

## Internal Review

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

<b>STAFF &amp; STUDENTS</b>	<b>FTE (31.12.2024)</b>
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research *	<b>783.3</b>
Of whom are international (i.e. foreign nationality) *	<b>49.5</b>
Of whom are externally funded (i.e. for whom the organisation is host organisation) *	<b>6.5</b>
Of whom are women *	<b>406.6</b>
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. *	<b>368.6</b>
Of whom are stage R2 = in most organisations corresponding with postdoctoral level *	<b>252.2</b>
Of whom are stage R1 = in most organisations corresponding with doctoral level *	<b>163.5</b>
Total number of students (if relevant) *	<b>7459</b>
Total number of staff (including management, administrative, teaching and research staff) *	<b>1495.3</b>
<b>RESEARCH FUNDING (figures for most recent fiscal year)</b>	<b>€ (31.12.2024)</b>
Total annual organisational budget	<b>79 379 973.46</b>
Annual organisational direct government funding (designated for research)	<b>21 015 662.10</b>
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	<b>4 312 796.28</b>
Annual funding from private, non-government sources, designated for research	<b>988 532,75</b>

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

The University of Agriculture in Krakow (UAK) was separated from Jagiellonian University (JU) in 1953 and conducts research and educational activities across the agricultural, food, forestry, and environmental protection sectors, addressing all aspects of their functioning, such as natural, technical, social, and economic. Its research activities focus on eight faculties: Agriculture and Economics, Forestry, Animal Sciences, Food Technology, Biotechnology and Horticulture, Environmental Engineering and Geodesy, Production and Power Engineering, and Veterinary Medicine. UAK's researchers are involved in projects funded by the National Science Center, National Center for Research and Development, National Agency for Academic Exchange, and EU funds.



## 2. Strengths and weaknesses of the current practice

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

### Ethical and professional aspects:

#### Strengths

Most principles related to ethical and professional aspects have been indicated in the 2024 questionnaire responses as nearly implemented, with two of them (**Research freedom** and **Professional responsibility**) reported as fully implemented. In line with its mission and strategy, the University of Agriculture in Krakow (UAK) is safe, non-discriminatory and respects the principles of equality and diversity. In the case of the "Non-discrimination Principle", the percentage of positive responses increased compared to the 2022 surveys (35% and 41.8%, respectively). The UAK inspires and supports professional and personal development in the academic community. In 2020, the Rector's Committee for the Ethics of Scientific Research with Human Participation was established. Resolution of the UAK Senate No. 38/2024 approved the UAK Community Ethics Regulations. The Regulations define universal ethical values and the resulting principles of proper conduct for persons employed, studying and preparing doctoral dissertations at UAK. On December 16, 2024, Rector's Ordinance No. 117/2024 was introduced on the implementation of the UAK procedure for reporting violations of the law and taking follow-up actions.

In 2022, the University developed and implemented the "Gender Equality Plan," which outlines key principles, goals, and activities to promote equal opportunities for everyone working, studying, or preparing doctoral dissertations at the University. Its primary task is to create conditions that enable work and learning in a safe environment that ensures respect for diversity, freedom from discrimination, opportunities for development, and equal treatment and chances for all academic community members. The University has appointed the Rector's Plenipotentiary for Equality and the Rector's Plenipotentiary for People with Disabilities and has introduced the Rector's Ordinance No. 90/2022 regulating the Internal Anti-Mobbing Policy.

The UAK has (1) the Technology Transfer Centre, which deals with the commercialization of research results and R&D activities, focusing particularly on technology transfer from science to business, and (2) the Center of Administrative Support for Projects, which aids University units and researchers in acquiring and implementing scientific and didactic projects (including international ones) funded by external sources, granting funds through competitive procedures, such as NCBR, Horizon, and others. Rector's Ordinance No. 75/2023 introduced the principles for the distribution of subsidy funds allocated for financing science at the University of Agriculture in Kraków.

The UAK has regulations outlining the principles for managing copyright, related rights, and industrial property rights, as well as those for commercialization. It has an effective electronic system for evaluating researchers employed at the UAK. The UAK Library has implemented a system for storing and sharing electronic versions of scientific and didactic materials created by University employees. Rector's Ordinance No.

113/2024 of 6 December 2024 introduced rules for registering and collecting the scientific achievements of employees, doctoral students and students of the university in the Database of Scientific Achievements of the University of Agriculture in Kraków. Rector's Ordinance No. 121/2022 amended the teacher evaluation rules for 2023-2025. Additionally, Rector's Ordinance No. 112/2024 of 4 December 2024 on the assessment of scientific activity of academic teachers, scientific disciplines and organizational units at the Hugo Kołłątaj University of Agriculture in Kraków, Rector's Ordinance No. 110/2024 of 27 November 2024 on planning scientific activity at the University of Agriculture in Kraków, Hugo Kołłątaj in Kraków and the Rector's Ordinance No. 76/2024 of August 28, 2024 on the appointment of the Rector's Plenipotentiary for the Analysis of Scientific Activities.

### Weaknesses

The questionnaire responses indicated that the principles have been implemented almost, but not entirely.

The University webpage in English needs to be systematically updated to facilitate the dissemination of information about researchers' achievements and publications. Moreover, the UAK needs to increase its budget to promote science and researchers' achievements. The university should demonstrate a greater commitment to promoting science and scientific achievements.

Despite the satisfactory implementation of the principle regarding evaluation and appraisal systems, it was noted that the periodic appraisal of employees did not consider teaching activities, scientific supervision, dissemination activities, mobility, or national and international cooperation.

### Remarks (max 500 words)

A diagnostic internal survey was adopted to assess the current state of the implementation of HRS4R principles at the UAK. We used the same questionnaire (composed of 65 questions) as in 2022 to gather up-to-date feedback from academic and administrative staff regarding ethical and professional aspects.

Survey results concerning the implementation of the principles in **Ethical and professional aspects** are as follows:

- a) fully implemented (+/+): Research freedom, Accountability
- b) implemented to a considerable degree (+/-): Ethical principles, Professional responsibility, Professional attitude, Contractual and legal obligations, Good practice in research, Dissemination, exploitation of results, Public engagement, Evaluation/appraisal system
- c) implemented partially (-/+): Non-discrimination
- d) no-implemented (-/-): not found

A detailed comparison of the survey results from 2024 with those from 2022 is presented in the document entitled "**HRS4R UAK Strategy for 2025-2028**", which was approved by the UAK's Senate Resolution (No. 20/2025 of 26 March 2025; document attached to internal review and published on the UAK's web page).

**Recruitment and selection:****Strengths**

According to the 2024 survey, most principles of this area were nearly implemented, and two were partially implemented. The implementation rate improved for the principles “**Recognition of qualifications**” and “**Postdoctoral positions**”. However, based on the collected information and the analysis of gaps, it is clear that the strength of the University's organization lies in a coherent and non-exclusive system of legal acts. The absence of contradictions between local acts and generally applicable law provisions 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 107/2024 of the UAK's Rector). They comply with the UAK's Statute, which the UAK Senate adopted on June 28, 2021, and later updated. Rector's Ordinance No. 107/2024, dated November 18, 2024, amended Rector's Ordinance No. 8/2023 regarding the principles and procedures for promoting academic teachers at the University of Agriculture in Kraków. Rector's Ordinance No. 121/2022, issued on December 14, 2022, introduced detailed criteria for the periodic evaluation of academic teachers at the University of Agriculture in Kraków for 2023-2025. The University of Agriculture in Krakow has developed and published its OTM-R policy, which was established by Rector's Ordinance No. 9/2023, dated January 25, 2023. This policy specifies the principles for conducting competitions for all types of positions. By Rector's Ordinance No. 16/2023, dated February 20, 2023, a model advertisement was also introduced in the competition procedure for the position of an academic teacher to facilitate the implementation of the open, transparent, and substantive recruitment policy (OTM-R). The OTM-R UAK policy and relevant procedures have been published on the University's website in Polish: <https://logohr.urk.edu.pl/otm-r> and English: <https://logohr.urk.edu.pl/en/otm-r>. 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 Ministry of Science and Higher Education's advertisement database. The university also utilises the SIMPLE program, which is a human resources module for managing employee issues. Candidates can contact and send documents via email.

Moreover, the UAK has an active policy of employing visiting professors, and the number of visiting professors increases each year.

**Weaknesses**

Most of the recruitment aspects have been assessed in the questionnaire as almost implemented. Two principles, **Variations in the chronological order of CVs (Code)** and **Recognition of mobility experience**, have been partially implemented and therefore need to be further improved.

The weak point is the lack of foreign expert involvement in the recruitment of academic teachers. In accordance with the provisions of the UAK Statute, an external expert, including a foreign one, with appropriate experience in assessing candidates, may also be appointed to the staff recruitment committee.

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

## Remarks (max 500 words)

A diagnostic internal survey was adopted to assess the current state of the implementation of HRS4R principles at the UAK. We used the same questionnaire (composed of 65 questions) as in 2022 to gather up-to-date feedback from academic and administrative staff regarding recruitment processes.

Survey results concerning the implementation of the principles in **Recruitment and selection** are as follows:

- a) fully implemented (+/+): no found
- b) implemented to a considerable degree (+/-): Recruitment (Charter principle), Recruitment (Code principle), Selection (Code principle), Transparency (Code principle), Judging merit (Code principle), Recognition of qualifications (Code principle), Seniority (Code principle), Postdoctoral appointments (Code principle)
- c) implemented partially (-/+): Variations in the chronological order of CVs (Code principle), Recognition of mobility experience (Code principle)
- d) no-implemented (-/-): not found

A detailed comparison of the survey results from 2024 with those from 2022 is presented in the document entitled “**HRS4R UAK Strategy for 2025-2028**”, which was approved by the UAK’s Senate Resolution (No. 20/2025 of 26 March 2025; document attached to internal review and published on the UAK’s web page).

**Working conditions:****Strengths**

The questionnaire responses (survey 2023) indicated that among 14 principles in this area, the principle of ***Stability and permanence of employment*** has been fully implemented, while 6 others (***Working conditions and stability, Recognition of the profession, Research environment, Funding and salaries, Gender balance, Intellectual property rights, Co-authorship and Participation in decision-making bodies***) have been nearly implemented, and the rest have been partially implemented at the UAK.

The University's material base is systematically expanded: the area of research laboratories (in recent years, two new investments have been implemented: the Center for Innovation and Research on Pro-Health and Safe Food and Small Animals Clinic), access to the most modern research equipment, and the possibility of using global electronic library databases, to which every employee and student has access.

There are several Rector's ordinances at the UAK related to the issue of mobbing prevention: (1) Ordinance 175/2019 of the UAK's Rector on the implementation of the Work Regulations - Appendix 2 - Rules of conduct in the scope of counteracting mobbing; (2) By Ordinance of the Rector No. 117/2024 of December 16, 2024, the Procedures for reporting violations of the law and taking follow-up actions were implemented at the University of Agriculture in Krakow, according to the Act of June 14, 2024 on the protection of whistleblowers. (3) By the Rector No. 84/2024 Ordinance, an academic ombudsman was appointed at the University of Agriculture in Krakow.

UAK has developed and implemented the "**Gender Equality Plan**" (introduced by Rector's Ordinance No. 9/2022 on the implementation of the Gender Equality Plan, amended by Ordinance No. 119/2024 of December 20, 2024), which outlines key principles, goals, and actions that promote equal opportunities for everyone working, studying, or preparing doctoral dissertations. One of the tasks of this Plan is to create conditions that enable work and study in a safe environment where diversity is respected, and there is freedom from discrimination and freedom for development, as well as equal treatment and opportunities for all members of the academic community (including gender balance). Additionally, UAK is supported by the Rector's Plenipotentiary for Equality, the Rector's Plenipotentiary for People with Disabilities, and the Academic Ombudsman. The UAK has an Office for People with Disabilities, which supports students, doctoral students, and employees with disabilities. Its goal is to ensure equal access to education and work. The office offers individual consultations, psychological support, and organizes workshops and training.

The employment and promotion of academic teachers, as well as the working conditions, remuneration of employees, and the working environment, are regulated by the UAK Statute and relevant, continuously updated internal legal acts (primarily the Rector's ordinances). The Rector's Ordinance No. 107/2024, concerning the principles and procedure for the promotion of academic teachers at the University of Agriculture in Kraków, has been amended. Each group of UAK employees has appropriate representation in the Senate, as specified in the UAK Statute. Representatives of individual groups are elected for a four-year term. Researchers and doctoral students are also members of Faculty Boards and Scientific Discipline Councils. Representatives of all groups are elected for a four-year term. Researchers and Ph.D. students are also members of the Faculty Boards and Scientific Discipline Council.

**Weaknesses**

One of 14 principles from this area (i.e., ***Access to career advice***) was assessed as not implemented. However, it should be noted that the share of "It is hard to say" and "I have no opinion" responses totaled above 50%, which suggests that employees working under permanent contracts with the UAK do not feel the need to seek career advice and, hence, are not particularly interested in the issue. Alternatively, they may lack sufficient knowledge about the UAK's offer in this respect.

Six principles from this area (***Recognition of the profession, Career development, Value of mobility, Intellectual property rights, Teaching, and Complaints/appeals***) have been recognized by respondents as “only partially implemented”. They expressed doubts about the existence of any UAK professional and career development strategy that supports researchers at different stages of their careers, any effective generational replacement system (employment of early-stage researchers), or an effective system to support the professional and career development of disabled persons. The responses regarding the level of implementation of the ***Value of mobility*** principle suggest that UAK employees require more support in this area.

According to the respondents, the 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, similar to some other questions, there was a considerable share of “It is hard to say” and “I have no opinion” responses. This may be due to a lack of familiarity with the procedures for handling complaints/appeals filed by researchers, including the problem of conflicts between early-stage researchers and their supervisors, or it may stem from not encountering any problems in the respondents’ professional work that would require the application of such procedures.

Remarks (max 500 words)

A diagnostic internal survey was adopted to assess the current state of the implementation of HRS4R principles at the UAK. We used the same questionnaire (composed of 65 questions) as in 2022 to gather up-to-date feedback from academic and administrative staff regarding working conditions.

Survey results concerning the implementation of the principles in **the area of Working conditions** are as follows:

- a) fully implemented (+/+): Stability and permanence of employment
- b) implemented to a considerable degree (+/-): Research environment, Working conditions, Funding and salaries, Gender balance, Co-authorship, Participation in decision-making bodies
- c) implemented partially (-/+): Recognition of the profession, Career development, Value of mobility, Intellectual Property Rights, Teaching, Complaints/appeals
- d) no-implemented (-/-): Access to career advice

A detailed comparison of the survey results from 2024 with those from 2022 is presented in the document entitled “**HRS4R UAK Strategy for 2025-2028**”, which was approved by the UAK’s Senate Resolution (No. 20/2025 of 26 March 2025; document attached to internal review and published on the UAK’s web page).



**Training and development:****Strengths**

Respondents indicated that all the "Training and Development" rules have been partially implemented. This suggests that researchers have the opportunity to establish permanent relationships with superiors and representatives of faculties or departments to fully utilize the potential of the unit. Several aspects of the doctoral student-supervisor relationship are regulated by the updated [Rector's Ordinance No. 23/2023](#) on the implementation of the Doctoral School Regulations. PhD students and young researchers have the opportunity to travel to foreign research centres (e.g., for scholarships and internships) under the ERASMUS+ program, grants from the National Agency for Academic Exchange (NAWA), and other supporting organisations. In addition, UAK has appropriate regulations regarding the development of young researchers and their participation in the allocation of funds for research. The development of young researchers is promoted through university funds and an extensive system of offers financed from national and European funds. By the Rector's Ordinance No. 111/2024, the Regulations of the Own Scholarship Fund for scholarships for academic teachers of the University of Agriculture were introduced. By the Rector's Ordinance No. 109/2024 of November 27, 2024, the Regulations for the activation of scientific activity of research, teaching and research staff of the University of Agriculture in Kraków were introduced. The Ordinance of the Rector No. 120/2024 on improving the professional qualifications of UAK employees was introduced.

**Weaknesses**

The percentage of positive responses regarding the principles of ***Relations with the supervisor*** and ***Supervision*** has decreased, despite the introduction of several solutions supporting employees (the Resolution of the Senate of the UAK No. 38/2024, which approved the Ethics Regulations of the Community of the University of Agriculture in Kraków; the Resolution of the UAK Senate No. 23/2023, which introduced the Doctoral School Regulations; and Rector's Ordinance No. 166/2020, which appointed the Rector's Task Team for the formal assessment of the application for the award of an academic title; the Rector's Task Team organised training on the promotion of academic teachers). 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 to doctoral students and early-stage researchers provides inadequate conditions for professional development by individuals holding managerial positions at individual UAK's organizational levels. Furthermore, the UAK's support for researchers in enhancing their professional skills at every career stage is considered unsatisfactory. This is also confirmed by the comments in the open-ended question included in the survey questionnaire. The University will intensify its activities in the following areas: applying for externally funded programs aimed at improving the professional skills of academic staff; applying for externally funded programs related to subsidizing research internships of foreign and domestic academic staff, primarily from R1-R3 groups; disseminating information about available programs, training and fundraising opportunities.

The principle of ***Access to research training and continuous development*** received the least positive responses. The UAK will identify gaps in the available training programs and then introduce training at different levels.

A diagnostic internal survey was adopted to assess the current state of the implementation of HRS4R principles at the UAK. We used the same questionnaire (composed of 65 questions) as in 2022 to gather up-to-date feedback from academic and administrative staff regarding training and development.

Survey results concerning the implementation of the principles in **the area of Training and development** are as follows:

- a) fully implemented (+/+): not found
- b) implemented to a considerable degree (+/-): not noticed
- c) implemented partially (-/+): Relations with supervisors, Supervision and managerial duties, Continuing professional development, Access to research training and continuous development, Supervision
- d) no-implemented (-/-): not found

A detailed comparison of the survey results from 2024 with those from 2022 is presented in the document entitled “**HRS4R UAK Strategy for 2025-2028**”, which was approved by the UAK’s Senate Resolution (No. 20/2025 of 26 March 2025; document attached to internal review and published on the UAK’s web page).

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

No. However, during the period (2022-2024), short- and medium-term actions were implemented: **A7** Amendment to the regulation on personal protective equipment, clothing, footwear for the study and work place, and the expected periods of their use; **A15** Amendment of the internal policy on counteracting mobbing, discrimination and corruption; **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; **A17** Introduction of OTM-R principles; **A18** Development of a recruitment announcement template; **A21** Introduction of OTM-R principles, including the development of guidelines for the recruitment committee in the scope of conducting the recruitment process for academic teacher positions in accordance with the Code of Conduct for the Recruitment of Researchers; **A25** Verification of the regulations on the use of UAK research infrastructure; **A35** Update of internal regulations enabling the internationalization of the commission appointed to recruit researchers; **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.

Moreover, two activities were implemented, and a decision was made to update them in the following years: **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, and **A27** Review and update the promotion procedure (mainly for researchers from R1-R3 groups).

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

Yes. In 2024, elections for the University Rector were held. Assoc. Prof. Dr. Eng. Sylwester Tabor was re-elected. There was also a change in the composition of the Rector's College: Prof. Dr. Eng. Andrzej Sechman became the 1st Deputy Rector, Vice-Rector for Cooperation, Prof. Dr. Eng. Marcin Rapacz became the Vice-Rector for Science, Prof. Dr. Eng. Ewa Błońska became the Vice-Rector for General Affairs, and Assoc. Prof. Dr. Eng. Andrzej Bogdał became the Vice-Rector for Education. Rector's Ordinance No. 8/2025 amended the Organizational Regulations of the University of Agriculture in Kraków,

[https://akty.urk.edu.pl/d/uDHEFQT49XRA6Nz4rVA0GD0RuRRYtBy9cKBtKd3RJTk0bMhtUc20aAyJKe20FWEFFCykXTWgVCUYITgkhZ1ZAHB1hA1oyMhpJbC4IIBhDFhtKL1oZPAcCQRNQHSchHz0bGAwCVjMnGkk6GilqWhVZUgwIVCgjBIIPfQ1Dc31CHw/zr\\_8\\_2025.pdf](https://akty.urk.edu.pl/d/uDHEFQT49XRA6Nz4rVA0GD0RuRRYtBy9cKBtKd3RJTk0bMhtUc20aAyJKe20FWEFFCykXTWgVCUYITgkhZ1ZAHB1hA1oyMhpJbC4IIBhDFhtKL1oZPAcCQRNQHSchHz0bGAwCVjMnGkk6GilqWhVZUgwIVCgjBIIPfQ1Dc31CHw/zr_8_2025.pdf), which considers the new scopes of competences of the Rector and Vice-Rectors.

Under Ordinance No. 90/2024 of the Rector of the University of Agriculture in Krakow of 25 September 2024 on the introduction of the Organizational Regulations of the Hugo Kołłątaj University of Agriculture in Krakow [https://akty.urk.edu.pl/zr\\_90\\_2024.pdf](https://akty.urk.edu.pl/zr_90_2024.pdf) as of 4 November 2024, the Rector's Committee for the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers of the University of Agriculture in Krakow is working in a new composition. The structure of the University has also changed, as per Ordinance No. 65/2024 of 28 June 2024, on 1 September 2024, the University Center of Veterinary Medicine was transformed into the Faculty of Veterinary Medicine.

[https://akty.urk.edu.pl/d/aDHEFQT49XRA6Nz4rVA0GD0RuRRYtBy9cKBtKf3xWQAMWPRIRa3VIH2xEdTwZQkZUDW4PVT0bA1w7QBdkaVgBABkIEEEICFEeLw8yEAJYa0ANLkVVcBYCQCkVUjUgCBQGFDZXCXMRShwgHHVjVFpRUwEtah4uQEoEfQpEfnYH/zr\\_65\\_2024.pdf](https://akty.urk.edu.pl/d/aDHEFQT49XRA6Nz4rVA0GD0RuRRYtBy9cKBtKf3xWQAMWPRIRa3VIH2xEdTwZQkZUDW4PVT0bA1w7QBdkaVgBABkIEEEICFEeLw8yEAJYa0ANLkVVcBYCQCkVUjUgCBQGFDZXCXMRShwgHHVjVFpRUwEtah4uQEoEfQpEfnYH/zr_65_2024.pdf)

In order to streamline and coordinate activities undertaken at the University (Rector's Ordinance No. 81/2024), as of August 28, 2024, the Rector's Plenipotentiary for the Implementation of the HRS4R Strategy was appointed.

[https://akty.urk.edu.pl/d/DDHEFQT49XRA6Nz4rVA0GD0RuRRYtBy9cKBtKZHxDQENVPxRdNnUCUT4EdWNURFtCGi9QVXBAB0w\\_UAc\\_1lhOTRQ8G0U0JUwsJwU2KBN0QFg3O1AVOkBKQT5MFWpnCQcdAToWVnNtGjU8Bzk7VBsWWg0oXBYVCxQXdghCdH1DUxl/zr\\_81\\_2024.pdf](https://akty.urk.edu.pl/d/DDHEFQT49XRA6Nz4rVA0GD0RuRRYtBy9cKBtKZHxDQENVPxRdNnUCUT4EdWNURFtCGi9QVXBAB0w_UAc_1lhOTRQ8G0U0JUwsJwU2KBN0QFg3O1AVOkBKQT5MFWpnCQcdAToWVnNtGjU8Bzk7VBsWWg0oXBYVCxQXdghCdH1DUxl/zr_81_2024.pdf)

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

Two strategic actions influencing the University's operation can be distinguished. In 2025, the UAK Strategy for 2021-2025 expires. Therefore, work has begun on developing a new University Strategy that takes into account the change in external conditions - economic, political and demographic, in which higher education in Poland operates.

The second important direction, which is a preparation for developing a new Strategy, is the establishment of the Rector's Commission for International Accreditation at the University of Agriculture in Krakow (Ordinance No. 115/2024 of the Rector of the University of Agriculture in Krakow of December 13, 2024)

[https://akty.urk.edu.pl/d/VDHEFQT49XRA6Nz4rVA0GD0RuRRYtBy9cKBtKZHxDQENVPxRdNnUCUT4EdWNURFtCGi9QVXBAB0w\\_UAc\\_Ilh\\_OTQQ2B0U4NF1RdEoRPRIZQBVEbIYYJBQVRzhmGSskHQcwAzwqRDQ1SFF0HCU6ExsWWg0oXBYVCxQXdghEd31OUBI/zr\\_115\\_2024.pdf](https://akty.urk.edu.pl/d/VDHEFQT49XRA6Nz4rVA0GD0RuRRYtBy9cKBtKZHxDQENVPxRdNnUCUT4EdWNURFtCGi9QVXBAB0w_UAc_Ilh_OTQQ2B0U4NF1RdEoRPRIZQBVEbIYYJBQVRzhmGSskHQcwAzwqRDQ1SFF0HCU6ExsWWg0oXBYVCxQXdghEd31OUBI/zr_115_2024.pdf).

### 3. Actions

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

**Note:** Choose one or more of the principles from the GAP Analysis with their implementation ratings: New, In Progress, Completed, Extended

#### Proposed ACTIONS

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##### 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. Complaints/ 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

**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 (internal review in 2025)**

<b>ACTIONS (A)</b>	<b>GAP principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicators (I) / Targets (T)</b>	<b>Current Status</b>	<b>Remarks</b>
<b>A1</b> – conducting regular training courses for employees from R4-R1 groups on the policy of open access to scientific publications and research data	(++) G.1. Freedom of scientific research	Until December 2028 and beyond (long-term action)	Rector's Plenipotentiary for the Open Access Policy	<p><b>I.A1.</b> Circulating a newsletter every 6 months and/or e-mail to all university employees and doctoral students.</p> <p><b>T.A1.</b> Researchers and doctoral students know and adhere to recognized ethical practices, and enjoy the freedom of expression.</p>	<b>Extended</b>	<p>Initiative already undertaken:</p> <p>1. Providing regular training courses for employees in the R1-R4 groups on the open access policy for scientific publications and research data obtained in the research entities of the University of Agriculture in Krakow (UAK).</p> <p>Action implemented by:</p> <p>1. Resolution 78/2023 of the UAK's Senate on adopting the Regulations on the use of research infrastructure of the University of Agriculture in Krakow. Announcement 5/2023;</p> <p>2. Ordinance 110/2024 of the UAK's Rector on planning scientific activities at the University of Agriculture in Krakow.</p> <p>This is a long-term action; the HR newsletter will be sent to the UAK researchers and PhD students every six months.</p>
<b>A2</b> – 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	(+/-) G.2. Ethical principles (+/-) G.31. Intellectual Property Rights (-/+ ) G.32.	Until December 2026	Rector / Plenipotentiary for equality in cooperation with the Head of the Rector's Commission for the gender	<p><b>I.A2.</b> Updated Work Regulations published on the university website.</p> <p><b>T.A2a.</b> UAK scientists know and follow recognized ethical practices, enjoy the</p>	<b>Extended</b>	<p>Action implemented by:</p> <p>1. Resolution of the UAK Senate No. 38/2024, which approved the UAK Community Ethics Regulations. The Regulations define universal ethical values and the resulting principles of proper conduct for persons employed,</p>

ACTIONS (A)	GAP principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators (I) / Targets (T)	Current Status	Remarks
all employees from groups R1-R4 with this Code	Co-authorship (-/+ ) G.36. Relations with supervisors		equality plan, Academic Spokesperson, Head of the Organizational and Legal Section	freedom of expression and apply good practices in their professional work and in supervisor-subordinate relations. <b>T.A2b.</b> An increase of positive responses by at least 10% to survey questions regarding ethics and intellectual property rights		studying and preparing doctoral dissertations at UAK. 2. On December 16, 2024, Rector's Ordinance No. 117/2024 was introduced on the implementation of the UAK procedure for reporting violations of the law and taking follow-up actions. However, so far, no provision has been introduced into the Work Regulations of the University of Agriculture regarding the obligation of all employees to familiarise themselves with the code of ethics. Therefore, this action needs to be extended. However, we must still familiarise all employees (R1-R4) with the Ethics Code.
<b>A3</b> – 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.	(+/-) G.4. Professional approach	Until December 2028	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	<b>I.A3.</b> Conducting at least 2 training sessions a year for the employees of UAK on the principles and mechanisms of research funding.  <b>T.A3a.</b> Scientists and doctoral students fully know the principles and mechanisms of research funding at the UAK. <b>T.A3b.</b> An increase of positive responses by at least 10% to survey questions regarding financing support of research and professional approach	<b>Extended</b>	Action implemented by launching the Ordinance 75/2023 of the UAK's Rector on the Rules for the Distribution of Subsidy Funds Allocated to the Science Financing at the UAK. We decided to extend this action to conduct at least 2 training sessions a year for the employees of UAK on the principles and mechanisms of research funding.
<b>A4</b> - conducting a series of training for all researchers from R1-R4 groups courses in the	(+/-) G.5. Obligations arising from contract or	Until December 2028 and beyond (long-term action)	Rector's Intellectual Property Commission in	<b>I.A4.</b> Training at least once a year is compulsory for all new employees and doctoral students.	<b>Extended</b>	The survey conducted in 2022 did not identify significant gaps in the implementation of Principle No. 5; the 2024 survey addressed to UAK



ACTIONS (A)	GAP principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators (I) / Targets (T)	Current Status	Remarks
field of copyright, related rights and industrial property rights management as well as the principles of research commercialization	regulations		cooperation with the Technology Transfer Center	<b>T.A4.</b> 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.		employees and doctoral students showed a decrease in positive responses to the question regarding this principle, which suggests that the University should continue the actions taken earlier. Therefore, considering the GAP analysis results, we decided to continue and strengthen the training cycle for all employees (R1-R4) in the fields of copyright management, related rights and intellectual property rights, as well as the principles of research commercialisation.
<b>A5</b> - 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	(+/-) G.7. Good practice in scientific research	Until December 2028 and beyond (long-term action)	Director of UAK's IT Center	<b>I.A5.</b> Sending an e-mail about updating procedures related to data protection and recovery.  <b>T.A5.</b> Increased awareness of the academic community in the field of data security policy.	<b>Extended</b>	The GAP 2024 analysis revealed no new recommendations. So far, we have introduced rules for conducting periodic inspections and tests of installations, utilities, and safety devices in building facilities. This action has been extended since it concerns IT data protection, which is extremely important nowadays.
<b>A6</b> – 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		Until June 2026	Rector / Head of the Office for Occupational Health and Safety and Fire Protection	<b>I.A6.</b> Issuance of the regulation of the Rector of the UAK.  <b>T.A6.</b> Scientists and doctoral students have knowledge of the principles of conducting occupational risk assessment at workplaces	<b>Extended</b>	The Human Resources Office conducts training for new hires. Action A6 was a long-term initiative, so we have extended it until June 2026 since a new Rector's ordinance is needed.
<b>A7</b> – amendment to the regulation on personal protective equipment, clothing, footwear for the study and work place, and the expected periods of		Action completed	Rector / Head of Office for Occupational Health and Safety and Fire Protection	<b>I.A7.</b> Issuance of regulation of the Rector of the UAK (Rector's ordinance no. 101/2022 on the rules for the allocation of personal	<b>Completed</b>	This action is completed since the Rector's Ordinance 101/2022 concerning rules for the allocation of personal protective equipment, work clothing, and footwear has already been launched. Moreover,

ACTIONS (A)	GAP principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators (I) / Targets (T)	Current Status	Remarks
their use				protective equipment, work clothing and footwear)  <b>T.A7.</b> Scientists and doctoral students have knowledge of the principles of personal protection.		scientists and doctoral students are knowledgeable about the principles of personal protection.
<b>A8</b> – introducing the rules for conducting periodic inspections and tests of installations, utility and safety devices that are part of building facilities		Until June 2028	Chancellor	<b>I.A8.</b> Issuance of regulations by the UAK's Chancellor regarding periodic inspections and tests of UAK infrastructure.  <b>T.A8.</b> All employees work in safe conditions at the UAK.	<b>Extended</b>	Since the implementation of the HSR4R Strategy at the UAK began, this action has been carried out. However, appropriate regulations issued by the UAK Chancellor regarding periodic inspections and tests of the UAK infrastructure still need to be issued. Therefore, this action has been extended until June 2028.
<b>A9</b> – systematic upgrade of the UAK website and update of information on this website (incl. on the websites of the Faculties)	(+/-) G.8. Dissemination, use of results (+/-) G.9. Social involvement	Until December 2028 and beyond (long-term action)	Director of the UAK's IT Center	<b>I.A9.</b> Full and easy access to up-to-date information on the UAK website.  <b>T.A9.</b> Scientists and doctoral students have full access to up-to-date information on the scientific, didactic and organizational activities of the OCCP	<b>In progress</b>	Initiative already undertaken: Modernisation of the UAK website and updating of information on this website (including the websites of faculties and university-wide units). A completely new interface has been implemented, allowing researchers, PhD students, and students to access the information needed from the UAK web pages. The UAK's Rector issued Ordinance 113/2024 on introducing a central system for recording and archiving the scientific achievements of employees, doctoral students and students of the University of Agriculture in Krakow. Since it is a long-term action, it has obtained the "In Progress" status.
<b>A10</b> – modernization and updating of information on English-language	(+/-) G.8. Dissemination, use of results	Until December 2008 and beyond (long-term action)	Director of the UAK's IT Center	<b>I.A10.</b> Full and easy access to up-to-date information on the	<b>In progress</b>	Initiative already undertaken: The English-language web pages of the UAK internet system have been

ACTIONS (A)	GAP principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators (I) / Targets (T)	Current Status	Remarks
websites	(+/-) G.9. Social involvement			UAK's English-language websites.  <b>T.A10.</b> 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.		modernising and updating continuously. Therefore, researchers (R1-R4), doctoral students, and foreigners have full access to up-to-date information in English provided by new web pages. However, this action is still in progress.
<b>A11</b> – appointment of the team for rankings and academic image building	(+/-) G.8. Dissemination, use of results	Until December 2026	Rector	<b>I.A11.</b> Issuance of an appropriate regulation of the Rector of the UAK.  <b>T.A11.</b> A clear advance of UAK in international university rankings.	<b>Extended</b>	The GAP analysis revealed that the principle associated with Action 11 does not need new initiatives. Although, the Rector of the UAK issued the Ordinance 113/2024 introducing a central system for recording and archiving the scientific achievements of employees, doctoral students and students of the University of Agriculture in Krakow, this action has been extended since the UAK Rector should appoint a team for rankings and building the academic image.
<b>A12</b> – intensification of activities related to the dissemination and promotion of the achievements of science and scientists	(+/-) G.9. Public involvement	Until December 2028 and beyond (long-term action)	Head of the Promotion and Recruitment Office / Director of the UAK's Main Library	<b>I.A12.</b> Annual schedule of events popularizing science (Science Festivals, Science Night, etc.).  <b>T.A12.</b> At least 2 events per year that allow for increasing the visibility of research conducted at the UAK in the local and regional community.	<b>In progress</b>	This long-term action related to the "Public engagement" principle deals with disseminating and promoting research achievements in the local and regional community. So far, the UAK has organised several events annually to popularise UAK Science in Kraków (Science Festivals, Science Nights). These events will also be organised in the coming years.
<b>A13</b> - provide information via UAK's websites on the issues of identifying mobbing	(-/+) G.10. Principle of non-discrimination	Until December 2028 and beyond (long-term action)	Plenipotentiary for equality/ Head of the Promotion and	<b>I.A13.</b> Circulating a newsletter and e-mails among all employees and doctoral students of the	<b>Extended</b>	The 2024 survey revealed an increase in positive responses to questions about the "Non-discrimination" principle (from 35%

ACTIONS (A)	GAP principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators (I) / Targets (T)	Current Status	Remarks
situations and counteracting mobbing, discrimination and corruption as well as on their consequences for the UAK			Recruitment Office	UAK.  <b>T.A13.</b> Researchers and doctoral students are able to identify and prevent incidents (situations) related to mobbing and discrimination.		in 2022 to 41.8% in 2024), indicating that this principle has been implemented to a large extent. However, efforts to fully implement this principle should continue. Recently, the UAK Rector issued Ordinance 117/2024 on the implementation of the Procedures for reporting violations of the law and taking follow-up actions at the University of Agriculture in Kraków, according to the Act of 14 June 2024 on the Protection of Whistleblowers. This action (as the long-term action) has to be extended to prevent incidents related to mobbing and discrimination at the UAK.
<b>A14</b> – 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 December 2028 and beyond (long-term action)	Plenipotentiary for equality/ Head of the Plenipotentiary for people with disabilities	<b>I.A14.</b> Circulating a newsletter and e-mails among all employees and doctoral students of the University.  <b>T.A14.</b> Researchers and doctoral students are knowledgeable about the special needs of workers with disabilities.	<b>Extended</b>	Initiatives implemented at the UAK in 2022: 1. The “Gender Equality Plan” was developed and implemented (Ordinance 9/2022; 2. The Rector’s Plenipotentiary for Equality and the Rector’s Plenipotentiary for People with Disabilities were appointed; the Rector issued Ordinance 81/2022 on the introduction of the Action Strategy of the University of Agriculture in Krakow to improve accessibility for people with special needs for 2022–2025. Nevertheless, the Action A14, as the long-term action, has been extended since new initiatives are needed to elevate researchers' and doctoral students' knowledge about the special needs of workers with disabilities.
<b>A15</b> – the amendment of the internal policy on		Action completed	Rector / Vice-Rector for	<b>I.A15.</b> Issuance of an appropriate regulation of	<b>Completed</b>	This action is completed by amending Ordinance 90/2022 of

ACTIONS (A)	GAP principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators (I) / Targets (T)	Current Status	Remarks
counteracting mobbing, discrimination and corruption			General Affairs	<p>the Rector of the UAK (ordinance no. 90/2022 on the introduction at the Agricultural University in Krakow "Internal anti-mobbing policy").</p> <p><b>T.A15a.</b> Researchers and doctoral students have knowledge of the internal policy of counteracting mobbing, discrimination and corruption.</p> <p><b>T.A15b.</b> An increase of positive responses by at least 10% to survey questions regarding anti-mobbing, anti-discrimination, and anti-corruption policies.</p>		the UAK Rector on the introduction of an Internal Anti-Mobbing Policy at the University of Agriculture in Kraków. Moreover, survey questions regarding anti-mobbing, anti-discrimination, and anti-corruption policies received at least 10% more positive responses.
<b>A16</b> – 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	Action completed	Vice-Rector for General Affairs /Chairman of the Senate's Staff Evaluation Commission	<p><b>I.A16.</b> 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).</p> <p><b>T.A16a.</b> Academic teachers are assessed according to transparent rules, they know the rules of periodic appraisal.</p> <p><b>T.A16b.</b> An increase of positive responses by at least 15% to survey questions regarding the</p>	<b>Completed</b>	This action has status "Completed" because it was implemented by amending new regulations: 1. Ordinance 121/2022 of the UAK Rector on the teacher evaluation rules for 2023–2025; 2. Update of Ordinance 112/2024 of the UAK Rector regarding the assessment of the scientific activity of academic teachers, scientific disciplines, and organisational units at the University of Agriculture in Kraków; 3. Update of Ordinance 110/2024 of UAK Rector on the planning of scientific activity at the University of Agriculture in Krakow; 4. Update of Ordinance 76/2024 of UAK Rector on the appointment of the Rector's Plenipotentiary for the Analysis of Scientific Activities. According to the Rector's

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				evaluation and assessment of researchers		Commission's decision, no new initiatives related to this Action are necessary.
<b>A17</b> – introduction of OTM-R principles	(+/-) G.12. Recruitment  (+/-) G21 Postdoctoral nominations (Code provision)	Action completed	Rector	<p><b>I.A17a.</b> Issuance of the regulation of the Rector of the UAK on the principles of OTM-R (Rector's ordinance no. 9/2023 of 25<sup>th</sup> 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><b>I.A17b.</b> Online publication of the OTM-R policy in Polish and English.</p> <p><b>T.A17a.</b> The OTM-R policy is published online - a link to the relevant page is available.</p> <p><b>T.A17b.</b> 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>	<b>Completed</b>	The OTM-R policy was introduced in the UAK in 2023, so this action was completed.
<b>A.18</b> – development of a recruitment advertisement template	(+/-) G.12. Recruitment	Action completed	Vice-Rector for General Affairs in cooperation with the Vice-Rector for Cooperation, Vice-Rector for Science, Rector's	<b>I.A18.</b> 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	<b>Completed</b>	The OTM-R policy and the recruitment advertisement template were introduced in the UAK in 2023, so this action was completed.

ACTIONS (A)	GAP principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators (I) / Targets (T)	Current Status	Remarks
			Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers of the UAK, Head of the University and Scientific Staff Development Office, Head of the Office for Personal Affairs	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).  <b>T.A18.</b> The UAK has an appropriate template for a recruitment advertisement.		
<b>A19</b> – 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 2028		<b>I.A19.</b> Issuance of amended regulations of the Rector of the UAK.  <b>T.A19.</b> Scientists and doctoral students have well-prepared, transparent and updated Rector's regulations	<b>Extended</b>	This action is extended until December 2028 since the OTM-R policy has to be implemented in the new Statute of the UAK and the Organisational Regulations of the UAK.
<b>A20.</b> - launching an electronic recruitment system	(+/-) G.12. Recruitment	Until December 2028	Vice-Rector for General Affairs / Office for Personal Affairs /Director of the UAK's IT Center	<b>I.A20.</b> The recruitment process is carried out using electronic recruitment tools.  <b>T.A20.</b> OTM-R is supported by e-recruitment tools.	<b>Extended</b>	So far, we have not purchased the electronic tool for the recruitment process. Therefore, we decided to continue making an effort to buy an appropriate application for this purpose.
<b>A21</b> – 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-	(+/-) G.13. Recruitment (Code provision)  (+/-) G.14. Selection (Code provision)	Action completed	Rector / Vice-Rector for General Affairs in cooperation with the Vice-Rector for Cooperation, Vice-Rector for Science, Rector's	<b>I.A21a.</b> 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	<b>Completed</b>	The OTM-R policy was introduced in the UAK in 2023, so this action was completed.

ACTIONS (A)	GAP principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators (I) / Targets (T)	Current Status	Remarks
R4 groups in accordance with the Code of Conduct for the recruitment of researchers	<p>(+/-) G.15. Transparency (Code provision)</p> <p>(+/-) G.16. Assessment of merit (Code provision)</p> <p>(-/+ ) G.17. Deviations from the chronological order of CVs (Code provision)</p> <p>(-/+ ) G.18. Recognition of mobility experience (Code provision)</p> <p>(+/-) G.19. Recognition of qualifications (Code provision)</p> <p>(+/-) G.20. Work experience (Code provision)</p>		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	<p>of Conduct for the Recruitment of Researchers Rector's ordinance no. 9/2023 on 25 January 2023).</p> <p><b>I.A21b.</b> 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.</p> <p><b>I.A21c.</b> Internal guidelines for the appointment of commissions, and their activities in the evaluation of candidates for all types of positions.</p> <p><b>I.A21d.</b> Providing the percentage of applicants from outside the UAK and from abroad.</p> <p><b>I.A21e.</b> Providing the percentage of recruited employees who are not graduates of the UAK.</p> <p><b>T.A21a.</b> The OTM-R policy and guidelines for the recruitment commission regarding the recruitment process for the position of academic teachers are published online.</p> <p><b>T.A21b.</b> The rules of the recruitment process at the UAK are in line with the HRS4R Strategy and the</p>		



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				OTM-R policy - at the organizational, process and monitoring levels. <b>TA21c.</b> Improvement of positive responses by at least 15% to survey questions regarding the employee recruitment process <b>T.A21d.</b> All job advertisements are posted on the EURAXESS portal.		
<b>A22</b> – 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	(+/-) G.13. Recruitment (Code provision) (+/-) G.21. Postdoctoral nominations (Code provision)	Until December 2028 and beyond (long-term action)	Head of the University and Scientific Staff Development Office	<b>I.A22a.</b> Circulating a newsletter and/or e-mail among employees with a PhD degree and doctoral students. <b>I.A22b.</b> 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.)  <b>T.A22a.</b> 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 long-term professional	<b>Extended</b>	The OTM-R policy was introduced in the UAK in 2023. However, we need to extend this action and familiarise researchers with this act of internal law. Therefore, new informational training on OTM-R politics, especially for doctoral students and young researchers (R2), is needed.

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				development. <b>T.A22b.</b> Improvement of positive responses by at least 15% to survey questions regarding the state of knowledge on possibilities of UAK staff carrier development.		
<b>A23</b> – 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 2026	Rector	<b>I.A23.</b> Issuance of an appropriate regulation of the Rector of the UAK.  <b>T.A23a.</b> Young researchers and doctoral students use the advice of the Mentors' Council. <b>T.A23b.</b> Increase positive responses by at least 10% to survey questions regarding relations with supervisors.	<b>Extended</b>	Recently, the following new initiatives associated with these principles have been implemented: 1. Rector's Ordinance 84/2024 appointed an Academic Ombudsman at the University of Agriculture in Kraków; 2. Ordinance 121/2022 on detailed criteria for the periodic evaluation of academic teachers in UAK for 2023–2025. However, the UAK Rector has not established the Mentors' Council as an advisory board for researchers. It will be set up until June 2026.
<b>A24</b> – annual review of technical and scientific facilities and preparation of an annual report on their condition	(+/-) G.23. Research environment	Until December 2028 and beyond (long-term action)	Chancellor	<b>I.A24.</b> Annual reports on the condition of technical facilities and devices.  <b>T.A24.</b> The UAK's researchers have appropriate facilities and modern and efficient research equipment at their disposal.	<b>Extended</b>	In the 2023-2024 period, the following UAK's internal legal acts were implemented at the UAK: 1. The Rector's Announcement 5/2023 introduced the Regulations for using the research infrastructure of the University of Agriculture in Krakow; 2. Ordinance 75/2023 of the UAK Rector introduced the principles for the distribution of subsidy funds allocated to finance science at the University of Agriculture in Krakow; 3. Ordinance 109/2024 of the UAK Rector introduced the Regulations for the activation of scientific activity of researchers, teaching-research staff of the University of

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						Agriculture in Krakow. Nevertheless, this action is extended until December 2028 (it is a long-term action). It needs to be prolonged first because the decrease in positive responses in the 2024 survey was noticed.
<b>A25</b> – verification of the regulations governing the use of UAK's research infrastructure		Action completed	Vice-Rector for Science in cooperation with the Technology Transfer Center and the Machinery Department	<p><b>I.A25.</b> Publication of the Rector's updated regulation on the implementation of the Regulations for the use of the UAK's Research Infrastructure (By Announcement No. 5/2023 of June 28, 2023, the Regulations on the use of the research infrastructure of the University of Agriculture in Kraków were adopted.)</p> <p><b>T.A25.</b> Researchers employed at UAK can use its research infrastructure.</p>	<b>Completed</b>	This action was completed in 2023 by Announcement No. 5/2023 introducing the Regulations on the use of research infrastructure of the Agricultural University of Krakow.
<b>A26</b> – 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	Long-term action – updated in the coming years	Vice-Rector for General Affairs in cooperation with the Head of the Personal Affairs Office	<b>I.A26.</b> Issuance of updated Rector's announcements regarding working time breaks at work, and paid holidays (The Remote work regulation was introduced by the Rector's Ordinance No. 41/2023; announcements regarding working hours, breaks in the functioning of the University and vacation leaves are prepared systematically each year).	<b>Completed</b>	This action has status "Completed" since the following initiatives have been implemented at the UAK: 1. The documents defining the rules for granting paid holidays and remote working for R1-R4 researchers have been reviewed; 2. Ordinance 41/2023 of the UAK Rector introduced the Remote Work Regulations; 3. Announcements regarding working hours, breaks in the functioning of the University and vacation leave are prepared systematically each year. For instance in 2024, Ordinance

ACTIONS (A)	GAP principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators (I) / Targets (T)	Current Status	Remarks
				<b>T.A26.</b> All researchers, including those with disabilities, are provided with decent and flexible working conditions.		25/2024 of the UAK's Rector on the rules for reducing the required teaching hours was launched. Despite the decrease in the percentage of positive responses in the survey conducted in 2024, no new measures are planned, but annual announcements on working time will be prepared.
<b>A27</b> – review and update the promotion procedure (mainly for researchers from R1-R3 groups)	(++) G.25. Stability and performance of employment	Long-term action – updated in the coming years	Vice-Rector for General Affairs / Senate's Staff Evaluation Commission	<b>I.A27.</b> Issuance of an updated Rector's regulation on the rules for promoting academic teachers (Rector's ordinance no. 107/2024).  <b>T.A27.</b> All employees and doctoral students are familiar with the rules of the promotion procedure.	<b>Completed</b>	This action has been completed since the Rector launched Ordinance 107/2024 regarding the principles and procedures for promoting academic teachers at the UAK. However, it should be mentioned that this is a long-term action that will be updated in the coming years.
<b>A28</b> – 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.	(+/-) G.26. Financing and salaries	Until December 2028 and beyond (long-term action)	Head of the Science Office, Director of the Technology Transfer Center, Administrative Project Support Center, Head of the Promotion and Recruitment Office	<b>I.A28.</b> Relevant regulations, information meetings and newsletters  <b>T.A28.</b> All researchers (R1-R4) have access to information on the remuneration policy and the level of remuneration for individual positions.	<b>In progress</b>	The following initiatives have already been undertaken: 1. Organising information meetings and preparing newsletters; 2. Promotion of activities supporting scientists from all groups (R1-R4) by the administration of the UAK, the Science Office (SO), the Technology Transfer Centre (TTC) and the Centre for Administrative Support for Projects (CASP). This is a long-term action and needs to be carried out over the next few years.
<b>A29</b> – implementation of activities specified in the Gender Equality Plan of the UAK in the field of disseminating the principles of equality among employees from	(+/-) G.27. Gender balance	Until December 2028 and beyond (long-term action)	Plenipotentiary for equality	<b>I.A29.</b> Circulating a newsletter and e-mail among all university employees and doctoral students.  <b>T.A29.</b> The UAK's	<b>In progress</b>	The UAK's internal legal acts associated with this principle and Action no. 29 were implemented as early as 2022, i.e., 1. Ordinance 9/2022 of the UAK's Rector on implementing the Gender Equality Plan; 2. Ordinance 15/2022 of the

ACTIONS (A)	GAP principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators (I) / Targets (T)	Current Status	Remarks
all groups (R1-R4).				researchers and doctoral students feel protected against discrimination based on sex, age, ethnicity, national or social origin, religion or belief, etc.		UAK's Rector on the appointment of the Rector's Delegate for Gender Equality. Thereafter, the dissemination of the principles of gender equity is carried out, especially by the Rector's Delegate for Gender Equity.
<b>A30</b> – development of guidelines defining and supporting the professional development of scientists at the UAK by experienced and outstanding researchers (mainly from R2-R4 groups)	(-/+ ) G.28. Professional career development	Until December 2028	Mentors' Council	<p><b>I.A30.</b> A relevant guide is published on the university's website.</p> <p><b>T.A30a.</b> UAK researchers and doctoral students have easy access to guidelines that define and support their career development.</p> <p><b>T.A30b.</b> An increase of positive responses by at least 10% to survey questions regarding the development of the scientific carrier</p>	<b>Extended</b>	The new UAK's internal legal acts associated with this principle and Action no. 30 have been implemented: 1. Ordinance 8/2023 of the UAK's Rector on the rules on promoting academic teachers; 2. Ordinance 120/2024, amended by 15/2025, of the UAK's Rector on implementing the Rules for Enhancing Professional Skills by the UAK's Employees. Unfortunately, the 2024 survey results indicated insufficient implementation of this principle (i.e. Career development; 39.4% of positive responses). Concerning this principle, there was no significant change in the respondents' answers compared to the survey from 2022. Respondents still have some reservations about the effectiveness of the staff exchange system (employment of young scientists). Therefore, new action is planned in this area (see Action no 45).
<b>A31</b> – promotion of activities related to national and international mobility (especially among researchers from R1-R3 groups) in order to strengthen interdisciplinary cooperation and the	(-/+ ) G.29. Value of mobility	Until December 2028 and beyond (long-term action)	Vice-rector for Cooperation /Head of the International Relations Office	<p><b>I.A31.</b> Circulating a newsletter and/or e-mails among all employees and doctoral students of the University.</p> <p><b>T.A31.</b> Mobility procedures are transparent and allow for</p>	<b>In progress</b>	Recently, several new Rector's Ordinances have been implemented: 1. Ordinance 122/2024 of the UAK Rector on domestic trips and internships; 2. Ordinance 123/2024 of the UAK Rector on foreign trips and internships; 3. Ordinance 120/2024 of the UAK Rector regarding the improvement of the

ACTIONS (A)	GAP principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators (I) / Targets (T)	Current Status	Remarks
implementation of joint research and application projects				quick circulation of the necessary travel documents.		professional qualifications of UAK employees; 4. Ordinance 111/2024 of the UAK Rector on the Regulations of the Own Scholarship; Therefore, mobility procedures are now transparent and allow for the quick circulation of the necessary travel documents. Moreover, the appropriate e-mails promoting international and national mobility activities are distributed among all researchers and PhD students. This is a long-term activity; therefore, it has the status "In progress."
<b>A32</b> – 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	Until December 2028 and beyond (long-term action)	Head of the University and Scientific Staff Development Office, Director of the Administrative Project Support Center	<b>I.A32.</b> Launching training in the field of career counseling for researchers.  <b>T.A32a.</b> Researchers at every stage of their scientific career have the possibility of professional development. <b>T.A32b.</b> An increase of positive responses by at least 20% to survey questions regarding professional advice.	<b>Extended</b>	The recent initiative associated with this principle and action is Ordinance 120/2024, amended by 15/2025, of the UAK's Rector on improving the professional qualifications of UAK employees. In the 2024 survey, similarly to the 2022 survey, only 1/5 of respondents responded positively to the question regarding this principle, which means there is no progress in its implementation. However, it should be noted that the share of responses "It is difficult to say clearly" and "I have no opinion" together accounted for over 50%, which suggests that employees with permanent employment at the University do not feel the need to use career counselling and therefore are not interested in these issues. Consequently, increasing activity in this area and extending this action are necessary.
<b>A33</b> – update of the guidelines for	(-/+) G.31. Intellectual	Until December 2028	Director of the Technology	<b>I.A33.</b> Issuance updated guidelines to	<b>Extended</b>	Implemented initiatives within 2023-2024: 1. Resolution of the

ACTIONS (A)	GAP principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators (I) / Targets (T)	Current Status	Remarks
cooperation agreements/arrangements concluded by UAK in the field of regulations on intellectual property rights	Property Rights (+/-) G.32. Co-authorship (-/+ ) G.36. Relations with supervisors		Transfer Center in cooperation with the Organizational and Legal Department	agreements/arrangements concluded by the UAK in the field of regulations on intellectual property rights.  <b>T.A33.</b> 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.		Senate 23/2023 introduced the Doctoral School Regulations; 2. Resolution of the Senate of the UAK 38/2024 approved the Ethics Regulations of the Community of the University of Agriculture in Krakow; 3. Resolution of the Senate of the UAK 78/2024 introduced the Regulations on the use of the University's research infrastructure. Unfortunately, the perception of respect for and protection of intellectual property rights, including participation in funds obtained from commercialisation (48.9% of positive responses), has slightly deteriorated compared to the results obtained in 2022. Therefore, UAK will introduce new activities promoting knowledge about intellectual property rights, taking into account international procedures (see a new long-term action - Action no. 44).
<b>A34</b> – conducting a series of training courses for all researchers (R1-R4) in the field of intellectual property rights		Until December 2028 and beyond (long-term action)	Head of the Rector's Intellectual Property Commission in cooperation with Director of the Technology Transfer Center	<b>I.A34.</b> Circulating a newsletter every 6 months and/or e-mails among all employees and doctoral students.  <b>T.A34a.</b> The UAK's researchers and doctoral students know intellectual property rights. <b>T.A34b.</b> An increase of positive responses by at least 20% to survey questions on the rules of the intellectual properties	<b>In progress</b>	The list of the new UAK's internal legal acts associated with these three principles is shown in Action 32. We decided to conduct a series of training courses on intellectual property for all researchers (R1-R4). Moreover, a new long-term action associated with Principle 31 will be introduced (see Action no. 44).
<b>A35</b> – update of internal regulations enabling the	(-/+ ) G.33. Teaching	Action completed	Rector	<b>I.A35</b> Amendment of the UAK Statute (§ 111 p.4 a	<b>Completed</b>	This action, associated with the "Teaching" principle, was

ACTIONS (A)	GAP principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators (I) / Targets (T)	Current Status	Remarks
internationalization of the commission appointed to recruit researchers				provision was introduced for the Commission, an external expert, including a foreign one, with appropriate experience to assess candidates may also be appointed)  <b>T.A35.</b> At the UAK, recruitment is carried out with the participation of a commission consisting of at least one person from abroad.		completed in 2023. Several new Rector's Ordinances concerning this Principle have recently been introduced (see GAP analysis).
<b>A36</b> – 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;			Vice-Rector for General Affairs / Senate Commission for Staff Evaluation	<b>I.A36.</b> Issuance of an appropriate updated regulation of the Rector of the UAK (Rector's ordinance no. 121/2022 of 14 December 2022).  <b>T.A36a.</b> All researchers (R1-R4) have access to information about the employee appraisal system. <b>T.A36b.</b> An increase of positive responses by at least 15% to survey questions regarding the periodic assessment of academic teachers.	<b>Completed</b>	This action, associated with the "Teaching" principle, was completed in 2023. Several new Rector's Ordinances concerning this Principle have recently been introduced (see GAP analysis).
<b>A37</b> – appointment of a Rector's team to resolve conflicts at the UAK	(-/+) G.34. Complaints / appeals	Until December 2028	Rector	<b>I.A37a.</b> Issuance of a regulation of the Rector of the UAK (completed by the Rector's Ordinance No. 90/2022 of September 7, 2022, on anti-mobbing policy at UAK; By the Rector's Ordinance No. 84/2024,	<b>Extended</b>	The implemented acts of internal law associated with this action: As early as 2022, the Rector of the UAK issued Ordinance 90/22 on introducing an internal anti-mobbing policy at the University of Agriculture in Krakow. Moreover, in 2024, the Ordinance 84/2024 of the UAK Rector appointed an



ACTIONS (A)	GAP principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators (I) / Targets (T)	Current Status	Remarks
				<p>an academic ombudsman was appointed at the UAK).</p> <p><b>I.A37b</b> Circulating a newsletter and/or e-mails among all employees and doctoral students, referring to the procedure for submitting complaints and appeals.</p> <p>.</p> <p><b>T.A37a.</b> UAK has appropriate procedures for resolving employee conflicts. The Conflict Resolution Council operates at the UAK.</p> <p><b>T.A37b.</b> An increase of positive responses by at least 15% to survey questions regarding the complaints and appeals.</p>		<p>Academic Ombudsman at the University of Agriculture in Kraków.</p> <p>The results of the internal 2024 survey indicate unsatisfactory implementation of Principle no. 34, which is related to this Action (35.0% of positive responses). However, similarly to 2022, a significant share of responses were "It is difficult to say unequivocally" and "I have no opinion". This may be due to poor knowledge of the procedures for handling complaints/appeals by researchers, including issues related to conflicts between supervisors and novice researchers, or the lack of encountering problems in their professional work that require such procedures. Therefore, the Rector's Commission extended this Action until December 2028 to elevate knowledge of the UAK's employees concerning the procedure for submitting complaints and appeals.</p>
<b>A38</b> – 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 December 2028 and beyond (long-term action)	Vice-Rector for General Affairs	<p><b>I.A38a.</b> Circulating a newsletter and e-mails among all employees and doctoral students.</p> <p><b>I.A38b.</b> Meetings with employees and doctoral students before being elected to the decision-making bodies of the UAK.</p> <p><b>T.A38.</b> Researchers and doctoral students are more interested in participating in the</p>	<b>In progress</b>	<p>In the periodic assessment of researchers, the evaluation commission considers points for their work in decision-making, such as the Senate, Senate and Rector commissions, discipline councils, etc.. This rule is included in the Rector's Ordinance 121/2022 on detailed criteria for the periodic evaluation of academic teachers in UAK for 2023–2025. Since this is a long-term action, it has the status "In progress".</p>

ACTIONS (A)	GAP principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators (I) / Targets (T)	Current Status	Remarks
				decision-making bodies of the University		
<b>A39</b> – 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 2028	Vice-Rector for General Affairs / Senate's Organizational and Statute Commission	<p><b>I.A39.</b> 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.</p> <p><b>T.A39.</b> 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.</p>	<b>Extended</b>	So far, the following new UAK's internal legal acts associated with these two principles were amended: 1. Resolution of the Senate 23/2023 introduced the Doctoral School Regulations; 2. Resolution of the Senate of the University of Agriculture in Kraków 38/2024 approved the Ethics Regulations of the Community of the UAK; 3. Resolution of the UAK Senate 78/2023 introduced the Regulations for using the UAK research infrastructure; 4. Ordinance 166/2020 of the UAK's Rector regarding the appointment of the Rector's Task Force for the formal assessment of the application for the award of an academic title. Recently, this Rector's team organised training on promoting academic teachers. Although several new internal legal acts have been introduced, the 2024 survey results indicate only partial implementation of this principle (reduction in the percentage of positive responses). Therefore, extending the activities to implement this principle fully is proposed.
<b>A40</b> – 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	(-/+ ) G.38. Continuing of professional development (-/+ ) G.39. Access to scientific training and the possibility	Until December 2028 and beyond (long-term action)	Director of the Administrative Project Support Center / Director of the Doctoral School	<p><b>I.A40a.</b> Circulating a newsletter every 6 months and/or e-mails among all employees and doctoral students.</p> <p><b>I.A40b.</b> Training on improving professional skills in the field of applying for grants</p>	<b>In progress</b>	So far, the following initiatives have been undertaken: 1. Application in programmes financed by external sources, aimed at enhancing the professional skills of university employees (R1-R4 groups), such as UAK's Innovative Strategic Development Programme; 2. Application in programmes

ACTIONS (A)	GAP principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators (I) / Targets (T)	Current Status	Remarks
universities	of continuous professional development			<p>financed from external sources, such as an innovative program of strategic development of universities.</p> <p><b>T.A40a.</b> Researchers (R1-R4) are provided with the necessary support in improving professional qualifications at all stages of their careers.</p> <p><b>T.A40b.</b> The UAK's researchers and doctoral students have better application skills in programs financed by external sources.</p> <p><b>T.A40c.</b> An increase of positive responses by at least 15% to survey questions on the application for funds for the research.</p>		<p>financed by external resources, including co-financing of foreign and domestic science and research fellowships for academic teachers, especially from groups R1-R3;</p> <p>3. Propagation of information on available programmes, training, and funding opportunities for employees from all groups (R1-R4). Moreover, the UAK Rector has issued the following ordinances: 1. Ordinance 111/2024 on implementation of the Regulations of the Own Scholarship Fund for scholarships for academic teachers of the University of Agriculture in Krakow; 2. Ordinance 109/2024 regarding the implementation of the Regulations for the activation of scientific activities of teaching-research and research staff of the University of Agriculture in Kraków.</p> <p>This is a long-term action improving the professional qualifications of researchers at all stages of their careers, and it will also be carried out in upcoming years. Therefore, it obtained the status "In progress."</p>
<b>A41</b> – applying to programs financed from external funds related to co-financing scientific internships of foreign and domestic academic teachers, especially from groups R1-R3			Director of the Administrative Project Support Center / Head of the International Relations Office	<p><b>I.A41a.</b> Circulating an every 2 months newsletter and/or e-mails among all employees and doctoral students.</p> <p><b>I.A41b.</b> Training on improving professional skills in the field of applying for grants financed from external sources, such as an</p>	<b>In progress</b>	<p>So far, the following initiatives have been undertaken: 1. Application in programmes financed by external sources, aimed at enhancing the professional skills of university employees (R1-R4 groups), such as UAK's Innovative Strategic Development Programme; 2. Application in programmes financed by external resources, including co-financing of foreign</p>

ACTIONS (A)	GAP principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators (I) / Targets (T)	Current Status	Remarks
				<p>innovative program of strategic development of universities.</p> <p><b>T.A41a.</b> Researchers (R1-R4) are provided with the necessary support in improving professional qualifications at all stages of their careers.</p> <p><b>T.A41b.</b> The UAK's researchers and doctoral students have better application skills in programs financed by external sources.</p> <p><b>T.A41c.</b> An increase of positive responses by at least 15% to survey questions on the application for funds for the research.</p>		<p>and domestic science and research fellowships for academic teachers, especially from groups R1-R3;</p> <p>3. Propagation of information on available programmes, training, and funding opportunities for employees from all groups (R1-R4). Moreover, the UAK Rector has issued the following ordinances: 1. Ordinance 111/2024 on implementation of the Regulations of the Own Scholarship Fund for scholarships for academic teachers of the University of Agriculture in Krakow; 2. Ordinance 109/2024 regarding the implementation of the Regulations for the activation of scientific activities of teaching-research and research staff of the University of Agriculture in Kraków.</p> <p>This is a long-term action improving the professional qualifications of researchers at all stages of their careers, and it will also be carried out in upcoming years. Therefore, it obtained the status "In progress."</p>
<b>A42</b> – dissemination of the information about available programs, training, and fundraising opportunities among researchers from all groups (R1-R4)				<p><b>I. A42.</b> Circulating a newsletter and e-mails among all employees and doctoral students.</p> <p><b>T.A42.</b> All researchers (R1-R4) are provided with the necessary support in improving professional qualifications at all stages of their careers.</p>	<b>In progress</b>	<p>This action is a long-lasting process. It is connected with the same internal legal acts of law as Actions 40 and 41; however, it deals with distributing information on available programmes, training, and funding opportunities among researchers from all groups (R1-R4). It is currently carried out. It obtained the status "In progress".</p>
<b>A43</b> – appointment - in addition to the official	(-/+) G.40. Supervision	Until December 2028	Coordinators of the Councils of	<b>I.A43</b> Appointment of a tutor for each scientific	<b>Extended</b>	The 2024 survey of researchers and doctoral students showed a decrease

ACTIONS (A)	GAP principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators (I) / Targets (T)	Current Status	Remarks
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.			individual scientific disciplines	discipline who helps young scientists develop their scientific careers.  <b>T.A43.</b> Young researchers have the opportunity to ask a tutor to obtain the necessary information on career development and performance of professional duties.		in the percentage of positive responses to questions related to principle no. 40, which indicates an unsatisfactory implementation of the Supervision principle. Therefore, the Rector's Commission has decided to intensify activities in this area, and this action obtained the status "Extended."
<b>A44</b> - promotion of the rights of intellectual property among the employees of the University of Agriculture in Krakow.	(+/-) G.3. Professional responsibility (-/+ ) G.31. Intellectual Property Rights	Until December 2028 and beyond (new long-term action)	Director of the Technology Transfer Center in cooperation with the Organizational and Legal Department	<b>I.A44</b> Training in the field of intellectual property protection, with a particular emphasis on aspects of international procedures. <b>T.A44a</b> All researchers (R1-R4) possess knowledge of issues related to the commercialization of research results and the protection of intellectual property. <b>T.A44b</b> The UAK Technology Transfer Center supports researchers and PhD students in matters related to commercialising research and protecting intellectual property. <b>T.A44c</b> Increase in the percentage of positive responses to the survey question on professional responsibility by 10%	<b>New action</b>	Even though the analysis of legal acts indicates that this principle has been fully implemented, the internal survey result indicates that the University should introduce activities to promote knowledge about intellectual property rights.
<b>A45</b> - taking action to improve human resources	(-/+ ) G.28. Career	Until December 2028 and beyond	Vice-Rector for General Affairs	<b>I.A45</b> Introduction of new legal acts in the UAK	<b>New action</b>	The results of the periodic survey conducted in 2024 showed

ACTIONS (A)	GAP principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators (I) / Targets (T)	Current Status	Remarks
policy in accordance with applicable national regulations.	development	(new long term action)	in cooperation with the Head of the Personal Affairs Office	<p>(Statute) emphasizing the importance of the quality of research workers and indicating the starting level of UAK. employees.</p> <p><b>T.45</b> UAK employees (especially from groups R1 and R2) have the opportunity to constantly improve their competences, which is guaranteed by the provisions of local law adopted by the University Senate.</p>		insufficient implementation of principle no. 28; there was no significant improvement in respondents' responses to this principle compared to the study in 2022. Respondents still have some reservations about the effectiveness of the staff development system in UAK (employment of young scientists). Therefore, additional measures were introduced in this area.

**Note:** Add as many actions are needed.

**The extended version of the reviewed HR Strategy for your organisation for the next 3 years, including the OTM-R policy must be published on your organisation's website.** Please provide the link to the dedicated webpage(s) on your organisation's web site \*:

**URL:** <https://logohr.urk.edu.pl/en/otm-r>

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

**Comments on the implementation of the OTM-R principles**

We prepared the upgraded OTM-R checklist, which considers the changes evoked by the UAK OTM-R policy. The shortcomings and deficiencies identified in the OTM-R analysis were reflected in the upgraded Action Plan and new document entitled: "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 Hugo Kołłątaj University of Agriculture in Kraków, HRS4R UAK Strategy for the years 2025-2028" (attached to the internal review).

At UAK, the currently applicable legal acts clearly and precisely define the procedures related to recruiting employees for each type of position. The UAK has the OTM-R policy, introduced by the Rector's Ordinance 9/2023, which defines procedures and practices for all positions and provides recruitment committee guidelines. The Ordinance is available on the Polish-language website: <https://logohr.urk.edu.pl/otm-r> and the English-language UAK website: <https://logohr.urk.edu.pl/en/otm-r>

The recruitment process at the UAK is conducted using IT tools. Job advertisements are posted both on the University's website and on the BIP website ((<https://bip.malopolska.pl/urkrakow,m.416480,stanowiska-dla-nauczycieli-akademickich.html> <https://bip.malopolska.pl/urkrakow,m.401203,2022.html>) and the EURAXESS JOBS portal, the advertisement database on the website of the Ministry of Science and Higher Education (<http://www.bazaogloszen.nauka.gov.pl/>). 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. E-recruitment software is also planned to be purchased.

After the publication of the Rector's Ordinance (16/2023), which adopted the OTM-R policy, a template advertisement was introduced in the competitive procedure for the position of academic teacher at UAK. This initiative is connected to implementing the policy of open, transparent, and substantive recruitment of employees (OTM-R). The current template clearly specifies the recruitment criteria for the position and aligns with the OTM-R policy. (link: <https://akty.urk.edu.pl/zarzadzenia-rektora/2023> ; Appendix No. 1 Template advertisement in Polish; template advertisement in English. More information can be found in the HRS4R UAK Strategy for 2025-2028 in Chapter 6, in the Table entitled: "A self-assessment checklist for open, transparent and merit-based recruitment (OTM-R) at the University of Agriculture in Krakow (UAK) in 2024".

The OTM-R upgraded checklist and the GAP analysis showed that some actions comprising the Recruitment and Selection area of the Code of Conduct for Recruitment have been completed: A17, A18, A21; however, there are still Actions associated with this area which are extended, i.e., A19, A20, and A22. Nevertheless, now the recruitment process at the UAK is transparent and 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 given to objective and measurable grounds. The recruitment of researchers shall aim to find people with the best possible expertise and potential for the duties involved in the position.

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

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

URL: <https://logohr.urk.edu.pl/en/otm-r>

## 4. Implementation

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

The first version of 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 Senate of the UAK accepted it **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 primary 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 UAK Senate **on April 26, 2023**.

Since obtaining the *HR Excellence in Research Award* **on May 23, 2023**, the implementation period of the HRS4R UAK Strategy has begun. During this time, several meetings of the Rector's Commission were held, the purpose of which was to analyze reports on the implementation of the Strategy obtained from 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 (it was appointed by the Rector's ordinance No. 97/2022 of September 23, 2022. The composition of this team can be found on the website: <https://logohr.urk.edu.pl/en/hr-monitoring-team>). The list of meetings of the Rector's Committee and the Monitoring Team during the strategy implementation and preparation of the periodic report is available on the UAK website: <https://logohr.urk.edu.pl/en/implementation>. Between September 2024 and January 2025, work intensified significantly on implementing the HRS4R UAK Strategy. During this period, the Rector's Commission activities focused on the interim assessment and further improvement of actions aligned with the European Charter for Researchers principles and the Code of Conduct for the Recruitment of Researchers. In November 2024, a diagnostic survey was adopted to assess the current state of HRS4R Strategy implementation at the University. For this purpose, the same questionnaire (composed of 65 questions) as in 2022 to gather up-to-date feedback from researchers (R1-R4) and doctoral students regarding working conditions, recruitment processes, and career development was performed. Based on this data, the Rector's Commission prepared upgraded GAP analysis, OTM-R analysis and Action Plan, which were included in the amended **HRS4R UAK Strategy for 2025-2028**. This document was approved by the **Resolution of the UAK Senate No. 20/2025 of 26 March 2025 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 for the Recruitment of Researchers at the University of Agriculture in Krakow**, link: <https://bip.malopolska.pl/urkrakow,a,2638741,uchwala-nr-202025-senatu-universytetu-rolniczego-im-hugona-kollataja-w-krakowie-z-dnia-26-marca-2025.html>

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



**How have you prepared for the internal review? \***

The internal review was prepared in collaboration with 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 (HR Commission) and 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 (Monitoring Team). At the outset, we jointly defined the scope and key areas of the review, referring to the university's strategic guidelines and the HRS4R standards. To prepare the internal review, the HR Commission, in collaboration with the Monitoring Team, began by analyzing the university's current HR policies, procedures, and strategic goals. We collected and reviewed key documents, including staffing data, employee feedback, evaluation results, and compliance records. Consultations were held with key stakeholders, such as the HR Office, to comprehensively understand the current situation and identify potential areas of concern. Based on the gathered information, we conducted a gap analysis, highlighting strengths as well as areas requiring improvement, with particular focus on recruitment processes, staff development, and equality-related initiatives.

We held regular working meetings throughout the preparation process to discuss findings, share observations, and develop preliminary conclusions. The HR Commission played a key role in interpreting the results and formulating recommendations, ensuring their alignment with the principles of transparency, equal opportunities, and support for staff development. The outcome of our joint efforts was a comprehensive internal review report that reflected the current state of affairs and outlined concrete directions for improving the university's HR policies and practices.

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

From the very beginning of the RSR4R Strategy implementation process at UAK, we have sought to ensure meaningful engagement with the academic community and other key stakeholders by establishing a balanced HR Committee and Monitoring Team. We have focused on bringing together groups representing a broad spectrum of the university community, including researchers at different stages of their careers (R1-R4), administrative staff and academic leaders.

This diversity has enabled both bodies to reflect different perspectives, identify real needs and challenges and engage in constructive dialogue. Their active participation in the implementation process ensures that decisions are based on everyday experiences and in line with the academic community's expectations.

Between September 2024 and January 2025, work intensified significantly on implementing the HRS4R UAK Strategy. During this period, the Rector's Commission activities focused on the interim assessment and further improvement of actions aligned with the European Charter for Researchers principles and the Code of Conduct for the Recruitment of Researchers.

- September 2024 – the composition of the Rector's Commission for implementing the Charter and Code was updated, expanding the team with new members representing various staff groups within the university. This ensured broad representation and enhanced the Commission's expertise.
- October 2024 - a diagnostic survey was adopted to assess the current state of HRS4R implementation at the University. We used the

same questionnaire (composed of 65 questions) as in 2022 to gather up-to-date feedback from academic and administrative staff regarding working conditions, recruitment processes, and career development.

- November 4, 2024 – Ms. Aleksandra Kieszowska from the Chancellor's Office was appointed as the Rector's Plenipotentiary for the Implementation of the HRS4R Strategy. This newly established position is designed to support coordinating and overseeing all HRS4R-related efforts.
- November 13, 2024 – a meeting of the Rector's Commission was held, current issues were discussed and planning of activities related to the periodic assessment began.
- November 6, 2024 – a distribution of the survey to UAK employees by e-mail, and then, in order to maximize participation and reach as many employees as possible, reminders were sent three times (13, 19, 25 November 2024).
- December 6, 2024 – the Working Group 2 (WG2; Subcommittee for the Analysis of Survey Results) held a meeting to organize and schedule the analytical work related to the survey.
- January 8, 2025 – two meetings took place with the chairpersons of:
  - WG2 (Subcommittee for the conduct and analysis of the survey results) – preliminary survey findings were presented and discussed.
  - WG1 (Subcommittee for the analysis of legal acts) was held to schedule the review of internal university documents for compliance with the Charter and Code.
- January 14, 2025 – a meeting with the chairman of WG 3 (Subcommittee for the preparation of the HR report) was held, during which the process of updating the HRS4R UAK Strategy was initiated.
- January 15, 2025, a joint meeting of the Rector's Commission and the Monitoring Team for HRS4R implementation occurred. Survey results and the legal act review were presented and discussed during the meeting, marking an essential step in preparing for the interim evaluation and further strategic planning.

The final effect of these activities was the preparation of a new GAP analysis, verification of the Action Plan and development of the amended **HRS4R UAK Strategy for 2025-2028**. This strategy was approved by the Resolution of the UAK Senate No. 20/2025 of 26 March 2025 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 for the Recruitment of Researchers at the University of Agriculture in Krakow, link:

<https://bip.malopolska.pl/urkrakow,a,2638741,uchwala-nr-202025-senatu-universytetu-rolniczego-im-hugona-kollataja-w-krakowie-z-dnia-26-marca-2025.html>

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

To engage the academic community and key stakeholders in the implementation process 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, the Rector's HR Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers was established by Rector's Ordinance No. 172/2021 of 10 November 2021.

Within the structure of the Commission, four specialized subcommissions (working groups) have been created to address specific areas of the implementation process:

- Working group for the analysis of legal acts (WG1),
- Working group for the conduct and analysis of the survey results (WG2),
- Working group for the preparation of the HR report (WG3),
- Working group for contacts with the European Commission and data management (WG4).

Each WG includes representatives from various sectors of the university community, including researchers at different career stages (R1-R4), administrative staff, and academic leadership. This diversity allows for including a broad range of perspectives and experiences.

Additionally, the Monitoring Team was established by Rector's Ordinance No. 97/2022 of 23 September 2022. This team actively collaborates with the HR Commission, supporting the implementation, evaluation, and continuous improvement of the adopted actions. The activities of both bodies are closely coordinated, ensuring a systematic and transparent implementation and monitoring of the HRS4R principles in line with the European Commission's expectations and the needs of the academic community at our University.

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

The principles of the HRS4R are increasingly being aligned with our university's strategic and HR policies. The implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers is reflected in our institutional commitment to supporting research excellence, transparent recruitment, and career development at all stages. On the 29<sup>th</sup> of March 2023, the Senate of the UAK adopted the 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://urk.edu.pl/en/university/about-university/mission-of-university>

The HRS4R principles have been considered during the preparation and revision of key internal documents, including the university's strategic plan and HR policy framework. Additionally, the establishment of the HR Commission and the Monitoring Team has enabled a structured approach to aligning existing practices with HRS4R standards.

Ongoing work includes explicitly integrating the HRS4R into recruitment procedures, performance evaluation systems, and career development tools. The process is supported at the institutional level and regarded as a vital component of fostering a modern, open, and researcher-friendly academic environment.

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

The University of Agriculture in Krakow has established a structured and participatory approach to effectively implementing the proposed actions. The HR Commission and the Monitoring Team, composed of representatives from various staff groups and levels, are actively involved in planning, executing, and supervising the implementation process.

All actions are coordinated under the responsibility of the Rector's Plenipotentiary for HRS4R Strategy Implementation, who oversees consistency with the institutional strategy and facilitates communication between stakeholders. Regular meetings of the HR Commission, subcommissions (working groups), and the Monitoring Team allow for ongoing evaluation, adjustment of priorities, and tracking progress.

Furthermore, unit heads and employees have been informed about both the initial and updated HR strategies and are involved in putting specific elements into practice. Internal regulations are being continuously reviewed and adapted to ensure alignment with the principles of the Charter and Code.

**How are you monitoring progress (timeline)? \***

Progress is monitored based on a detailed action timeline included in our HR4R Strategy, which was developed in connection with the GAP analysis conducted by the Rector's HR Commission. As part of this process, specific areas requiring improvement were identified, and relevant university units and individuals were assigned responsibility for their implementation.

Each action in the strategy is linked to a defined timeframe, which allows us to follow the progress in a structured and measurable way. The timeline serves as a planning tool and the foundation for regular reviews conducted by the HR Commission and the Monitoring Team. This enables early identification of delays or challenges and ensures that corrective actions can be taken promptly. In this way, we maintain a dynamic, transparent, and accountable implementation process.

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

Progress will be measured based on the updated HR Strategy, which includes 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. The plan defines clear indicators for each activity, ensuring that implementation can be systematically monitored and evaluated.

These indicators combine qualitative and quantitative measures and are directly linked to specific actions outlined in the strategy. They allow us to track progress effectively, ensure accountability, and demonstrate alignment with the HRS4R principles in preparation for the next evaluation.

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

In anticipation of the upcoming external review within the HRS4R process, the University of Agriculture in Krakow is implementing a comprehensive and multi-stage preparation plan. These activities are being coordinated in close collaboration with the Rector's HR Commission, the Monitoring Team, the respective working groups (subcommissions), and the Rector's Plenipotentiary for the Implementation of the HRS4R Strategy.

An internal assessment of the actions carried out under the HRS4R Action Plan will be conducted using the indicators defined in the updated HR Strategy. Each working group (subcommission) will evaluate its assigned areas, reviewing the level of implementation, assessing the effectiveness of the measures taken, and identifying areas for further improvement.

A key element of the evaluation process will be the launch of a new survey addressed to staff and PhD students, aimed at collecting their feedback on the implementation of the principles of the European Charter for Researchers and the Code of Conduct. The survey results will help assess the effectiveness of current actions and highlight remaining challenges.

As part of the preparations, all relevant documents will be reviewed and updated—including recruitment procedures, career development strategies, regulations, and ordinances—to ensure they are fully aligned with the principles of the Charter and Code and ready for presentation during the external review.

Based on collected data (indicators, analyses, survey results, consultations), a comprehensive summary report will be developed, presenting:

- the level of implementation of the Action Plan,

- key achievements,
- challenges encountered,
- and improvements introduced since the interim assessment.

We plan to involve the academic community actively through internal communication and consultation activities, including:

- newsletters and email updates,
- a dedicated intranet page,
- information and consultation meetings with research teams and unit heads.

We will compile a complete set of documentation confirming the implementation of specific actions (e.g., copies of ordinances, analysis reports, training records, meeting minutes). We are also considering organizing an internal audit or a mock review visit to better prepare the team both substantively and logistically.

#### **Additional remarks/comments about the proposed implementation process**

In implementing the activities included in the HRS4R UAK Strategy and during its amendment (HRS4R UAK Strategy 2025-2028), online communication channels with the academic community of UAK were and continue to be utilised:

- dedicated UAK web page in English: <https://logohr.urk.edu.pl/en/>
- dedicated web page in Polish: <https://logohr.urk.edu.pl/>
- 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 also be found on the main UAK website (on the right side of the screen):
  - Polish version: <https://urk.edu.pl/>
  - English version: <https://urk.edu.pl/en/>

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.