor, University Centre for

	Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for preparation of the HR report and strategy (WG3), R4			Veterinary Medicine JU-UAK
Renata Bączek-Kwinta, PhD Hab. Eng. UAK's professor	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for preparation of the HR report and strategy (WG3), R3	No	Yes	Associate professor, Department of Physiology, Plant Breeding and Seed Production, Faculty of Agriculture and Economy
Krzysztof Tokarz, PhD Eng., UAK's professor	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for preparation of the HR report and strategy (WG3), R3	No	Yes	Associate professor, Department of Botany, Physiology and Plant Protection, Faculty of Biotechnology and Horticulture
Tadeusz Gargula, PhD Hab. Eng.	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for preparation of the HR report and strategy (WG3), R3	No	Yes	Adjunct, Department of Geodesy, Faculty of Environmental Engineering and Land Surveying
Zbigniew Kowalczyk, PhD	Member of the Rector's	No	Yes	Adjunct, Department of

Hab. Eng.	Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for preparation of the HR report and strategy (WG3), R3			Production Engineering, Logistics and Applied Computer Science, Faculty of Production and Power Engineering
Anna Stępień, PhD Eng.	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for preparation of the HR report and strategy (WG3), R2	No	Yes	Adjunct, Department of Engineering and Machinery for Food Industry, Faculty of Food Technology
Patrycja Witek, BSc	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for preparation of the HR report and strategy (WG3)	No	Yes	Senior clerk, the Technology Transfer Center of the UAK
Magdalena Jurkiewicz, PhD	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for preparation of the	No	Yes	Adjunct, Department of Land Surveying Faculty of Environmental Engineering and Land Surveying

	HR report and strategy (WG3), R2			
Katarzyna Stelmach, PhD Eng.	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for preparation of the HR report and strategy (WG3), R2	No	Yes	Adjunct, Department of Plant Biology and Biotechnology, Faculty of Biotechnology and Horticulture
Izabela Siemińska, PhD vet.	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for preparation of the HR report and strategy (WG3), R2	No	Yes	Adjunct, University Centre of Veterinary Medicine
Maria Pazdan, MSc Eng.	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for preparation of the HR report and strategy (WG3), R1	No	Yes	Assistant, PhD student, Department of Land Management and Landscape Architecture, Faculty of Environmental Engineering and Land Surveying
Krystian Marzec, MSc Eng.	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment	No	Yes	Assistant, Department of Horticulture, Faculty of Biotechnology and Horticulture

	of Researchers at the UAK, member of the Working group for preparation of the HR report and strategy (WG3), R1			
Klaudia Dubniewicz, vet.	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for preparation of the HR report and strategy (WG3), R1	No	Yes	Assistant, University Centre of Veterinary Medicine
Dominika Dankiewicz, MSc	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, coordinator of the Working group for contacts with the European Commission and data management (WG4)	No	Yes	Head of the International Relegation Office, lecturer
Paulina Czuryłowska, MSc	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for contacts with the European Commission and data management (WG4)	No	Yes	Representative of administrative staff, specialist, Promotion and Recruitment Office
Mateusz Ponikiewicz, MSc Eng.	Member of the Rector's Commission for the Implementation of the	No	Yes	Team leader, IT Center of the UAK

	European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for contacts with the European Commission and data management (WG4)			
Joanna Najder-Zapotoczny, MSc	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for contacts with the European Commission and data management (WG4)	No	Yes	Representative of administrative staff, specialist, Center of Administrative Support for Projects
Izabella Majewska, MSc Eng.	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for contacts with the European Commission and data management (WG4)	No	Yes	Representative of administrative staff , press spokesman, Rector's Office
Jakub Fitas, PhD	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for contacts with the European Commission and data management (WG4), R2	No	Yes	Adjunct, Department of Mechanical Engineering and Agrophysics, Faculty of Production and Power Engineering

Grzegorz Fiutak, PhD Eng.	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for contacts with the European Commission and data management (WG4), R2	No	Yes	Adjunct, Department of Biotechnology And General Technology of Food, Faculty of Food Technology
Jakub Styks, MSc Eng.	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for contacts with the European Commission and data management (WG4), R1	No	Yes	Assistant, PhD student, Department of Mechanical Engineering and Agrophysics, Faculty of Production and Power Engineering
Magdalena Skotniczny. MSc Eng.	Member of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of the Working group for contacts with the European Commission and data management (WG4), R1	No	Yes	Assistant, Department of Fermentation Technology and Microbiology, Faculty of Food Technology
Marcin Gałan, MSc	Chairman of 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	No	Yes	Chancellor of the UAK

Aleksander Sokół, MSc	Member of 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	No	Yes	Department manager, Financial department
Michał Cyran, MSc	Member of 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	No	Yes	Legal Counselor, Rector's Division, Legal Counsel Team
Paweł Jakubiec, MSc	Member of 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	No	Yes	Director of the UAK's Library, senior graduate custodian
Michał Szandula, PhD Eng.	Member of 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, R2	No	Yes	Director of the Cultural and Lifelong Learning Center, member of the University Council, specialist
Tomasz Czech, PhD Eng., UAK's professor	Member of 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, R3	No	Yes	UAK's professor, director, Technology Transfer Center of the UAK
Tomasz Zaleski, PhD Hab.	Member of the Team for	No	Yes	UAK's professor, Vice-Dean,

Eng., UAK's professor	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, R3			Faculty of Agriculture and Economics
Prof. Stanisław Małek, PhD Hab. Eng.	Member of 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, R4	No	Yes	Professor, member of the University Council, Head of the Department of Ecology and Silviculture, Faculty of Forestry
Marta Basiaga, PhD Eng.	Member of 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, R2	No	Yes	Department of Zoology and Animal Welfare, Faculty of Animal Sciences
prof. Jacek Domagała, PhD Hab. Eng.	Member of 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, R4	No	Yes	Professor, Vice-Dean, Head of the Department of Animal Products Processing, Faculty of Food Technology
Krzysztof Tokarz, PhD Hab. Eng., UAK's professor	Member of 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, R3	No	Yes	UAK's professor, Department of Botany, Physiology and Plant Protection, Faculty of Biotechnology and Horticulture
Mariusz Cholewa, PhD Hab. Eng.	Member of the Team for monitoring the	No	Yes	Adjunct, Department of Hydraulic

	implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, R3			Engineering and Geotechnics, Faculty of Environmental Engineering and Land Surveying
Urszula Sadowska, PhD Hab. Eng., UAK's professor	Member of 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, R3	No	Yes	UAK's professor, Department of Machine Operation, Ergonomics and Production Processes, Faculty of Production and Power Engineering
Izabela Krakowska, PhD Hab. vet. Eng., UAK's professor	Member of 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, R3	No	Yes	UAK's professor, Vice Director, University Centre for Veterinary Medicine JU-UAK
Małgorzata Garus	Member of 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	No	Yes	Head of the University and Scientific Staff Development Office, Rector's General Affairs Office
Urszula Jabłońska-Korta, MSc	Member of 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	No	Yes	Director, Center of Administrative Support for Projects
Iwona Fijałkowska, MSc Eng.	Member of the Team for monitoring the implementation of the	No	Yes	Manager, Promotion and Recruitment Office

	principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK			
Joanna Kruzel, MSc Eng.	Member of 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, R1	No	Yes	PhD student, specialist, Secretary Office of Doctoral School
Klaudia Jaszczka, MSc	Member of 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, R1	No	Yes	PhD student, assistant, Department of Animal Physiology and Endocrinology

Note: You may add new management departments if needed.

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

Provide information on how the researchers groups were involved in the GAP-analysis:

Stakeholder group	Consultation format	Contributions
R1 (First Stage Researcher - up to the point of PhD), i.e. mainly: doctoral students, assistants	<ol style="list-style-type: none"> 1. On-line meetings concerning the procedure of application of the University of Agriculture in Krakow for the "HR Excellence in Research Award" and the initial phase of the HRS4R process (the first meeting was on February 24, 2022). 2. The doctoral students and community of researchers belonging to R1 took part in the on- 	<ol style="list-style-type: none"> 1. Preparation of a questionnaire for an anonymous survey. 2. Identification of gaps regarding the 40 principles of the C&C by participating in the anonymous survey. 3. Proposing solutions in the field of Ethical and professional aspects, Recruitment and selection,

	<p>line anonymous survey (providing data for the gap analysis).</p> <p>3. Representatives of the R1 group were involved in the work of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK; they participated in consultations (provided by e-mails or telephone conversations) on the identification of gaps and preparation of Action Plan and HRS4R Strategy of the UAK.</p> <p>4. Organizing a meeting of the Rector's Commission with the representatives of individual faculties from the R2 and R1 groups of employees newly appointed to the Commission in order to present the current activities in the field of implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK (prepared documents and the HRS4R UAK Strategy).</p>	<p>Working conditions, Training, and development, which could be involved in the Action Plan.</p> <p>4. Obtaining additional information and postulates from internal stakeholders from the R1 group, supplementing/correcting the previously obtained survey results.</p>
<p>R2 (Recognised Researcher - PhD holders or equivalent who are not yet fully independent), i.e. adjuncts</p>	<p>1. Meetings on-line explaining principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers as well as showing the main steps of the process of its implementation at the University of Agriculture in Krakow (the first meeting was on February 24, 2022).</p> <p>2. Researchers from this group took part in the on-line anonymous survey (providing data for the gap analysis).</p> <p>3. They could submit postulates and comments on the implementation of the HRS4R process via e-mail or directly to the head of the Rector's commission.</p> <p>4. They had opportunities to participate in academic consultations on the Action Plan for the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the University of Agriculture in Krakow (Strategy HRS4R UAK) which took place from June 29 to July</p>	<p>1. Preparation of a questionnaire for an anonymous survey.</p> <p>2. Identification of gaps regarding the 40 principles of the C&C by participating in the anonymous survey.</p> <p>3. Proposing solutions in the field of Ethical and professional aspects, Recruitment and selection, Working conditions, Training and development, which could be involved in the Action Plan.</p> <p>4. Obtaining additional information and postulates from internal stakeholders from the R2 group, supplementing/correcting the previously obtained survey results.</p>

	<p>15, 2022.</p> <p>5. Organizing a meeting of the Rector's Commission with the representatives of individual faculties from the R2 and R1 groups of employees newly appointed to the Commission in order to present the current activities in the field of implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK (prepared documents and the HRS4R UAK Strategy).</p>	
R3 - Established Researcher (Researchers who have developed a level of independence), i.e. associate professor	<p>1. Meetings on-line explaining principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers as well as showing the main steps of the process of its implementation at the University of Agriculture in Krakow (the first meeting was on February 24, 2022).</p> <p>2. Researchers from this group took part in the on-line anonymous survey (providing data for the gap analysis).</p> <p>3. They could submit postulates and comments on the implementation of the HRS4R process via e-mail or directly to the head of the Rector's commission.</p> <p>4. They had opportunities to participate in academic consultations on the Action Plan for the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the University of Agriculture in Krakow (Strategy HRS4R UAK) which took place from June 29 to July 15, 2022.</p>	<p>1. Preparation of a questionnaire for an anonymous survey.</p> <p>2. Identify gaps regarding the 40 principles of the C&C by participating in the anonymous survey.</p> <p>3. Proposing solutions in the field of Ethical and professional aspects, Recruitment and selection, Working conditions, Training and development, which could be involved in the Action Plan.</p>
R4 (Leading Researcher - researchers leading their research area or field), i.e. professor	<p>1. Meetings on-line explaining principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers as well as showing the main steps of the process of its implementation at the University of Agriculture in Krakow (the first meeting was on February 24, 2022).</p> <p>2. Researchers from this group took part in the</p>	<p>1. Preparation of a questionnaire for an anonymous survey.</p> <p>2. Identify gaps regarding the 40 principles of the C&C by participating in the anonymous survey.</p> <p>3. Proposing solutions in the field of Ethical and professional aspects, Recruitment and selection, Working conditions, Training and development, which could be involved in the Action Plan.</p>

	<p>on-line anonymous survey (providing data for the gap analysis).</p> <p>3. They could submit postulates and comments on the implementation of the HRS4R process via e-mail or directly to the head of the Rector's commission.</p> <p>4. They had opportunities to participate in academic consultations on the Action Plan for the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the University of Agriculture in Krakow (Strategy HRS4R UAK) which took place from June 29 to July 15, 2022.</p>	
--	---	--

Note: You may add new stakeholder groups if needed.

Please describe how the Committee overseeing the process was appointed and how it worked (meetings, decisions, etc.):

October 6, 2021 - Rector of the University of Agriculture in Krakow (UAK), Assoc. Prof. Sylwester Tabor, PhD, signs the declaration of support for the principles and recommendations of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, and the declaration is sent to the European Commission. [The Endorsement Letter can be found on the University web page.](#)

October 6, 2021 – the University of Agriculture in Krakow receives an official reply from the European Commission. The Commission approves the declaration and encourages the implementation of the principles of the Charter and the Code.

November 10, 2021 - Rector of the UAK, Assoc. Prof. Sylwester Tabor, PhD signs an Ordinance on the establishment of a 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 (hereinafter referred to as the Rector's Commission; Ordinance No. 172/2021), whose tasks include preparation of the strategy for implementation of the principles and requirements set out in the Charter and in the Code at the University of Agriculture in Krakow (UAK), in accordance with the guidelines of the European Commission. [Link to the Rector's Ordinance in Polish](#)

The most important tasks of the Rector's Commission include:

- analysis of internal legal regulations, procedures and practices used at the University, indicating the extent to which the University implements the provisions of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers;
- preparation of organizational, legal and information documentation as a result of an internal analysis aimed at identifying areas requiring specific actions in the context of adapting internal regulations to the requirements of the Charter and the Code;

- development of the above-mentioned action strategy (in Polish and English), hereinafter referred to as the "HR Strategy", including the following documents: Gap-Analysis, Charter and Code Checklist, OTM-R Checklist, and Action Plan.

November 18, 2021 - the first meeting of the Rector's Commission; presentation of the scope of the Commission's activities and the action plan; establishment of a **Steering Committee** (comprising Vice Rector for International Cooperation, Vice-Rector for Science and Vice-Rector for General Affairs; by the decision of the UAK's Rector of March 23, 2023 the Steering Committee was separated from the Rector's Commission as an independent body supervising the implementation of the HRS4R UAK Strategy, for more details see below), and the following Working groups within the Rector's Commission: (1) **Working group for the analysis of legal acts (WG1)** - the aim: identification of the gaps between the principles of the Charter and the Code, and the regulations and procedures binding at the University of Agriculture in Krakow, and preparation of the OTM-R checklist, (2) **Working group for the conduct and analysis of the survey results (WG2)** - the aim: preparation of a questionnaire survey aimed at identifying the gaps between the principles of the Charter and the Code, and the regulations and procedures binding at the University of Agriculture in Krakow, (3) **Working group for preparation of the HR report and strategy (WG3)** - the aim: preparation of the HRS4R strategy entitled: "Action plan for the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the University of Agriculture in Krakow - HRS4R UAK Strategy" as well as the Action Plan, (4) **Working group for contacts with the European Commission and data management (WG4)** - the aim: to conduct an information campaign at the University concerning the process of implementation of HSR4R and preparation of the final versions of documents to be entered into the Euraxess electronic system, and creating and updating English and Polish-language websites regarding the HR Excellence in Research.

The most important tasks of the Steering Committee include:

- preparing a strategy and taking current actions regarding the preparation and implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK;
- continuous supervision of the work of the Rector's Commission and individual working groups (WG);
- consulting and accepting the actions taken and the HRS4R UAK Strategy documents (Gap analysis, OTM-R checklist, Action Plan) prepared by the WG;
- analysis of quarterly reports of the Monitoring Team of the C & C implementation process;
- submitting applications to the appropriate units of the University in all matters related to the implementation of the HRS4R UAK Strategy;
- preparation of regular reports on the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK for submission to the Rector and presentation at the Senate meeting;
- coordination of activities related to the preparation of documentation for the evaluation of the HRS4R URK strategy implementation process.

December 16, 2021 - the second meeting of the Rector's Commission; discussion on the scope of the survey addressed to employees and doctoral students of the University (R1-R4 stakeholders) - analysis of the proposed survey questions identifying the gaps between the principles of the Charter and the Code, and the regulations and procedures binding at the University of Agriculture in Krakow.

January 13, 2022 - the third meeting of the Rector's Commission; approval of the final version of the questionnaire addressed to employees and doctoral students of the University and sending it to the Rector's Committee for the Ethics of Scientific Research with Human Participation (the approval obtained on February 19, 2022).

February 24, 2022 - a meeting with university staff and PhD students informing the academic community about the application procedure for the "HR Excellence in Research Award" and the planned survey.

March 1-5 and 23-26, 2022 - the survey is conducted in the form of an anonymous on-line questionnaire. 44.1% of the UAK researchers (of the total population of 871 academic teachers, research staff and PhD students) respond. The survey is used as the main tool in obtaining information for the gap analysis required.

February - May 2022 - members of the WG1 analyse internal regulations and documents, and conduct numerous consultations with R1-R4 researchers to come up with the best solutions to be included in the HRS4R strategy. They also analyse the results of the survey conducted and of the binding regulations and procedures, as well as of the mentioned above consultations; in parallel, the WG3 prepares the Strategy for the implementation of the HRS4R at the University of Agriculture in Krakow.

April 13, 2022 - the fourth meeting of the Rector's Commission; discussion and approval of the survey results, presentation of the strengths and weaknesses of the University in the field of HR.

May 26, 2022 - the fifth meeting of the Rector's Commission; presentation by the WG1 and approval by the Commission documents comprising the analysis of legal acts and internal regulations, OTM-R checklist, as well as the GAP analysis; the WG3 shows a draft of the HRS4R strategy entitled: "**Action plan for the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the University of Agriculture in Krakow - HRS4R UAK Strategy**"

June 29, 2022 - the sixth meeting of the Rector's Commission; discussion and acceptance of the Action plan for the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the University of Agriculture in Krakow (introducing the action plan into **HRS4R UAK Strategy**), and making a decision to send the document for consultation with researchers of the UAK. Consultations took place from **June 29 to July 15, 2022**.

September 21, 2022 - the Senate of the University evaluates and adopts the HRS4R UAK Strategy (comprising the Gap analysis, OTM-R checklist, and Action Plan) at the University of Agriculture in Krakow (Resolution No. 96/2022. of the Senate of the UAK of 21st September 2022 on the adoption of the HRS4R UAK Strategy – 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 Krakow; link to the Senate's Resolution: <https://bip.malopolska.pl/urkrakow,a,2166431,uchwala-nr-962022-senatu-universytetu-rolniczego-im-hugona-kollataja-w-krakowie-z-dnia-21-wrzesnia-2.html>).

September 23, 2022 - commencement of the Implementation Phase of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK in line with the guidelines set out in **the Action Plan** and the provisions of the **Strategy HRS4R UAK**; in order to monitor the implementation of the provisions of the Charter and the Code, **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**, called the Monitoring Team, was established. The scope and tasks of the Team have been defined by Rector's Ordinance No. 97/2022 of September 23, 2022. Link to the Rector's Ordinance in Polish: https://urk.edu.pl/zasoby/23/zr_97_2022.pdf

The tasks of the Monitoring Team are as follows:

- overseeing the implementation process of the HRS4R UAK Strategy,
- supervising the activities of the Rector's Commission (working group) and other units involved in the implementation process,
- ensuring the quality and effectiveness of activities undertaken in the field of HRS4R Strategy,
- defining measures of implementation of activities and systematic evaluation of the effects of the implementation of the principles of the Charter and the Code by individual teams and organizational units in the University (implementation of the Action Plan),
- analyzing the effects of the various stages of the HRS4R Strategy implementation process,
- informing internal and external stakeholders about the results of the implementation of the HRS4R Strategy at URK,
- formulating recommendations for further stages of implementation of the provisions of the European Charter for Researchers and the Code of Conduct for Recruitment of Employees at the UAK.

October 3, 2022 – the final version of Strategy HRS4R UAK was submitted to the European Commission via the EURAXESS HRS4R E-tool.

October 19, 2022 - formal approval of the Gap-Analysis, OTM-R, and Action Plan documents by the EURAXESS Rights team

March 9, 2023 - receipt of the EURAXESS Rights team report on the assessment of application documents (setting the status *Pending minor modifications* in the system)

March 23, 2023 – the meeting of the 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; discussion of the EURAXESS Rights team report and expert recommendations on application documents; adoption of the action plan of working groups (WG1-WG4) aimed at introducing the necessary changes and corrections in individual documents of the HRS4R UAK Strategy; making a decision to extend the composition of the Rector's Commission by persons from groups R2 and R1 (in accordance with the experts' recommendations); The Rector's decision to separate the Steering Committee from the Rector's Commission as a distinct body supervising the implementation of the HRS4R UAK Strategy was accepted; Prof. dr hab. Joanna Makulska was appointed as a new Head of the Rector's Commission.

March 29, 2023 - adoption by the Senate of the UAK of resolution No. 18/2023 on the change in the Strategy of the University of Agriculture in Krakow regarding the introduction of a provision integrating the HRS4R Strategy with the UAK Strategy – link: <https://en.urk.edu.pl/mission.html>

April 4, 2023 – the meeting of the Rector's Commission with new representatives of UAK Faculties from the group of R2 and R1 employees newly appointed to the Commission; presentation of current activities in the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK (prepared documents and HRS4R UAK Strategy); obtaining additional information and postulates from internal stakeholders from the R2 and R1 groups, supplementing/correcting the previously obtained results of surveys conducted among employees and doctoral students of the UAK.

April 12, 2023 – the next meeting of the Rector's Commission; presentation of the corrected documents, i.e. Process Description, Gap Analysis, OTM-R Checklist, and Action Plan, according to the recommendations of EURAXESS Rights team experts; approval of final versions of individual documents.

April 18, 2023 - approval of the final versions of individual documents by members of the Rector's Committee in electronic voting (MS Forms).

April 26, 2023 - the Senate of the University evaluates and approves the revised documents included in the HRS4R UAK Strategy (Resolution No. 27/2023 of the Senate of the UAK; link to the Senate's Resolution: <https://bip.malopolska.pl/urkrakow,a,2270460,uchwala-nr-272023-senatu-universytetu-rolniczego-im-hugona-kollataja-w-krakowie-z-dnia-26-kwietnia-2.html>).

May 8, 2023 - submission of the revised documents of the HRS4R UAK Strategy, i.e. Process Description, Gap Analysis, OTM-R Checklist, and Action Plan for reassessment by EURAXESS Rights team via EURAXESS HRS4R E-tool.

Ways of overseeing the process

In the Initial Phase, the process of implementing the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK was led by the Rector's Commission and supervised by the Steering Committee. From the beginning of the Implementation Phase, this process is additionally overseen by the Monitoring Team, whose meetings are held every 3 months, and supervised by the Steering Committee (separated by the Rector's decision of 23 March 2023 from the Rector's Commission). Action plans and quarterly reports from the meetings of the Steering Committee with the Monitoring Team are presented at the meetings of the Senate Organization and Statute Committee, the Senate Science Committee, the Rector's College (with the participation of the Rector of the UAK), meetings of the University Council (representing external and internal stakeholders) and Senate (representing researchers from R4-R1 groups and other UAK's employee), and subsequently deposited in the University's chancellery.

In addition, after obtaining the "HR Excellence in Research Award", in order to obtain feedback on the implementation of HRS4R in UAK, 5-person internal stakeholder groups composed of employees from groups R1-R4 in each UAK Faculty will be established. Information obtained from these groups and the Faculty Councils of External Stakeholders will be verified and consulted, and then used by the Rector's Commission and the Monitoring Team in the phases of implementation and maintaining the quality of the HRS4R Excellence in Research Award.

Please describe how the Working Group doing the Gap Analysis was appointed:

To conduct Gap Analysis and prepare the Action Plan as well as appropriate documents concerning 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 (UAK), Rector Prof. Sylwester Tabor, PhD evoked **the 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 (Ordinance No. 172/2021)** (hereinafter referred to as **the Rector's Commission**). It consists of three Vice-rector a Bursar, a representative of the Chancellor's Office, a Director of the Doctoral School, a Coordinator for Legal Advisers, a Head of the Human Resources Office, a Head of the International Relations Office, representatives of all UAK Faculties and the University Center for Veterinary Medicine (representing groups R4-R1), Technology Transfer Center, Center of Administrative Support for Projects, administrative staff, and doctoral students. Representatives of researchers (R4-R1) joining the Rector's Commission have been selected in recognition of their competencies in the fields of ethics, human resource management, organisation management, law, and statistical analyses. Members of the administrative staff represent central organisational units that are responsible for HR, working conditions, and the process of hiring R1 to R4 researchers.

During the first meeting of the Rector's Commission, which took place **on November 18, 2021**, the Steering Committee, comprising the Vice-Rector for International Cooperation, Vice-Rector for Science and Vice-Rector for General Affairs, and four Working groups (WG) were set up: (1) Working group for the analysis of legal acts (WG1; coordinator: Ewa Weyssenhoff, M.Sc., lawyer), (2) Working group for the conduct and analysis of the survey results (WG2; coordinator: Prof. Dr Joanna Makulska, PhD), (3) Working group for preparation of the HR report and strategy (WG3; coordinator: Dr Szymon Sikorski, PhD), (4) Working group for contacts with the European Commission and data management (WG4; coordinator: Dominika Dankiewicz, M.Sc.).

The aims of these WG groups were as follows:

1. **WG1** - the goal of this working group was to prepare the internal analysis of gaps in the provisions of internal legal regulations as well as procedures and practices applied at the UAK about the implementation of the provisions of the Charter and the Code and the prepared report. The second goal of this WG was to perform an OTM-R analysis. This WG worked intensively from **February to May 2022** and presented them at the Rector's Commission meeting on the **26th of May 2022**. The analyses were approved by the Rector's Commission.
2. **WG2** – the goal of this working group was to prepare a survey to identify the gaps between the principles of the Charter and the Code, and the regulations and procedures binding at the UAK to identify the strong and weak aspects of the University HR process. The WG2 intensively worked **between December 2021 and January 2022** (4 meetings) to prepare a questionnaire survey for University researchers and PhD students. The questionnaire completed online **in March 2022** by 44.1% of the UAK researchers (the total population of 871 academic teachers, research staff and doctoral students) became the main tool for obtaining information for the gap analysis. The survey results were evaluated by members of WG2 (3 meetings **in March and April 2022**) and subsequently accepted at the meeting of the Rector's Commission **on April 13, 2022**.
3. **WG3** - the goal of this working group, which met several times **from January to June 2022**, was to prepare first the Action Plan and thereafter the HRS4R strategy entitled: "**Action plan for the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the University of Agriculture in Krakow - HRS4R UAK Strategy**". Members of WG3 conducted numerous consultations with R1-R4 researchers to come up with the best solutions to be included in the Strategy. Based on the analysis of the questionnaire results, internal legal acts and procedures, and the mentioned above consultations, the WG3 prepared the HRS4R UAK Strategy. The final version of this document was presented to the academic community for consultation which took place **from June 29 to July 15, 2022**.
4. **WG4** - the goal of this working group, which met several times **from November 2021 to October 2022**, was to conduct an information campaign at the University concerning the process of implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, to prepare final versions of documents to be entered into the EURAXESS HRS4R E-tool and to provide necessary information

about the implementation of HRS4R Strategy to internal and external stakeholders by creating and updating English (<https://urk.edu.pl/index/site/8033>) and Polish-language (<https://urk.edu.pl/index/site/8032>) university websites.

All steps of the Initial Phase of implementation of HRS4R at the UAK were overseen by the Steering Committee. The results of the academic community survey as well as the analyses and documents prepared by the WG members (Gap Analysis, OTM-R checklist, Action Plan, and a document comprising the HRS4R UAK Strategy) were evaluated and accepted at the following meetings of the Rectors Commission. The HRS4R UAK Strategy was sent for a consultation with the university's academic community **on June 29**, and the consultations were carried out **till July 15, 2022**. Each employee could submit comments and suggestions for the HR action plan and the HRS4R UAK Strategy by e-mail (contact provided at <https://urk.edu.pl/index/site/8041>). The comments and remarks obtained were taken into consideration and included as amendments to the final version of the HRS4R UAK Strategy. Subsequently, the HRS4R UAK Strategy was evaluated and accepted by the Senate of the University of Agriculture in Krakow at the meeting **on September 21, 2022** (Link to Senate Resolution in Polish: <https://bip.malopolska.pl/urkrakow,a,2166431,uchwala-nr-962022-senatu-universytetu-rolniczego-im-hugona-kollataja-w-krakowie-z-dnia-21-wrzesnia-2.html>).

After obtaining the evaluation by the EURAXESS Rights team on **March 9, 2023**, the Rector's Commission meeting was held first on **March 23, 2023**, at which, by the recommendation of experts from the European Commission, it was decided to supplement the composition of the Commission with new representatives of employees from groups R1 and R2 (including doctoral students). The Rector's decision to separate the Steering Committee from the Rector's Commission as a distinct body supervising the implementation of the HRS4R UAK Strategy was accepted by the Rector's Commission. Moreover, Prof. dr hab. Joanna Makulska was appointed as a new Head of the Rector's Commission.

The next meeting of the Rector's Commission (comprising the Steering Committee), with the newly appointed representatives of each Faculty from the group R2 and R1, took place on **April 4, 2023**. The purpose of this meeting was to present the progress in 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 (prepared documents and the HRS4R UAK strategy) and to obtain additional information and postulates from stakeholders from these two groups supplementing/correcting the previously obtained results of surveys conducted among employees and doctoral students of the UAK. The next meeting of the Rector's Committee was held on **April 12, 2023**, during which corrections of individual Strategy documents, i.e. Process Description, Gap-Analysis, OTM-R Checklist, and Action Plan, were presented. The final versions of these documents were approved by members of the Rector's Committee in electronic voting (MS Forms) on **April 18, 2023**.

Subsequently, the revised documents of the HRS4R UAK Strategy were evaluated and accepted by the Senate of the University of Agriculture in Krakow at the meeting **on April 26, 2023** (Senate Resolution no 27/2023; Link to Senate Resolution in Polish: <https://bip.malopolska.pl/urkrakow,a,2270460,uchwala-nr-272023-senatu-universytetu-rolniczego-im-hugona-kollataja-w-krakowie-z-dnia-26-kwietnia-2.html>).