

Process Description

Case number: [2021PL693599](#)

Name Organisation under review: University of Agriculture in Krakow

Organisation's contact details: a l . M i c k i e w i c z a 2 1 , 3 1 - 1 2 0 K r a k ó w

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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 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 (UAK), Steering Committee, R4	Yes	No	Vice Rector for International Cooperation, professor, Faculty of Animal Sciences
Prof. Agnieszka Filipiak-	Vice-head of the Rector's	Yes	No	Vice Rector for Science,

Florkiewicz, PhD 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, Steering Committee, R4			professor, Faculty of Food Technology
Prof. Andrzej Lepierczyk, 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, Steering Committee, R4	Yes	No	Vice Rector for General Affairs, Faculty of Agriculture and Economics
Ewa Weysenhoff, 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 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 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	No	Yes	Public Procurement Department, University Chancellor's Office

	Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of Working group for the analysis of 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 Working group for the analysis of legal acts (WG1)	No	Yes	Financial Director, Quaestor, Financial department
Prof. Joanna Makulska, 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, coordinator of Working group for the conduct and analysis of the survey results (WG2), R4	No	Yes	professor, Faculty of Animal Sciences
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 Working group for the conduct and analysis of the survey results (WG2), R4	No	Yes	Director of Doctoral School, professor, Faculty of Animal Sciences
Michał Ciach, PhD Hab.	Member of the Rector's	No	Yes	Associate professor,

Eng., UAK's professor	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 Working group for the conduct and analysis of the survey results (WG2), R3			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 Working group for the conduct and analysis of the survey results (WG2), R2	No	Yes	Adjunct, Faculty of Agriculture and Economics
Natalia Gumulak, 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 Working group for the conduct and analysis of the survey results (WG2), R1	No	Yes	Representative of PhD students, Doctoral School of the UAK
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,	No	Yes	Proxy Rector's assistant, Rector's Office

	coordinator of Working group for preparation of the HR report and strategy (WG3), R2			
prof. Małgorzata Kotula-Balak, PhD Hab.	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 Working group for preparation of the HR report and strategy (WG3), R4	No	Yes	Head of the Rector's Commission for International Cooperation, professor, University Centre for 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 Working group for preparation of the HR report and strategy (WG3), R3	No	Yes	Associate professor, 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 Working group for preparation of the HR report and strategy (WG3), R3	No	Yes	Associate professor, Faculty of Biotechnology and Horticulture
Tadeusz Gargula, PhD Hab. Eng.	Member of the Rector's Commission for the Implementation of the	No	Yes	Adjunct, Faculty of Environmental Engineering and Land

	European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of Working group for preparation of the HR report and strategy (WG3), R3			Surveying
Zbigniew Kowalczyk, 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 Working group for preparation of the HR report and strategy (WG3), R3	No	Yes	Adjunct, 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 Working group for preparation of the HR report and strategy (WG3), R2	No	Yes	Adjunct, 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 Working group for preparation of the HR	No	Yes	Senior clerk, the Technology Transfer Center of the UAK

	report and strategy (WG3)			
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 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 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 European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of Working group for contacts with the European Commission and data management (WG4)	No	Yes	Team leader, IT Center of the UAK
Joanna Najder-Zapotoczny, MSc	Member of the Rector's Commission for the Implementation of the	No	Yes	Representative of administrative staff, specialist, Center of

	European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, member of Working group for contacts with the European Commission and data management (WG4)			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 Working group for contacts with the European Commission and data management (WG4)	No	Yes	Representative of administrative staff , press spokesman, Rector's Office
Tomasz Szanser, 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	Yes	No	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	Yes	No	Department manager, Financial department
Michał Cyran, MSc	Member of the Team for monitoring the implementation of the principles of the European	Yes	No	Legal Counselor, Rector's Division, Legal Counsel Team

	Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK			
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	Yes	No	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	Yes	No	Director of the Cultural and Lifelong Learning Center, member of the University Council, specialist, R2
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	Yes	No	Director, Technology Transfer Center of the UAK, R3
Tomasz Zaleski, 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	Yes	No	Vice-Dean, Faculty of Agriculture and Economics, R3
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	Yes	No	Professor, member of University Council, Head of the Department of Ecology and Silviculture, Faculty of Forestry, R4

	Researchers at the UAK			
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	Yes	No	Vice-Dean, Faculty of Animal Sciences, R2
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	Yes	No	Vice-Dean, Head of the Department of Animal Products Processing, Faculty of Food Technology, R4
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	Yes	No	UAK's professor, Department of Botany, Physiology and Plant Protection, Faculty of Biotechnology and Horticulture, R3
Mariusz Cholewa, 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	Yes	No	Adjunct, Department of Hydraulic Engineering and Geotechnics, Faculty of Environmental Engineering and Land Surveying, R3
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	Yes	No	UAK's professor, Department of Machine Operation, Ergonomics and Production Processes, Faculty of Production and Power Engineering, R3
Izabela Krakowska, PhD Hab. vet. Eng., UAK's	Member of the Team for monitoring the	Yes	No	Vice Director, University Centre for Veterinary

professor	implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK			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	Yes	No	Manager, 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	Yes	No	Director, Center of Administrative Support for Projects
Iwona Fijałkowska, 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	Yes	No	Manager, Promotion and Recruitment Office
Mariusz Kwinta-Pudelko, 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	Yes	No	Director, Chief IT Office, IT Center
Joanna Krużel, MSc Eng.	Member of the Team for monitoring the implementation of the principles of the European Charter for Researchers	Yes	No	PhD student, specialist, Secretary Office of Doctoral School, R1

	and the Code of Conduct for the Recruitment of Researchers at the UAK			
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	Yes	No	PhD student, assistant, R1

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 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-line anonymous survey (providing data for the gap analysis). 3. Representatives of 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. 	<ol style="list-style-type: none"> 1. Preparation of a questionnaire for anonymous survey. 2. Identification of gaps regarding to the 40 principles of the C&C by taking part in the anonymous survey. 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.
R2 (Recognised Researcher - PhD holders or	1. Meetings on-line explaining principles of	1. Preparation of a questionnaire for

<p>equivalent who are not yet fully independent), i.e. adjuncts</p>	<p>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>anonymous survey.</p> <p>2. Identification of gaps regarding to the 40 principles of the C&C by taking part 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>R3 - Established Researcher (Researchers who have developed a level of independence), i.e. associate professor</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 15, 2022.</p>	<p>1. Preparation of a questionnaire for anonymous survey.</p> <p>2. Identification of gaps regarding the 40 principles of the C&C by taking part 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>R4 (Leading Researcher - researchers leading their research area or field), i.e. professor</p>	<ol style="list-style-type: none"> 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). 2. Researchers from this group took part in the on-line anonymous survey (providing data for the gap analysis). 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. 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. 	<ol style="list-style-type: none"> 1. Preparation of a questionnaire for anonymous survey. 2. Identification of gaps regarding the 40 principles of the C&C by taking part in the anonymous survey. 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.
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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 Assoc. Prof. Sylwester Tabor, Ph.D. 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 Endorsment Letter can be found on the University web page.](#)

October 6, 2021 - University of Agriculture in Krakow receives an official reply of 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 Prof. Sylwester Tabor, Ph.D. signs an Ordinance on 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 (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, in accordance with the guidelines of the European Commission. [Link to the Rector's Ordinance in Polish](#)

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), 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.

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 Ph.D. students informing the academic community about the procedure of the application for the "HR Excellence in Research Award" as well as about 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 Ph.D. 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 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,m,401202,2022.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://akty.urk.edu.pl/index/site/8065>

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

Tasks of the Monitoring Team and ways of overseeing the process

During the Initial Phase of implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK the process has been overseen by the Steering Committee. From the onset of the Implementation Phase, it will be supervised by the Monitoring Team in coordination with the Steering Committee.

The tasks of the Monitoring Team are as follows:

1. overseeing the implementation process of the HRS4R URK Strategy,
2. supervising the activities of the Rector's Commission (working group) and other units involved in the implementation process,
3. ensuring the quality and effectiveness of activities undertaken in the field of HRS4R Strategy,
4. defining measures of implementation of activities and systematic evaluation of the effects of implementation of the principles of the Charter and the Code by individual teams and organizational units in the University (implementation of the Action Plan),
5. analyzing the effects of the various stages of the HRS4R Strategy implementation process,
6. informing internal and external stakeholders about the results of the implementation of the HRS4R Strategy at URK,
7. 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 URK.

In addition, the selected and appointed group of R1-R4 stakeholders within each faculty will be verifying the implementation of the HRS4R at the UAK and will be consulted by both the Rector's Commission (comprising Steering Committee and Working groups) and the Monitoring Team (the main committee responsible for overseeing the Process).

The chairman of the Rector's Commission for the implementation of the principles of the Charter and the Code and the chairman of the Monitoring Team will periodically submit reports to the Rector on the implementation of the Action Plan.

Moreover, the proposed solutions and activities to be implemented in the HRS4R process at UAK will be each time evaluated and verified by appropriate bodies, such as: the Council of Rectors of the UAK, the Senate Organizational and Statute Committee, or the Senate Committee of Science, and eventually adopted by the Rector or the Senate of UAK.

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

In order to conduct Gap Analysis and prepare the Action Plan as well as appropriate documents concerning 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, Ph.D. 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-rectors, Bursar, representative of Chancellor's Office, Director of Doctoral School, Coordinator for Legal Advisers, Head of the Human Resources Office, Head of the International Relegation Office, representatives of all UAK Faculties and the University Center for Veterinary Medicine UJ-UR, Technology Transfer Center, Center of Administrative Support for Projects, administrative staff and doctoral students. Representatives of researchers joining the Rector's Commission have been selected in recognition of their competences in the fields of: ethics, human resource management, organisation management, law, 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, within the Commission of a Steering Committee (comprising 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 Weysenhoff, M.Sc., lawyer), (2) Working group for the conduct and analysis of the survey results (WG2; coordinator: Prof. Dr. Joanna Makulska, Ph.D.), (3) Working group for preparation of the HR report and strategy (WG3; coordinator: Dr Szymon Sikorski, Ph.D.), (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 with regard to the implementation of the provisions of the Charter and the Code and the prepared report. The second goal of this WG was to perform OTM-R analysis. This WG worked intensively from **February to May, 2022**, and presented them at the Rector's Commission meeting on **26th of May 2022**. The analyses were approved by the Rector's Commission.

2. **WG2** - the main goal of this working group was to prepare of a survey aimed at identifying the gaps between the principles of the Charter and the Code, and the regulations and procedures binding at the UAK in order 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 questionnaire survey for University researchers and Ph.D. 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 in 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 at 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. On the basis of the analysis of the questionnaire results, of the internal legal acts and procedures, and of 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 main 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 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 overseeing by the Rector's Commission (especially by the Steering Committee). The results of 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 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 taking into consideration and included as amendments into 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,m,401202,2022.html>).