

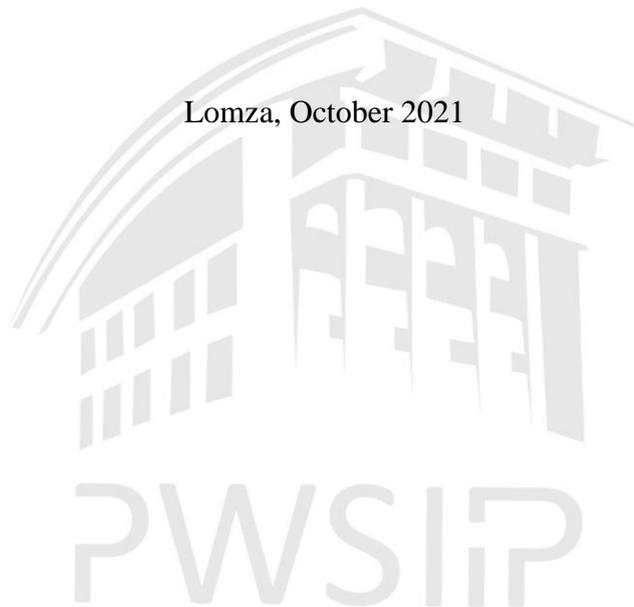
HRS4R REPORT OF PWSiP IN LOMZA

Lomza State University of Applied Sciences

HUMAN RESOURCES EXCELLENCE in RESEARCH

Internal Gap Analysis

Lomza, October 2021





1. GENERAL INFORMATION

The Lomza State University of Applied Sciences (PWSiP) was established on 22 June 2004. During the inaugural year the first three hundred students were enrolled in two fields of study. Since then, there has been an incredible boom at the PWSiP – which has been associated with the expansion of educational offerings and the construction of modern infrastructure and laboratory facilities. Currently, the university enrolls students in sixteen faculties and also has the authorization to conduct Master Degree programmes in the three areas: health sciences (Nursing, Physiotherapy), social sciences (Administration, Management, Law) and technical sciences (Computer Science, Food technology and human nutrition).

The uniqueness of our University was indicated in the first mission statement. The mission of the school was based on high quality education focused on entrepreneurial student's skills in creation and developing the small and medium size enterprises. In 2012 the mission was transformed into education of practitioners. An example of the good practice of cooperation with the socio-economic environment is the Council of Practitioners which was established by the Institute of Entrepreneurship. The objective of its functioning is to strengthen cooperation between science and business. The Council is an advisory and consulting committee for the authorities and academics of the Institute and the University. It is involved in the development of curriculum and vocational internships. The school also prepares reports and implementation plans to meet the needs of the local enterprises and regional authorities.

Owing to its participation in the construction project under the Operational Programme Development of Eastern Poland 2007-2013, the PWSiP students can acquire education in laboratories equipped with modern apparatus. The result is a high quality of education unique in Poland where students are able to take advantage of the laboratory and technical base, especially in the fields of: food technology and human nutrition, computer science, automation and robotics. Laboratory equipment is constantly modernized, for example thanks to ministerial subsidies obtained by the University as a part of two initiatives: the Teaching Initiative of Excellence and the Initiative of Supporting the Striving for Excellence. Thanks to this, students acquire practical skills in the classroom with the use of devices which are at the highest industry standard.

The University is a leader in obtaining EU funds. In the prestigious ranking of Higher Education Institutions prepared by the *Perspektywy* magazine in 2021 it received the highest possible mark for innovation.

The Lomza State University of Applied Sciences carries out its activities in buildings located at Akademicka street 14, Akademicka street 1 and Wiejska street 16 in Lomza. In 2020, the university acquired another building at Akademicka street 20. The premises of PWSiP in Lomza include very well-equipped lecture and seminar rooms, workshops and laboratories enabling a high level of training on a practical profile. During the classes,



students have the opportunity to acquire competences in conditions that faithfully reflect those they will encounter at workplaces. There are at the disposal of the University:

- laboratory hall for modern agri-food processing equipped with, among others in technological equipment for the cereal, bakery, fruit and vegetable and fermentation industries; technological apparatus for processing milk, meat and fats; technological devices for the food concentrate industry, gastronomy, packaging; devices for biotechnology,
- Medical Simulation Center (nursing skills room - simulating a hospital ward, patient room, nursing workstation, treatment station / room, drug preparation rooms and other optional rooms, e.g. bathroom with equipment for the disabled, for washing lying patients; high fidelity simulation room - equipped with equipment typical for a hospital room and an advanced patient simulator; OSCE room - intended for the organization of OSCE exams, apart from exams, the room is also used for other purposes, e.g. teaching resuscitation or exercises with standardized patients, alternatively, it can be used as a debriefing room, as well as conducting high-fidelity simulations; a room for learning technical skills - intended for learning technical skills included in the learning outcomes with the use of trainers),
- cosmetology laboratories (equipped with high-class cosmetology equipment, e.g. hydrogen purification apparatus, cosmetic laser, radiothermolysis, Dermapen, skin examination apparatus),
- physiotherapy laboratories (kinesiotherapy laboratory - adapted to weight-block exercises, unloaded exercises, unloaded exercises with resistance, self-assisted exercises, etc., passive, active-passive, isometric exercises; individual work with a therapist, corrective gymnastics or post-isometric relaxation, physiology laboratory physical effort, anatomical laboratory),
- laboratories for practical vocational training in the fields of Computer Science and Automation and Robotics,
- language labs, including those equipped with translation booths,
- courtroom simulation room,
- Mediation Center.

The PWSiP is also a publisher of the Polish Journal of Applied Sciences - the English-language magazine in the field of applied sciences.

The main advantages of the University are:

- Excellent infrastructure base,
- Offering programmes of study that correspond to the specificity of the region's economy,
- Development based on launching new fields and specializations,

- Achievements in the acquisition and implementation of EU projects in the area of science and education.



2. METHODOLOGY

The Lomza State University of Applied Sciences has expressed its support for the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers in the Declaration of Support for the Charter and the Code of November 2, 2020, sent to the European Commission. The Rector's Resolution No. 68/21 of 31.08.2021 has established:

Oversight Committee:

Name	Position	Management line/ Department
Sylwia Chojnowska	Vice-Rector for Research and International Cooperation	University authorities
Małgorzata Knaś	Dean of the Faculty of Health Sciences	Faculty of Health Sciences
Sylwia Jaskuła-Korporowicz	Dean of the Faculty of Social Sciences and Humanities	Faculty of Social Sciences and Humanities
Aneta Wiktorzak	Dean of the Faculty of Computer Science and Food Sciences	Faculty of Computer Science and Food Sciences
Danuta Zysk	Legal Advisor	Legal Office

Beata Siekierska	Department Head	Human Resources Department
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Logo HR Excellence in Research Implementation Team:

Name	Position	Management line/ Department
Anna Szafranek	Research and teaching staff	Faculty of Social Sciences and Humanities
Tomasz Waldziński	Research and teaching staff	Faculty of Health Sciences
Grzegorz Rubin	Research and teaching staff	Faculty of Computer Science and Food Sciences
Marta Nawrocka	Administrative clerk	Legal Office
Monika Chaberek	Human Resources specialist	Human Resources Department
Anna Chrzanowska	Administrative specialist	Department of Science and Projects
Sylwia Just	Administrative specialist	Department of Science and Projects

The tasks of the Committee included analyzing the legal provisions dealing with the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the University, conducting the analysis of the internal regulations at the PWSiP in Lomza and conducting a survey among the academic teachers, as well as developing and preparing documents necessary to submit an application to the European Commission for the "HR Excellence in Research" logo.

2.1. Analysis of the internal documentation

The team members have analyzed the internal regulations which were implemented at the Lomza State University of Applied Sciences. A list of all legal acts which have been analysed and which have been used for the preparation of this report is presented in Appendix No 1.

2.2. Survey results

As part of the internal analysis, a survey has been conducted among academic teachers employed at the PWSiP. The survey was developed on an internal website, which is used to conduct electronic surveys among the entire school community or its selected subgroups. The questionnaire contained 40 criteria that are required in the process of applying for the "HR Excellence in Research" logo. The university has asked the staff to identify the extent to which, in their opinion, the individual criteria are met by the University. Responses were given on a scale from 1 to 5, wherein the individual values mean: 1 - not at all, 2 - to a small degree, 3 - to an average degree 4 - to a large extent, 5 - to a very large extent. Brief descriptions of each of the criteria were placed in the survey in order to clarify them to the employees and allow them to familiarize themselves with the content of the Charter and Code.

The survey has been addressed to 145 teachers currently employed at the University. The questionnaire was correctly completed by 139 employees, which means the participation rate in the survey was 96 %. Among those who filled out the survey, the largest group consisted of workers employed as a doctoral degree (44% of all respondents) (Chart 1) and holding an adjunct professor (42%) (Chart 2).

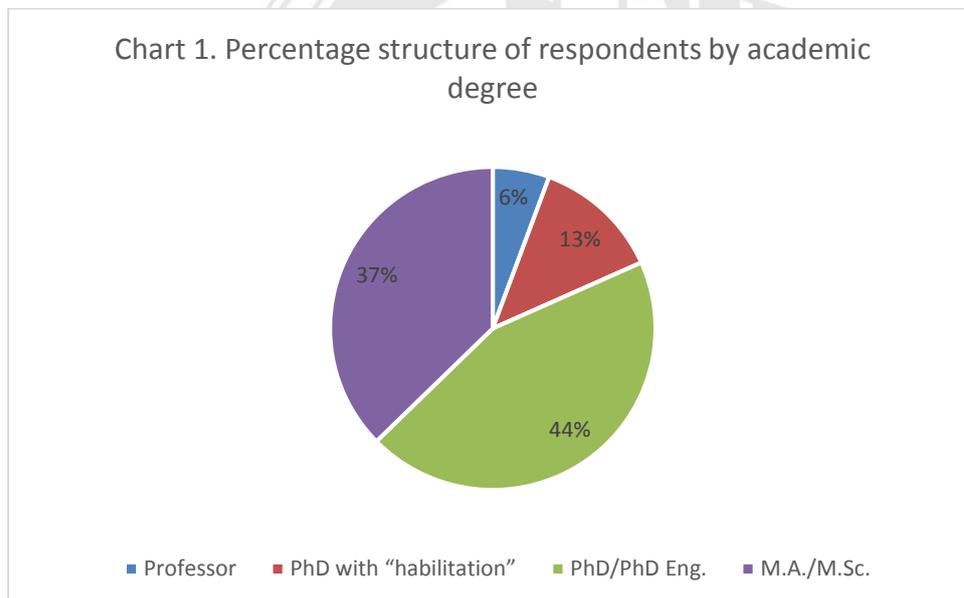
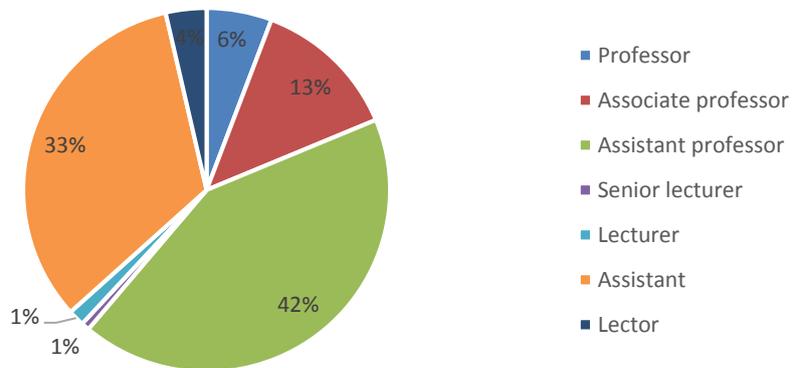


Chart 2. Percentage structure of respondents by position at the university



Most of the answers were given by women (58%) (Chart 3). The questionnaire was most often completed by people aged 36-55 (60% of all respondents in total) (Chart 4).

Chart 3. Percentage structure of respondents by gender

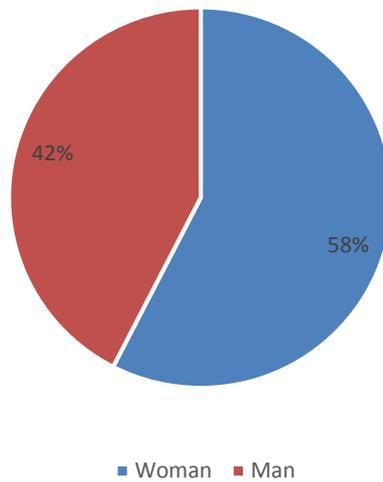
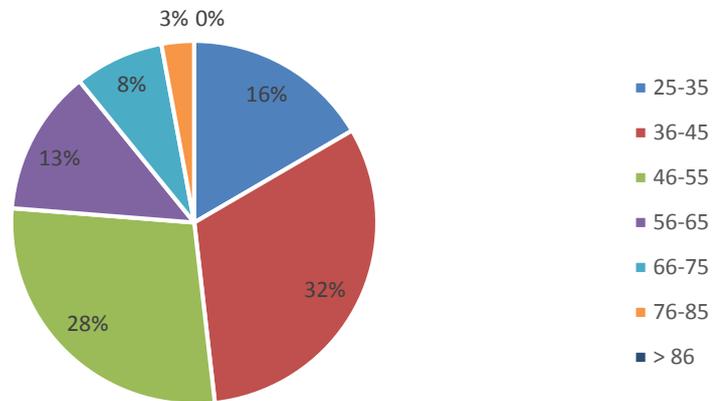


Chart 4. Percentage structure of respondents by age

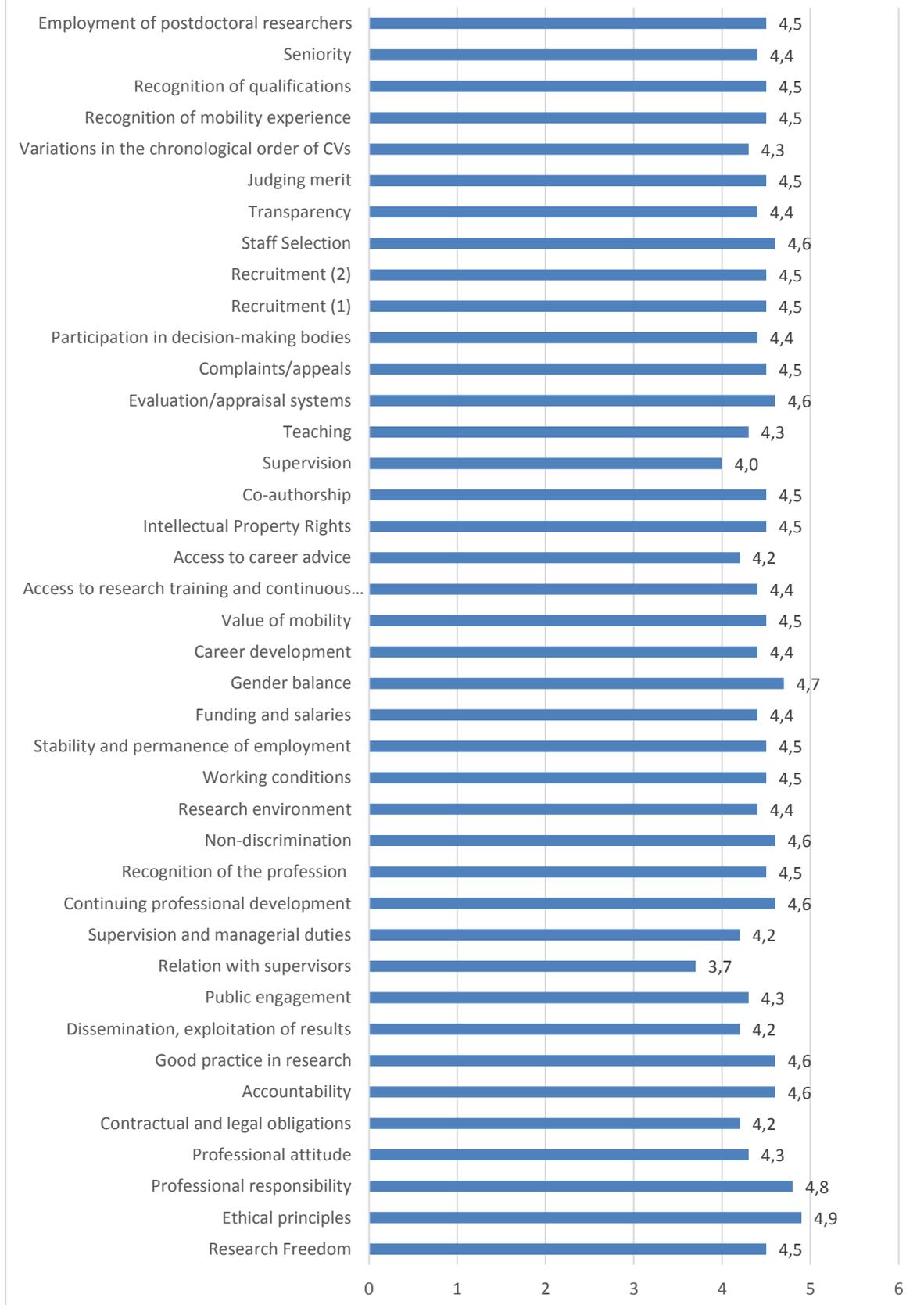


3. RESULTS OF INTERNAL ANALYSIS

The analysis of the internal regulations at the Lomza State University of Applied Sciences has revealed that the premises of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers are observed at the University.

The conducted survey gives grounds to state that the University teachers know and comply with the regulations provided for by the Charter and the Code, and that they also evaluate the University as functioning very well in this regard. The detailed results of the survey are presented in the chart below.

Chart 5. Survey results (average values)





In the further part of the report the individual aspects contained in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers were presented and described in detail, and planned actions were presented as well.

3.1. Research Freedom

Principle of the European Charter: Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognized ethical principles and practices. Researchers should, however, recognize the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. However, such limitations should not contravene recognized ethical principles and practices, to which researchers have to adhere.

The survey result: 4.5

The regulations in force at the PWSiP in Łomża

The Law on Higher Education of 20.07.2018 is the guarantor of freedom in the field of scientific research in Polish Universities. The PWSiP respects and obeys these rules, which is reflected in the provisions in Section I §4 point 1 of the PWSiP Statute, adopted by the Senate Resolution No. 49/20 of 29.10.2020 which states that in its activities the University is guided by the principles of freedom of teaching, research and artistic creation. This freedom is respected both in terms of thought and expression, as well as the choice of topic and research methods.

One of the objectives adopted by the Senate Resolution No. 26/2012 of 26.04.2012, of Development Strategy for the PWSiP for 2012-2020 was the creation of system opportunities for scientific and implementation research in all areas of education, identifying priority areas.

University staff are obliged to respect the ethical framework for scientific research. In order to monitor employees' compliance with ethical principles in research the Senate Committee for Research Ethics at the PWSiP was approved with the Senate Resolution No. 71/2012 of 12.07.2012 and the Senate Appeal Committee for Research Ethics in the PWSiP was approved with the Senate Resolution No. 87/2015 of 05.11.2015. The committees provide opinions on scientific research projects involving human subjects conducted within the framework of the work carried out by students and staff at the PWSiP to ensure the compliance of a research project with the principles of research ethics on the basis of the amended Regulations of the operation of the Senate Committee on Ethics of Scientific Research and the Senate Appeal Committee for Ethics of Scientific Research of PWSiP in Łomża, adopted by the Resolution of the Senate No. 13/2021 of 22.04.2021.



Scheduled activities: Adoption in 2021 by the Senate Resolution the new Development Strategy of the PWSiP in Łomża for the years 2021-2030, which in its assumptions still assumes constant care for high ethical standards in research activities,

3.2. Ethical principles

Principle of the European Charter: Researchers should adhere to the recognized ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics.

The survey results: 4.9

The regulations in force at the PWSiP in Łomża

The duty of employees and students of PWSiP in Łomża, conducting scientific research with the participation of people, is to protect the health, privacy and dignity of the person undergoing research, taking into account in particular age, gender, culture, ethnicity, religion, political views or social origin. If there is any concern that a research project planned for implementation may in any way threaten the safety of a research participant or harm his or her dignity, such a project is referred to the Senate Committee for Ethics of Scientific Research, PWSiP in Łomża. The Senate Committee on Ethics of Scientific Research of the PWSiP in Łomża then gives an opinion on such a project in terms of its compliance with the principles of ethics of scientific research, taking into account the ethical criteria as well as the purposefulness and feasibility of the project. The scientist may appeal against the negative decision to the Senate Appeals Committee for Ethics of Scientific Research at the State Higher School of Economics and Business in Łomża. The committees perform their tasks impartially and free from any influence that could affect the objectivity of opinions.

The activities of both Committees are based in particular on: the Helsinki Declaration, the Council of Europe Convention on Human Rights and Biomedicine, the Principles of Good Clinical Practice, the Code of Ethics for Researchers, recommendations of the Council of the National Science Center regarding research involving human participation, and other legal regulations.

The Code of Ethics for Researchers, amended by the General Assembly of the Polish Academy of Sciences on June 25, 2020, was based on the basic principles of ethics, which are recognized as human dignity, truthfulness, honesty, recognition of the right to freedom of belief and property rights, and the obligation to respect commitments made. The Code sets out criteria for appropriate practices in conducting research and introduces patterns of conduct to be used in situations that raise ethical concerns.



Scheduled activities: none.

3.3 Professional responsibility

Principle of the European Charter: Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated that the person to whom it is delegated to has the competence to carry it out.

The survey results: 4.8

The regulations in force at the PWSiP in Lomza

According to the PWSiP Statute, the basic obligations of academic staff include conducting scientific research, undertaking development work and contributing to the development of scientific creativity. Additionally, everyone is fully aware that the research conducted must add significant new value to society, and all forms of plagiarism are prohibited. The University operates a procedure for submitting, archiving and monitoring for plagiarism of theses (introduced by the Rector's Ordinance No. 8/2019) as well as following the rules of the copyright management, related rights, industrial property rights and the principles of commercialization, introduced by the Resolution of the Senate No. 79/2019 of 25/09/2019.

The issue of originality and standards of research is supervised by the Senate Committee for Research Ethics which operates on the basis of its own rules (introduced by the Resolution of the Senate No. 13/2021 from 22/04/2021) and regulations for the use of the research infrastructure of the University (introduced by the Resolution of the Senate No. 78/2019 from 25/09/2019). Any irregularities in originality and standards of research are directed to the University Disciplinary Committee for Academic Teachers appointed by the Senate Resolution No. 62/2010 of 18.12.2020

Scheduled activities: Holding a series of training sessions for researchers whose aim is to communicate the provisions of *The European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*.

3.4 Professional attitude

Principle of the European Charter: Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms and should seek all necessary approvals before starting their research or accessing the resources provided. They should



inform their employers, funders or supervisor when their research project is delayed, redefined or completed. They should give notice if it is to be terminated earlier or suspended for whatever reason.

The survey results: 4.3

The regulations in force at the PWSiIP in Lomza

The Rector's Regulation No. 73/2018 of 28.06.2018 established the Department of Science and Projects, as an appropriate organizational faculty to create the conditions which constitute the basis for the research. The main tasks of the Department should be administrative support of research projects, helping the managers of topics in accounting projects, and assistance in the preparation of cost estimates, annexes and agreements. Additionally, the department should provide substantial help in preparing applications for obtaining funds for scientific research projects. It should also foster cooperation in the implementation of projects with project teams as well as inform academic staff about the opportunities to participate in research projects. Moreover, the scope of duties of the Department employees includes the dissemination and collection of information on research activities of the University, preparation of proposals in connection with the evaluation of a parametric unit, preparation for the minister in charge of science proposals for the financing of science, maintenance of a database of research topics and management of patent protection and patent information.

By the Rector's Ordinance No. 121/2019 from 28/11/2019, the Regulations of the Research Activity of PWSiIP in Lomza were adopted, which provide detailed guidance on the mechanisms of research funding, the application process for funding and a list of other documents required for the application. By the Rector's Ordinance No. 72/2020 from 02/07/2020, the Procedure for submitting applications for funding research projects was introduced, which is used when academic teachers apply for funding research projects in the field of basic research, applied research, industrial research and development work.

Information about the competitions organized by the National Center for Science and the National Centre for Research and Development for the implementation of research projects is on the University website and updated on a regular basis. (<https://www.pwsip.edu.pl/badania/index.php/konkursy-i-programy>).

Scheduled activities: none.

3.5. Contractual and legal obligations

The Principle of the European Charter: Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions. This includes Intellectual Property Rights regulations.

The survey results: 4.2



The regulations in force at the PWSiP in Lomza

Every employee of the PWSiP along with the employment contract signs a statement of having read the organizational regulations and the PWSiP Statute. This document is attached to the personal file and creates an obligation to comply with them and, thus, to comply with any other internal regulations issued on its basis. The University employees are acquainted with the internal regulations through the University website where the regulations and procedures for the resolution are contained, e.g. intellectual property rights are published. The support in this area is given by the Department of Science and Projects, whose task among others is the creation of appropriate conditions as a basis for scientific research which includes the organization of seminars and training on the practical aspects of managing research projects.

Scheduled activities:

1. Supplementing the statement about reading the organizational regulations and the PWSiP Statute, which researchers must sign, along with making them aware of the Code of Ethics of Researchers and requiring a commitment to follow them
2. Periodic meetings with employees conducting research activities in order to discuss the most important changes in the law.
3. Publishing on the University website a tab with the most important current national regulations concerning higher education.

3.6. Accountability

Principle of the European Charter: Researchers need to be aware that they are accountable to their employers, funders or other related public or private bodies as well as, on more ethical grounds, to society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and co-operate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees.

Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny whenever necessary and as requested by the appropriate authorities.

The survey result: 4.6

The regulations in force at the PWSiP in Lomza

The priority directions of research conducted at the University are determined by Vice-Rector for Research and International Cooperation together with Deans. From 01.07.2018, the research activities of PWSiP in Lomza are coordinated by the Department of Science



and Projects under the Vice-Rector and for Research and Cooperation with foreign countries on the basis of the Organizational Regulations introduced by the Regulation of the Rector of PWSiP No. 73/2018 of 28.06.2018. This department is determined together with the Rector and Vice-Rector for Research and International Cooperation - priority directions of research conducted at the university. It verifies the purposefulness and reliability of spending the funds allocated to research activities. Its tasks also include administrative support for the area of scientific research, keeping a database of research tasks and projects, preparation of studies and reports on the research activities of the University, including the preparation of annual reports on scientific and research activities to the minister responsible for education and science. The department is also responsible for cooperation with external entities ordering scientific research and with other scientific and research units. It also deals with issues related to patent protection and patent information.

In order to maintain transparency and be accessible to all rules of conducting research activity, a number of regulations and procedures have been introduced at PWSiP in Lomza.

Research activities at PWSiP in Łomża are regulated by the Regulation of the Rector of PWSiP in Lomza No. 121/19 of November 28, 2019. Regulations of the research activity of PWSiP in Lomza, which in detail defines the rules for conducting research activities by research and teaching staff, rules for conducting research activities in scientific disciplines, the procedure for applying for funding / co-financing of participation in scientific events and publication, as well as the rules for the organization of scientific events.

By order of the Rector No. 72/2020 of 02.07.2020, the Procedure for submitting applications for funding research projects was introduced, which is used when academic teachers apply for funding research projects in the field of basic research, applied research, industrial research and development work.

In addition, the Regulations for the use of research infrastructure were introduced by the Senate Resolution No. 78/2019 of 2.09.2019. The university provides research infrastructure in the first place to its employees and students, and then to individuals and external entities to conduct scientific research and development works. Supervision over the infrastructure is carried out by heads of organizational units or other persons indicated by heads of units. Access to it is secured against unauthorized persons.

Rights and obligations of university, employees and students in the field of protection and use of copyrights, related rights and industrial property rights, rules for remunerating authors, rules and procedures for commercialization and rules for using university property used for commercialization, as well as the provision of services in the field of scientific activity regulates Regulations on the management of copyright, related rights, industrial property rights and the principles of commercialization of the results of scientific research and development works at the State University of Information Technology and Entrepreneurship in Lomza are determined by the Resolution of the Senate No. 79/2019 of



September 25, 2019. Support in the document workflow related to research activities is provided by the Electronic Document Exchange System introduced by the Rector's Ordinance No. 16/15 of 14.04.2015, through which University employees can apply for funding for scientific publications, participation in scientific conferences or organization of scientific events.

Scheduled activities: Optimization of the application process and the use of research infrastructure at PWSiP in Lomza. Amendment of the Regulations on the use of research infrastructure

3.7. Good practices in research

Principle of the European Charter: Researchers should at all times adopt safe working practices,

in line with national legislation which includes taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality requirements, and undertake the necessary steps to fulfill them at all times.

The survey result: 4.6

The regulations in force at the PWSiP in Lomza

In order to ensure safe and hygienic working conditions, the Occupational Safety and Health Commission has been established (Rector's Ordinance No. 33/2021), the main tasks of which include reviewing working conditions, periodically assessing the health and safety at work, giving opinions on measures taken by the employer to prevent accidents at work and occupational diseases, formulating conclusions regarding the improvement of working conditions.

All university employees undergo compulsory training, the organization and completion of which is the responsibility of the employer on the basis of the provisions of the Labor Code.

Before starting work, each newly hired employee undergoes initial training and on-the-job training, and the employee's personal file is accompanied by an initial health and safety training card, a statement on reading the provisions on fire protection at the University along with the obligation to comply with the Fire Safety Instructions and the employee's statement on getting acquainted with the occupational risk.

During their employment, employees undergo periodic training required by law. In order to reliably fulfill the obligations imposed on the employer to ensure safe and hygienic working conditions at the university, an OSH specialist is employed.

Matters for the protection of personal data are regulated by the Rector's Regulation No. 64/18 on the protection of personal data at PWSiP in Lomza, obliging all employees to



comply with the provisions constituting an appendix to the regulation of the "Personal Data Protection Security Policy" and the "Information System Management Instruction and a list of safeguards". In order to ensure proper supervision and management of personal data files at the University, the Data Protection Inspector and the IT Systems Administrator have been appointed. The IT System Administrator also acts as a person responsible for creating backup copies and recovering data stored in ICT systems.

Scheduled activities: none.

3.8. Dissemination, exploitation of results

Principle of the European Charter: All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and capitalized on, e.g. communicated, transferred into other research settings or, if appropriate, commercialized. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either commercially available or made accessible to the public (or both) whenever the opportunity arises.

The survey result: 4.2

The regulations in force at the PWSiP in Lomza

In order to promote and disseminate the results of research work carried out by the University's employees, the PWSiP Publishing House in Lomza was established. The tasks of the publishing house include handling the publishing process of PWSiP in Lomza, in particular textbooks, monographs, scientific journals published by the University and information publications. The publishing house also conducts marketing and promotional activities, distributes University textbooks and publications, including on-site and mail-order sales to libraries, wholesalers, bookstores, individual recipients, and as part of inter-university exchange and exchange with other institutions.

Since 2015 the University has published the English-language magazine called "Polish Journal of Applied Sciences". The quarterly is published in the Open Access mode. It publishes the peer-reviewed, original research of the University staff and review articles. The University has rules for managing copyright, related rights, industrial property rights and the rules for commercializing the results of scientific research and development works, which defines the rules and procedures for commercialization of research.

Scheduled activities:

1. Organization of cyclical meetings at which the possibilities of disseminating and commercializing research would be discussed, with an indication of the tools available to PWSiP.



2. Increasing the clarity of the content of the research results of employees published on the University website in order to facilitate their commercialization.

3.9. Public engagement

Principle of the European Charter: Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.

The survey result: 4.3

The regulations in force at the PWSiP in Lomza

The PWSiP cooperates with the business and social sectors in the development of the educational offers of postgraduate studies in accordance with the requirements of the local labor market. A perfect example of good practice in cooperation with the socio-economic sector is the Practitioners Council established by the Faculty of Social Sciences and Humanities. Its aim is to strengthen cooperation between science and business. The Council is an advisory and opinion body for the authorities and academic staff of the Institute and the University. In addition, the University prepares reports and implements plans for the needs of local enterprises and regional authorities.

At the University, all kinds of projects are conducted which are aimed at promoting knowledge and research results in the society, such as the Academy of Six-Year-Olds, the Open University, Knowledge Competitions, implementation of projects financed by the European Union, such as "My Passion - My Future".

The Academy is Six-Year-Olds is a cyclical event, which takes place within the walls of the PWSiP. Meetings are held every month, the subject of each of them is prepared by a different Faculty. Students under the guidance of teachers organize interesting activities for the faculty. The Senate Resolution No. 26/2015 established the Open University of the PWSiP. The purpose of the University is to provide its students with opportunities to develop social and artistic activities and above all an interdisciplinary attitude to knowledge which is built on the solid foundation of humanities. Reconciling the humanities paradigm of vocational training will enable all members of the Open University - regardless of their age, social status and education - a way out of the closed circle of empirical science and to address the ethos of the University as a place of shaping the worldview and socially responsible attitudes. UO lecturers are outstanding scientists, recognizable in the country and abroad. Through the activities of the Open University, we reach the residents of the city and the region, and we engage in the field of humanistic activity integrating the local intellectual milieu.

The faculties regularly undertake activities related to the organization of Knowledge Competitions for young people, one of the aims of which is to popularize knowledge. One



of such competitions is the Lomza Mathematics Competition, which has already had its 9th edition. The university also tries to obtain funds from European funds for the implementation of projects aimed at popularizing science. One of such projects is the project entitled "My passion - my future".

The main goal of the project was to prevent the exclusion of primary and secondary school students from the Lomza powiat and to create conditions for developing their passion for science and knowledge by organizing classes at PWSliP.

The remaining goals of the project were defined as follows: - popularization of academic knowledge among children and youth from the Lomza powiat; - support in the development of various passions and interests of children and youth; - support in choosing the further educational path; - promoting access to the academic environment for people from rural areas; - strengthening the relationship between the University and the student community; - popularizing the achievements of science among the student community- mutual creation of new educational needs and directions of education; - inclusion of children and adolescents in the academic community of PWSliP.

Scheduled activities: Organization of cyclical meetings at which the possibilities of disseminating knowledge would be discussed, by organizing Conferences, Seminars or participation in projects implemented by the University.

3.10. Relation with supervisors

Principle of the European Charter: Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them.

These relationships include: recording the progress of any research and its results, getting feedback through reports and seminars, applying this information, and working according to established schedules, deadlines, practical results and / or research results.

The survey result: 3.7

The regulations in force at the PWSliP in Lomza

In accordance with the internal regulations functioning at the University, the Deans of the Faculties are responsible for inspiring the research and teaching development of their subordinate employees, who, if necessary, can appoint tutors for specializations, laboratories, teaching teams and research clubs.

The activities of the Deans of the Faculties in building constructive and positive relations with beginning academics are supported by the Vice-Rector for Research and International Cooperation and the Department of Science and Projects subordinate to it as an organizational unit competent to create appropriate conditions for conducting scientific

research, selecting staff in project teams and coordinating the course of scientific promotions.

The system of periodic appraisal of academic teachers functioning at the university and awarding awards to academic teachers adopted by the Resolution of the Senate No. 95/2019 of 28.11. 2019 (as amended) supports building positive relationships in which the supervisor acts as a guardian, mentor and advisor in order to ensure career development and achieve the intended goals of a given unit.

Scheduled activities: The team decided that there is a need to undertake improvement actions in this area. The activities will consist in introducing and implementing detailed guidelines in the field of: the procedure of appointing a guardian, taking into account the appropriate criteria for his selection, obligations arising from the role of a guardian, work / cooperation plan, meeting schedule, care, assistance and monitoring of the work progress of a young scientist / employee. The purpose of specifying and formalizing the results of the research and teaching work planned and expected from the research and teaching staff member would be to oblige the Deans of the Departments (on the basis of a relevant Rector's order) to define a path for the development of their academic career for each employee employed as an assistant or assistant professor.

3.11. Supervision and managerial duties

Principle of the European Charter: Senior researchers should devote particular attention to their multifaceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.

The survey result: 4.2

The regulations in force at the PWSiP in Lomza

In accordance with the internal regulations functioning at the University, the Deans of the Faculties and Heads of Departments are responsible for inspiring the scientific and didactic development of their subordinate employees, who, if necessary, may appoint coordinators of specializations, workrooms, didactic teams, and scientific societies. The actions of the Deans of Faculties in building constructive and positive relationships with the early-stage researchers are supported by the Vice-rector for Science and International Cooperation and her subordinate Department of Science and Projects. They also form appropriate organizational units to create the opportune conditions for conducting research,



select the personnel in the project teams, and coordinate the process of scientific advancement.

The University system of periodic assessment of university teachers adopted by the Senate Resolution and the current Rules and Regulations of granting the PWSiP Rector awards to university teachers approved by the Senate Resolution No. 124/2019 of 02.12.2019 support building positive relationships, in which the superior acts as a tutor, mentor, and advisor to ensure career development and the achievement of the objectives of the unit.

Scheduled activities: Periodic meetings with employees aimed at motivating young employees to scientific development, indicating opportunities for a development path and helping a young scientist to define research topics.

3.12. Continuing professional development

Principle of the European Charter: Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including but not restricted to formal training, workshops, conferences and e-learning.

The survey result: 4.6

The regulations in force at the PWSiP in Loma

Employees who have decided to pursue a scientific career are treated by the University in a unique and preferential manner. It is manifested, inter alia, by the fact that from the beginning of employment, employees in research and teaching positions have much lower teaching obligation, at the same time, higher salaries and preferential treatment in the case of salary increases in relation to teaching staff. By the Rector's Ordinance No. 32/21, it was adopted on 21/04/2021. *The Procedure for Promotion of Academic Teachers*, which precisely defines the requirements and precisely describes the paths of promotion of academic teachers at PWSiP in Lomza. Scientific activity is also particularly rewarded by the university's Commissions for state orders and decorations when drawing up applications for their award.

Scheduled activities: none.

3.13. Recognition of the profession

Principle of the European Charter: All researchers engaged in a research career should be recognized as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).



The survey result: 4.5

The regulations in force at the PWSiP in Lomza

Employees who have chosen a research career are in a unique situation and given preferential treatment by the University. This is manifested, among other things, by the fact that from the beginning of employment, employees in academic positions have a lower teaching load but at the same time a higher pay and preferential treatment of the increases in wages in relation to the teaching staff. By the Rector's Ordinance No. 32/21, it was adopted on 21/04/2021. *The Procedure for Promotion of Academic Teachers*, which precisely defines the requirements and precisely describes the paths of promotion of academic teachers at PWSiP in Lomza. Scientific activity is also a particular plus for the School Committee of Orders and State Awards in the preparation of applications for grants.

Scheduled activities: none.

3.14. Non-discrimination

Principle of the European Charter: Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.

The survey result: 4.6

The regulations in force at the PWSiP in Lomza

A non-discrimination rule was provided for in Chapter 12 of the current *"Work Regulations"* of the PWSiP. Each new employee must read "The Information about Equal Treatment in Employment" when signing an employment contract and confirm this fact by providing his/her signature. In addition, disabled employees are acquainted and sign declarations that they have familiarized themselves with their rights. When appointing members of every type of committee or other collective body, the University if possible tries to secure equal participation of men and women. The University gives equal chances to women by enabling them a smooth transition to work after maternity and/or child-care leave.

Scheduled activities: none.

3.15. Research environment

Principle of the European Charter: Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.



The survey result: 4.4

The regulations in force at the PWSiP in Lomza

By the Organizational Regulations introduced by the Order of the Rector of PWSiP No. 70/2017 of 29.09.2017, the University may have departments whose task is to organize research work in a given scientific discipline. Currently, there are two departments: the Department of Legal Sciences at the Faculty of Social Sciences and Humanities and the Department of Medical Sciences at the Faculty of Health Sciences. The university tries to provide employees with appropriate facilities to conduct scientific research, including technical and IT infrastructure, as well as the possibility of remote communication and cooperation. In 2012, a complex of buildings was commissioned, with modern laboratories adapted to teaching and research in the field of food technology, automation and robotics. In 2015, the University was awarded subsidies for the maintenance of special research devices, which were intended for the maintenance of the equipment in readiness for research. In 2019 and in 2020, the didactic and research potential of the University as part of the Didactic Excellence Initiative, and in 2021 as part of the Initiative to Support the Striving for Excellence - programs of the Ministry of Education and Science. The Department of Science and Projects organizes specialized training courses for employees in the field of conducting and implementing scientific research, and encourages employees, at the same time providing them with assistance in the preparation of applications for additional funding for research activities. On October 12, 2020, Agreement No. 66 / KZp / 20 was signed with Index Copernicus Sp z o.o. from Warsaw for the period October 2020 - August 2023 for training and consulting services in the field of increasing the University's scientific potential. The services are provided for two groups of employees: research and teaching staff as well as employees administering data on scientific activities. The training concerns legal provisions regulating the assessment of the effects of scientific activity, social impact and the importance of commercialization of research results. Consulting takes place in the area of the possibility of increasing the scientific achievements also for the purposes of the parametric evaluation of the University. Additionally, as part of international cooperation, employees take part in trips organized as part of the ERASMUS + program. The rules of participation are specified in the Resolution of the Senate No. 43/2018 of adopting the rules for the implementation of mobility of students and employees of PWSiP in Lomza under the ERASMUS + program. Employees willingly use the opportunities offered by the program, both for training purposes and for teaching abroad.

In the years 2019-2020, research workers carried out 62 research tasks in various scientific disciplines. From February 5, 2020, PWSiP in Lomza has been conducting a research project in a consortium with the private company InConTech Sp. z o.o. in Białystok, "Research works on the support system for pro-ecological activities to improve air purity", project No.: WND-RPPD.01.02.01-20-0153 / 19, project budget: PLN 1,970,100.00. The deadline for the project is March 31, 2022.



Scheduled activities: The extension of cooperation with external parties to conduct joint research, including the building of consortia to undertake joint research projects.

3.16. Working conditions

Principle of the European Charter: Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, *inter alia*, to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.

The survey result: 4.5

The regulations in force at the PWSiP in Lomza

In order to ensure good results of scientific research as well as in the light of the need to facilitate achieving a healthy work-life balance for the academic staff, the University, under internal arrangements, has greatly reduced teaching load whilst simultaneously offering higher remuneration and preferential treatment with respect to pay rises given to teaching staff. When courses are planned for academic employees, their current research projects are taken into account, so that they do not collide with teaching classes. Moreover, based on the generally applicable regulations, the University provides sabbatical leaves and shows support when one requests a reduction of employment proportion due to ongoing research work.

Scheduled activities: none.

3.17. Stability and permanence of employment

Principle of the European Charter: Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in the *EU Directive on Fixed-Term Work*.

It aims to prevent fixed-term workers from being treated less favorably than permanent workers, to prevent abuse of multiple fixed-term contracts, to improve access to training for fixed-term workers, and to ensure that fixed-term employees were informed about the available permanent jobs. Council Directive 1999/70 / EC on the "Framework agreement on fixed-term employment", concluded by ETUC, UNICE and CEEP, adopted on 28 June 1999.



The survey result: 4.5

The regulations in force at the PWSiP in Lomza

Considering the fact that job security may have a significant impact on the quality of research and scientific achievements of employees, the University applies a fast track to permanent employment contracts for academic staff who conduct research. Act of July 20, 2018. - The law on higher education and science introduced new solutions for establishing an employment relationship with university employees, including the principle that the only basis for entering into an employment relationship is an employment contract. It applies to all groups of university employees, regardless of the position held and the degree or title they hold. Another important principle resulting from the aforementioned act is the employment of academic teachers in a way that guarantees greater employment stabilization than before. An academic teacher may be employed for an indefinite period with statutory exceptions, and the durability of his employment relationship will be determined by the result of his periodic appraisal. Therefore, the first employment contract with an academic teacher at a given university may be concluded for an indefinite period or for a specified period of up to 4 years. Considering the above, over 80% of employment contracts of academic teachers employed in the research and teaching group are concluded for an indefinite period.

Scheduled activities: Although Polish Law addresses the issue of job security by limiting the period of employment contracts for a definite period of time to 33 only months, it seems advisable to introduce internal regulations which would be more beneficial for academic staff with good prospects of scientific research.

3.18. Funding and salaries

Principle of the European Charter: Funders and / or employers of researchers should provide researchers with fair and attractive financing and / or remuneration conditions, together with adequate and equitable social security benefits (including sickness and family benefits, pension rights and unemployment benefits) in accordance with applicable national and national legislation or sectoral collective agreements. These conditions must cover researchers at all stages of their research career, including early stage researchers, in proportion to their legal status, performance and level of qualification and / or responsibilities.

The survey result: 4.4

The regulations in force at the PWSiP in Lomza

At every stage of their professional career, the University supports the development of scientific activities of its employees by co-financing up to 100% of the costs of raising

professional qualifications (Principles of co-financing the improvement of qualifications of employees employed at PWSiP adopted by the Rector's Ordinance No. 2/2018 from 03/01/2018 and No. 25/2021 from 30/04/2021), and also co-finances / finances employees participation in scientific conferences, workshops and training. The University also financially supports research and teaching staff in organizing scientific conferences and seminars (Regulations of the research activity of the PWSiP in Łomża adopted by the Rector's Ordinance No. 121/2019 from 28/11/2019), as well as during trips under the Erasmus + program (Rules implementing the mobility of students and employees of the PWSiP in Łomża under the ERASMUS + program), or other international scientific contacts. Possibilities of continuous development of employees are supported and motivated also by the system of rewarding employees for scientific activity (Regulations on granting awards of the Rector of the PWSiP in Łomża to academic teachers introduced by the Rector's Ordinance No. 124/2019 from 02/12/2019). Bearing in mind that the stability of employment may significantly affect the development of the employees' scientific careers, in practice, the University applies the principle of a fast path to transition to employment contracts for an indefinite period in relation to research and teaching employees conducting research. As a result of such activities, most of the research and teaching staff have an indefinite clause in their employment contracts. The issue of stability of employment in formal terms was regulated by the amendment to the Labor Code recently introduced in 2016, allowing the conclusion of fixed-term employment contracts only up to 33 months.

Scheduled activities: none

3.19. Gender balance

Principle of the European Charter: Funders and / or employers should aim to ensure a representative gender balance at all levels of staff, including tutors and managers. This goal should be achieved on the basis of an equal opportunities policy at the recruitment stage and subsequent stages of the professional career, but without lowering the quality and qualification criteria. In order to ensure equal treatment, there should be an appropriate gender balance in the selection and evaluation committees.

The survey results: 4.7

The regulations in force at the PWSiP in Łomża

The principle of non-discrimination has been precisely defined in Appendix 2 to the Work Regulations of the State University of Information Technology and Entrepreneurship in Łomża, introduced by the Rector's Ordinance No. 81/2019 from 13/09/2019 (as amended): "Any discrimination in employment, direct or indirect, in particular on the basis of sex, age, disability, race, religion, nationality, political beliefs, trade union membership, ethnic origin, religion, sexual orientation, fixed-term, full-time or part-time employment is not allowed. Each new employee, when signing an employment contract, must read the



"Information on equal treatment in employment" and confirm it in writing. When establishing all kinds of committees or other collegiate bodies, the University, as far as possible, tries to ensure equal participation of women and men in their composition. The university also provides equal opportunities for women by enabling them to smoothly return to work after taking maternity and / or parental leave.

Scheduled activities: none.

3.20. Career development

Principle of the European Charter: Employers and / or funders of researchers should draw up, ideally as part of a human resource policy, a defined career development strategy for researchers at all stages of their career, irrespective of the type of contract signed, including researchers with fixed-term contracts. This strategy should identify the availability of mentors to provide support and guidance for the personal and professional development of researchers, thereby motivating researchers and contributing to reducing uncertainty about their professional future. All researchers should be familiar with such regulations and arrangements.

The survey results: 4.4

The regulations in force at the PWSiP in Łomża

The procedure for promoting academic teachers employed by PWSiP in Łomża, adopted by the Rector's Ordinance No. 23/2021 on 29/04/2021. It defines in detail the requirements and precisely describes the promotion paths of academic teachers employed at PWSiP in Łomża to the positions of: university professor, assistant professor and assistant. The clarity and transparency of the provisions of the above-mentioned Procedure makes it easier for research and teaching staff to plan their professional career. Research and teaching staff, after meeting the requirements set out in the Procedure, may apply for a promotion to a higher position or be promoted at the Dean's request or on the Rector's initiative. Academic teachers may also be promoted to managerial positions in university.

In accordance with the Rector's Ordinance No. 2/2018, the *Principles of co-financing the improvement of qualifications of employees employed at PWSiP in Łomża*, academic teachers employed at the University, as their primary place of work, have the right to apply both for co-financing of the costs of improving professional qualifications in the form of doctoral dissertations, habilitation proceedings, proceedings for the award of an academic title, as well as co-financing of courses, workshops, trainings and seminars, the completion of which may facilitate the development of a professional career.

Scheduled activities: none

3.21. Value of mobility



Principle of the European Charter: Funders and / or employers should recognize the value of geographic, intersectoral, inter- and transdisciplinary and virtual mobility, as well as mobility between public and private sectors, as an important means of enhancing scientific knowledge and supporting the professional development of researchers at all stages of their careers. As a result, they should consider such opportunities in their defined career development strategy and fully appreciate and recognize any mobility experience within their own career development and evaluation system.

It also requires the necessary administrative instruments to be put in place to enable both grants and social security portability, in line with national legislation.

The survey result: 4.5

The regulations in force at the PWSiP in Lomza

The university recognizes the value of employee mobility as one of the key aspects of their professional career development and the opportunity to exchange knowledge and experience in the international scientific environment. This goal will be achieved, among others, by increasing the mobility of university staff under the Erasmus + program, by promoting teaching and training trips, and recognizing these activities in the career path, participation in international projects such as summer schools, study visits and courses intensive, developing new forms of cooperation through mobility and cross-border exchange.

The key area of the University's activity is foreign cooperation (under the Erasmus + program) with European Union countries, and the development of cooperation with Belarus, Ukraine, Georgia, Albania, Kyrgyzstan and Japan. As part of this cooperation, the University has signed a number of bilateral agreements on cooperation in the field of, inter alia, mobility of employees and students. The list of signed international agreements is available on the University's website: <https://pwsip.edu.pl/dwz/erasmus/uczelnie-partnerskie-ka-103>, <https://pwsip.edu.pl/dwz/erasmus/uczelnie-partnerskie-ka-107>

PWSiP, regardless of the contracts concluded under the Erasmus + exchange, has signed international agreements, the so-called memoranda of cooperation with universities / international entities in Great Britain, Germany, Portugal, Slovakia, Belarus, Taiwan, Mexico, the Czech Republic, Georgia, Ukraine. The list of signed contracts is available on the website: <https://pwsip.edu.pl/dwz/umowy-miedzynarodowe>.

Scheduled activities: none

3.22. Access to research training and continuous development

Principle of the European Charter: Funders and / or employers should ensure that researchers at all stages of their career, irrespective of the type of contract, have the opportunity to develop professionally and improve their employability through access to resources enabling the continuous development of their skills and qualifications.



Such measures should be regularly assessed in terms of availability, interest and effectiveness in improving qualifications, skills and job opportunities.

The survey result: 4.4

The regulations in force at the PWSiIP in Lomza

The University provides employees at every stage of their career with an opportunity for professional development. The Regulation No. 2/2018 of 03.01.2018, as amended, defines the rules for co-financing the professional qualifications of the employees of the PWSiIP in Lomza. Academic teachers employed at PWSiIP in Lomza as their primary workplace and employees who are not academic teachers have the right to apply for co-financing of the costs of raising professional qualifications in the form of courses, workshops, trainings and seminars, conferences, postgraduate studies, doctoral studies, doctoral studies, habilitation proceedings and proceedings for awarding an academic title.

As part of the projects implemented by PWSiIP in Lomza, training is organized for teaching and research staff and teaching staff in the field of projects related to conducting scientific research, among others training sessions took place in 2021 "Project management Prince 2 Foundation", "Public procurement law and the principle of competitiveness in EU projects". The Department of Science and Projects provides support in the field of obtaining and accounting for funds for research and development activities.

Scheduled activities: none

3.23. Access to career advice

Principle of the European Charter: Employers and / or funders should provide researchers at all stages of their careers and, irrespective of the type of contract, in the institutions concerned or in cooperation with other structures, career counseling and assistance in finding a job.

The survey result: 4,2

The regulations in force at the PWSiIP in Lomza

At PWSiIP in Lomza, as part of the Organizational Regulations introduced by the Regulation of the Rector of PWSiIP No. 73/2018 of 28.06.2018, as amended, a Career Office was established, under which an entrepreneurship advisor and a career advisor are operating. The Career Office deals with professional promotion and activation of students and graduates of PWSiIP in Lomza, as well as research on the fate of graduates

Scheduled activities: Extending the activities of the Career Office with consultations in the field of entrepreneurship and career counseling for all employees of PWSiIP in Lomza.



3.24. Intellectual Property Rights

Principle of the European Charter: Funders and / or employers should ensure that researchers at all stages of their careers benefit from the exploitation (if any) of their R&D results through legal protection and, in particular, through appropriate protection of intellectual property rights, including intellectual property rights. copyright. Policies or practices should set out the rights of researchers and / or, if applicable, employers and other parties, including external commercial or industrial organizations that are likely to be covered by specific collaborative or other arrangements.

The survey result: 4.5

The regulations in force at the PWSiP in Lomza

The LSUAS in order to protect the interests of creators of intellectual property as well as those of the University has established, under Senate Resolution No. 79/2019 of 25.09.2019 (as am.), the rules for the management of copyright, related rights, industrial property rights and the commercialization of the results of research and development in force at the PWSiP. The University provides due legal protection for intellectual property under the applicable legislation. The University supports the development of creative and inventive work, in particular by providing assistance in the field of intellectual property protection and use of the infrastructure and technical base of the University with the support and under the terms of the University. Compliance with the provisions of the Rules of management of copyright, related rights, industrial property rights and the commercialization of the results of research and development at the LSUAS is the responsibility of employees of the University.

Scheduled activities: none

3.25. Co-authorship

Principle of the European Charter: Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognized and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc., or to publish their own research results independently from their supervisor(s).

The survey result: 4.5

The regulations in force at the PWSiP in Lomza

The "*Sheet of periodic assessment of university teachers employed in the PWSiP on academic positions*" which was approved by the Senate Resolution No. 124/2019 of 02.12.2019 (as am.) takes into account the allocation of points for co-authorship of



publications, participation in the implementation of grants, participation in the preparation of the proposal for the launch of a new field of study, a new specialty, postgraduate program or courses that prepare a new teaching position. The University authorities positively foster and in no way restrict the right of employees to publish and to be mentioned in a list and/or to be quoted in the context of the actual contribution they make as co-authors of papers, patents, etc., regardless of their tutors.

Scheduled activities: none.

3.26. Supervision

Principle of the European Charter: Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly.

Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.

The survey result: 4.0

The regulations in force at the PWSiP in Łomża

In accordance with the internal regulations of the University, the Deans of the Departments are responsible for inspiring the research and teaching development of their subordinate employees, who, if necessary, can appoint tutors for specializations, laboratories, teaching teams and research clubs. The activities of the Deans of the Faculties in building constructive and positive relationships with novice researchers are supported by the Vice-Rector for Research and International Cooperation and the Department of Science and Projects subordinate to them, which facilitates the creation of appropriate conditions for conducting research and the selection of personnel in project teams and makes it possible to coordinate the course of scientific promotions.

The system of periodic appraisal of academic teachers and awarding awards to academic teachers functioning at the University, adopted by the Resolution of the Senate from 28/11/2019 (as amended) supports building positive relationships in which the supervisor acts as a guardian, mentor and advisor in order to ensure professional career development and achieve the intended goals of a given unit.

Scheduled activities: Introduction and implementation of detailed guidelines in the field of: the procedure of appointing a tutor, taking into account the appropriate criteria for his selection, duties resulting from the role of a tutor, work / cooperation plan, meeting schedule, care, assistance and monitoring of the work progress of a young scientist / employee.

3.27. Teaching



Principle of the European Charter: Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.

The survey result: 4.3

The regulations in force at the PWSiP in Łomża

Taking into account the fact that teaching is an important element of the scientific development of scientists, but at the same time it cannot overburden them, in the Work Regulations of PWSiP in Łomża of 13.09.2019. (as amended), for employees working in research and teaching positions, significantly lower dimensions of the teaching load compared to staff employed in teaching positions, with particular emphasis on young workers. For example, the working capacity of an assistant employed in a research and teaching position is 240 h, and an assistant in a teaching position is 360 h. In the case of professors it is respectively 180 and 300 hours, for university professors 210 and 300 hours, respectively, and in the case of assistant professors in relation to teachers it is 240 and 360 hours, and 300/360 hours for lecturers, respectively. Moreover, in the case of research and teaching staff, the amount of their monthly salaries is usually higher and they are given preferential treatment for salary increases. The system of evaluation of research and teaching staff operating at the University covers three areas of their activity - scientific, didactic and organizational. The evaluation of didactic work takes into account, inter alia, results of student surveys and class visits.

Scheduled activities: none.

3.28. Evaluation/appraisal systems

Principle of the European Charter: Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee. Such evaluation and appraisal procedures should take due account of their overall research creativity and research results, e.g. publications, patents, management of research, teaching/lecturing, supervision, mentoring, national or international collaboration, administrative duties, public awareness activities and mobility, and should be taken into consideration in the context of career progression.



The survey result: 4.6

The regulations in force at the PWSiP in Lomza

Academic teachers, with the exception of the Rector, are subject to periodic evaluation. Periodic appraisal is performed at least once every four years or at the Rector's request. The Dean of the Faculty makes an assessment in relation to academic teachers employed in a given Faculty, and the Deans - the Rector. The basis for the evaluation of an academic teacher are his achievements in three basic areas of activity - scientific, didactic and organizational. Among other things, the results of the hospitalization are taken into account when assessing the achievements; publications and student opinions. When assessing activity in the field of improving professional qualifications, one takes into account, among others, scientific promotions; participation in research, scientific publications, implementations, projects and expert opinions, participation in scientific conferences, postgraduate studies and training. When assessing the activity in the organizational work of the University, participation in committees and teams, participation in organizing conferences, work in the University's bodies is taken into account, among others. The periodic evaluation is made on the evaluation sheet approved by the Senate by Resolution No. 95/2019 of 28.11. 2019 and introduced by the Rector's Resolution No. 124/2019 of 02.12.2019. The evaluation of an academic teacher employed at the Faculty is presented to him in writing - by the Dean, respectively. Academic teachers may appeal against their assessments to the Rector. The assessed person is informed about the possibility of appeal. The results of the evaluation of an academic teacher and the conclusions resulting from such evaluation have an impact on increasing or lowering the amount of remuneration, promotions, bonuses and distinctions, entrusting managerial positions, and the possibility of terminating the employment relationship with notice. For special scientific or organizational achievements, research and teaching staff are awarded the Rector's awards in accordance with the provisions of the "Regulations on granting awards of the Rector of PWSiP in Lomza to academic teachers" by the Senate by Resolution No. 95/2019 of 28.11. 2019 and introduced by the Rector's Resolution No. 124/2019 of 02.12.2019

Scheduled activities: none.

3.29. Complaints/appeals

Principle of the European Charter: Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of



promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.

The survey result: 4.5

The regulations in force at the PWSiP in Lomza

PWSiP in Lomza does not accept mobbing or any other forms of psychological violence. The university is obliged to prevent mobbing in the workplace and obliges employees not to take actions that may have the hallmarks of mobbing, as well as to counteract mobbing by other people. These activities have been regulated by the Order of the Rector of the PWSiP in Lomza No. 14/15 of 20.03.2015 on the anti-mobbing policy at the PWSiP in Lomza. The submitted complaints are examined by the Anti-mobbing Commission.

The functions of impartial ombudsmen, whose role is to consider complaints and applications in the field of research ethics carried out by scientists, are performed at PWSiP in Lomza, appointed by the Senate, acting on the basis of the regulations of the Senate Committee of Appeals for Ethics of Scientific Research.

Each academic teacher has the right to lodge an appeal against employee appraisal to the Appeal Evaluation Committee for the appraisal of academic teachers established by the Regulation of the Rector of the PWSiP IN in Lomza No. 13/19 of 11.02.2019.

In addition, on generally applicable principles, each employee may submit a complaint or request to the head of the unit, i.e. the Rector of the PWSiP in Lomza.

Planned activities: none.

3.30. Participation in decision-making bodies

Principle of the European Charter: Employers and/or funders of researchers should recognize it as wholly legitimate, and indeed desirable, that researchers be represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution.

The survey result: 4.4

The regulations in force at the PWSiP in Lomza

In accordance with the Statute of the PWSiP in Lomza, the university's collegiate body is the Senate. The Senate is composed of academic teachers, where the representatives of academic teachers holding at least a doctoral degree represent not less than 50% of the composition of the Senate, and the representatives of academic teachers without a doctoral degree and the representatives of employees who are not academic teachers shall constitute not less than 25% of the composition of the Senate.



Moreover, academic teachers are members of, among others, University Council for Quality of Education, Senate Committee for Ethics of Scientific Research, Senate Appeal Committee for Scientific Research, Appeal Evaluation Committee for Academic Teachers at PWSiP in Łomża. Thus, teachers have a real influence on decisions made at the University in many aspects of its activities.

Scheduled activities: none.

3.31. Recruitment (1)

Principle of the European Charter: Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning at their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career. Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.

The survey result: 4.5

The regulations in force at the PWSiP in Łomża

According to *the Law on Higher Education* and the Statutes of the University, university teacher employment, including an academic position, in a dimension exceeding a part-time job for a definite or indefinite period is conducted by the means of an open competition. A competition for the position of an academic teacher is announced by the Rector at the Dean's request or on his / her own initiative. The employment selection board is appointed by the rector, and it must consist of a minimum of three people. The competition notice must contain at least the place of employment, definition of the work requirements (i.e. the eligibility criteria) for candidates and the way the requirements must be documented, as well as the date of submission of the documents and the date of announcement of the results. The eligibility criteria to be taken into account when hiring academic staff at the University are in particular the candidates' scientific, educational and organizational achievements as well as their professional experience gained while working outside higher education. The criteria are adequately given to the type of positions and with a balanced level of detail so as not to discourage candidates. The candidate's ability to determine the University as the basic place of work within the meaning of the Act and the possibility of allocating a candidate for the minimum staff of a field of study are also taken into account. The duty of the chairman of the jury is to present the Rector with information about the progress of the competition and the disposition proposed by the committee in the form of a ranking list of candidates. In case of doubt, the Rector has the right to ask a specialist in the discipline for an opinion on the candidate's scientific, didactic and organizational achievements.

Scheduled activities: none.

3.32. Recruitment (2)

Principle of the European Charter: Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialized as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

The survey result: 4.5

The regulations in force at the PWSiP in Łomża

According to *the Law on Higher Education* and the Statute of the University, employment of an academic teacher for more than half-time for a definite period longer than 3 months or for an indefinite period takes place after an open competition.

The competition is announced by the Rector at the Dean's request or on his own initiative. Information about the competition is posted on the website of the University and Ministry of Science and Higher Education 30 days before the competition and is also available in English. The competition announcement shall at least specify the place of employment, job position, requirements (i.e. qualification criteria) for candidates and the manner of documenting them, form of employment and working time, as well as the date of submission of documents and the date of announcement of its results. The competition committee for the employment of an academic teacher is appointed by the Rector, composed of 3 to 5 people

Scheduled activities: adopt the *Regulations of the Competition Committees* for the employment of academic teachers, taking into account, among others, general recruitment criteria

3.33. Staff Selection

Principle of the European Charter: Selection committees should represent a wide variety of experiences and qualifications and have an appropriate gender balance and, where necessary and possible, be made up of members of a variety of industries (public and private sectors) and disciplines, including from other countries and with relevant experience to evaluate candidates. Whenever possible, a wide variety of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of the panel that selects candidates should be properly trained.



The survey results: 4.6

The regulations in force at the PWSiP in Lomza

Competition Committees to conduct competitions for the employment of an academic teacher are appointed by the Rector by way of an order composed of three to five people with knowledge and experience adequate to the position offered and, if possible, maintaining an appropriate gender balance. The Competition Committee examines the applications submitted for the competition after reading the submitted documents

Candidates may be additionally interviewed. Then, the Competition Committee presents the opinion to the Rector, in which the candidate is recommended for employment, along with the justification and evaluation of all candidates. If none of the candidates meets the required criteria, they do not submit any recommendations. The final decision on employing a given person is made by the Rector.

Scheduled activities: none

3.34. Transparency

Principle of the European Charter: Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.

The survey results: 4.4

The regulations in force at the PWSiP in Lomza

In accordance with *the Law on Higher Education* and the Statute of the PWSiP in Lomza, job candidates are informed about the recruitment process and selection criteria by publishing the content of the advertisement about the offered position on the website of the University and Ministry of Science and Higher Education and in English of the European Commission intended for the publication of job offers for researchers 30 days before the competition. The candidates are informed about the results of the recruitment in the same way.

Scheduled activities: Adoption of the Regulations of the Competition Committees for the employment of academic teachers, taking into account, among others, the rules of informing candidates about the results of the competition and the possibility of obtaining the candidate's evaluation obtained in the competition procedure for a given position.

3.35. Judging merit

Principle of the European Charter: The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered.



This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

The survey results: 4.5

The regulations in force at the PWSiP in Lomza

In the process of selecting staff, based on the provisions of the Statute of the PWSiP in Łomża regarding the employment of academic teachers, the comprehensive scope of experience of the candidates is taken into account, including scientific, didactic and organizational achievements of the candidate as well as his professional experience gained in work outside higher education. The criteria for selecting a candidate are defined adequately to the type of position offered and with a balanced degree of detail

An academic teacher may be a person who has qualifications and meets the requirements set out in the University Statute and the Law on Higher Education and Science, and conducts scientific activity or participates in scientific activity, or has appropriate competences allowing for the proper implementation of classes within the study program.

Teachers may be employed in teaching or research and teaching positions. In teaching positions, the primary responsibility of an academic teacher is to educate and educate students. In turn, in research and teaching positions, additionally conducting research activities. In the case of already employed employees, who expire a fixed-term contract, the basis for the decision to extend it are the results of the periodic appraisal of an academic teacher obtained in the grading system in accordance with the *Regulation of the Rector of the PWSiP in Łomża No. 124/2019 of 02.12.2019 on the introduction of Regulations of awarding the Rector's awards at PWSiP in Łomża to academic teachers, periodical evaluation sheets of an academic teacher employed at PWSiP in Łomża and Regulations of the Rector's awards for employees who are not academic teachers.*

Assessment is made in three basic areas: scientific, didactic and organizational. When assessing didactic achievements, the results of hospitalization and opinions of students, scientific - ,among others, scientific promotions, participation in research works, scientific publications, implementations, projects and expert opinions, participation in scientific conferences, postgraduate studies and training, and organizational ones - among others, participation in committees and problem-solving teams, participation in organizing conferences, working in the University's bodies.

Scheduled activities: none.

3.36. Variations in the chronological order of CVs

Principle of the European Charter: Career breaks or variations from the chronological order of the CVs should not be criticized but viewed as a career evolution and, consequently,



as a potentially valuable contribution to the professional development of researchers following a multi-dimensional career path. Therefore, applicants should be allowed to submit evidence-based CVs that reflect a representative range of achievements and qualifications relevant to the position being applied for.

The survey results: 4.3

The regulations in force at the PWSiP in Lomza

In recruitment and selection process the University applies to a widely understood and defined in *the Labour Code* the principle of equal treatment in recruitment and selection process. According to this principle, candidates and employees are not discriminated against on the ground of a break in his/her professional career. The break of a scientific career for the benefit of gaining practical skills is positively perceived by the university. What is more, it is perceived as the evolution of a career aiming to use science in practice and commercialization of scientific research. For obvious reasons, the University also accepts career breaks in view of a sabbatical, maternity or parental leave.

Scheduled activities: none.

3.37. Recognition of mobility experience

Principle of the European Charter: Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.

The survey results: 4.5

The regulations in force at the PWSiP in Lomza

The University has a positive attitude to diversification of experience connected with mobility which is a result of the work in other countries and scientific environment and gaining practical experience by working in different organizations of the public or the state sector. The University acknowledges and appreciates this kind of experience in the selection process and in staff promotion as well.

Scheduled activities: none.

3.38. Recognition of qualifications

Principle of the European Charter: Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of



international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.

The survey results: 4.5

The regulations in force at the PWSiP in Łomża

Appointed by the Rector's orders, the Faculty Competition Committees assessing job candidates are established in a composition adequate to the position offered, in such a way that it is possible to carefully analyze the qualifications and experience of candidates, including with regard to international mobility. The issues of recognition of qualifications in the field of the recognition of academic titles are carried out on the basis of the Regulation of the Minister of Science and Higher Education of 28.09. 2018 on the recognition of academic degrees and degrees in art awarded abroad (Journal of Laws, item 1877)

Scheduled activities: none.

3.39. Seniority

Principle of the European Charter: The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognized.

The survey results: 4.4

The regulations in force at the PWSiP in Łomża

Such basic criteria as scientific, academic and organizational achievements and also professional experience which has been gained at work not connected with the higher education system are taken into account while recruiting lecturers at the University. The given criteria are suitable to the position offered and at a balanced level of detail. The requirements concerning employment history are defined on the minimum level which meet the needs of the position offered.

Scheduled activities: none.

3.40. Employment of postdoctoral researchers

Principle of the European Charter: Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the



objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.

The survey results: 4.5

The regulations in force at the PWSiP in Lomza

Pursuant to the Statute in force at the University, a person who has at least a doctoral degree, significant scientific achievements or at least one year of internships in Poland or abroad may be employed as an assistant professor in the group of research and teaching staff (the basis for applying for the position of assistant professor cannot be a scientific achievement submitted for the purpose of awarding the doctoral degree), has at least one year of work experience after obtaining the doctoral degree and didactic experience of not less than 5 years. A person who has at least a doctoral degree, distinguished and recognized in the national or international environment in the represented specialization, may be employed in the position of university professor in the group of research and teaching staff, including: authorship of at least 1 reviewed scientific monograph or a series of scientific publications published in journals from the Ministry of Education and Science list or reviewed materials from international conferences that have a significant impact on the development of the scientific discipline represented by the candidate (the basis for applying for the position of university professor cannot be the achievement of a negative assessment in promotion proceedings, or publications constituting the basis for employment as an assistant professor), participation in the work of research teams implementing projects financed by national or foreign competitions, completing a total of at least three-month research internship in research centers or conducting research or development work in cooperation with universities or scientific institutions (including foreign), active participation in national or international scientific conferences, quoting publications according to the bibliographic database required during the evaluation of the quality of scientific activities, documented organizational achievements, including in the organization of scientific activity and documented improvement of professional competences, achievements in the field of training of scientific staff, including supervising or supporting in at least one doctoral process, at least 10 years of research and teaching experience. Employment under the first employment contract, e.g. in the position of an assistant to a person who does not have a doctoral degree, may take place in accordance with the Act of 20.07.2018. The Law on higher education and science (as amended) for an indefinite period or for a period not longer than 4 years, with the possibility of extension for an indefinite period after obtaining a positive assessment. A person with the professional title of master degree, master engineer or equivalent may be employed in the position of an assistant.



Scheduled activities: none.

4. SCHEDULED ACTIVITIES

The analysis of the PWSiP internal regulations with reference to their conformity with the European Charter for Researchers and the survey conducted revealed a need for additional action aiming to specify and improve internal procedures. These actions are presented in Table 1.



Table 1. Action plan

Task No	C&C PRINCIPLE	ACTION REQUIRED	PERSON/UNIT RESPONSIBLE	DEADLINE
1	Research freedom	Adoption in 2021 by the Resolution of the Senate of the new Development Strategy of the PWSiP in Łomża for the years 2021-2030, which in its assumptions still assumes constant care for high ethical standards in conducted research activities.	Rector PWSiP	December 2021
2	Ethical principles	None	–	–
3	Professional responsibility	Holding a series of training sessions for researchers and employees participating in the recruitment process in order to become familiar with the provisions of <i>The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers</i> .	Deans and Heads of Departments	March-December 2022
4	Professional attitude	None	–	–
5	Contractual and legal obligations	Extension with the Code of Ethics for Scientific Employees, signed by academic teachers, of the declaration on reading the organizational regulations and the Statute of the PWSiP in Łomża, together with a commitment to comply with them.	Human Resources Department	February-October 2022

5		Periodic meetings with employees conducting research activities in order to discuss the most important changes in the law.	Deans and Heads of Departments	continuous implementation
5		Placing a tab on the University's website with the most important current national regulations regarding higher education.	Science and Project Department	continuous implementation
6	Accountability	Optimization of the application process and the use of research infrastructure at PWSiP in Lomza. Amendment of the Regulations on the use of research infrastructure	Science and Project Department	December 2021 - March 2022
7	Good practices in research	None	-	-
	Dissemination, application of results	Organization of cyclical meetings at which the possibilities of disseminating and commercializing research would be discussed, with an indication of the tools available to PWSiP	Deans and Heads of Departments	continuous implementation
8		Increasing the clarity of the content of the research results of employees published on the University website in order to facilitate their commercialization.	Science and Project Department	continuous implementation
9	Public engagement	Organization of cyclical meetings at which the possibilities of disseminating knowledge would be discussed, through the organization of Conferences, Seminars or participation in projects implemented by the University.	Deans and Heads of Departments	continuous implementation
10	Relation with supervisors	Introduction and implementation of detailed guidelines in the field of: the procedure of appointing a tutor, taking into account the appropriate criteria for his selection, duties resulting from the role of a tutor, work / cooperation	Science and Project Department, Implementation Team	continuous implementation



		plan, meeting schedule, care, assistance and monitoring of the work progress of a young scientist / employee.		
11	Supervision and managerial duties	Periodic meetings with employees aimed at motivating young employees to scientific development, indicating opportunities for a development path and helping a young scientist to define research topics.	Deans and Heads of Departments	continuous implementation
12	Continuing professional development	None	-	-
13	Recognition of the profession	None	-	-
14	Non-discrimination	None	-	-
15	Research environment	Extending cooperation with external entities in the field of joint research, including building consortia for undertaking joint research projects.	Rector's Plenipotentiary for Knowledge and Technology Transfer	continuous implementation
16	Working conditions	None	-	-
17	Stability and permanence of employment	Introduction to the internal acts of the University of provisions in the field of employment stability for research and teaching staff with good prospects in the field of scientific and research work.	Human Resources Department	July 2022-June 2023
18	Funding and salaries	None	-	-
19	Gender balance	None	-	-
20	Career development	None	-	-
21	Value of mobility	None	-	-
	Access to research training and continuous development	None	-	-
23	Access to career advice	Extending the activities of the Career Office with consultations in the field of entrepreneurship and career counseling for all employees of PWSiP in Łomża	Career Office	continuous implementation
24	Intellectual Property Rights	None	-	-
25	Co-authorship	None	-	-
26	Supervision	Introduction and implementation of detailed guidelines in the field of: the procedure of appointing a tutor, taking into account the appropriate criteria	Science and Project Department, Implementation Team	February-April 2022

		for his selection, duties resulting from the role of a tutor, work / cooperation plan, meeting schedule, care, assistance and monitoring of the work progress of a young scientist / employee.		
27	Teaching	None	-	-
28	Evaluation/appraisal systems	None	-	-
29	Complaints/appeals	None	-	-
30	Participation in decision-making bodies	None	-	-
31	Recruitment (1)	None	-	-
32	Recruitment (2)	Adoption of the Regulations of the Competition Committees for the employment of academic teachers, taking into account, among others, general recruitment criteria	Human Resources Department	November 2022 – June 2023
33	Selection	None	-	-
34	Transparency	Adoption of the Regulations of the Competition Committees for the employment of academic teachers, taking into account, inter alia, the rules of informing candidates about the results of the competition and the possibility of obtaining the candidate's evaluation obtained in the competition procedure for a given position.	Human Resources Department	November 2022 – June 2023
35	Judging merit	None	-	-
36	Variations in the chronological order of CVs	None	-	-
37	Recognition of mobility experience	None	-	-
38	Recognition of qualifications	None	-	-
39	Seniority	None	-	-
40	Postdoctoral appointments	None	-	-

Table 2. Action plan – timetable

Deadline for introducing changes

No.	Action	2021		2022												2023						
		XI	XII	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	I	II	III	IV	V	VI	
1	Adoption in 2021 by the Resolution of the Senate of the new Development Strategy of the PWSiP in Lomza for the years 2021-2030, which in its assumptions still assumes constant care for high ethical standards in conducted research activities.																					
2	Holding a series of training sessions for researchers and employees participating in the recruitment process in order to become familiar with the provisions of <i>The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers</i> .																					
3	Extension with the Code of Ethics for Scientific Employees, signed by academic teachers, of the declaration on reading the organizational regulations and the Statute of the PWSiP in Lomza, together with a commitment to comply with them.																					

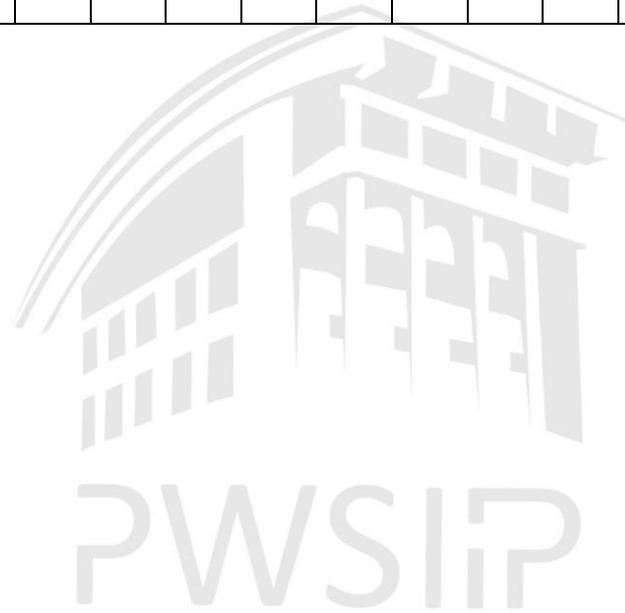


4	Periodic meetings with employees conducting research activities in order to discuss the most important changes in the law.																			
5	Placing a tab on the University's website with the most important current national regulations regarding higher education.																			
6	Optimization of the application process and the use of research infrastructure at PWSiP in Łomża. Amendment of the Regulations on the use of research infrastructure																			
7	Organization of cyclical meetings at which the possibilities of disseminating and commercializing research would be discussed, with an indication of the tools available to PWSiP																			
8	Increasing the clarity of the content of the research results of employees published on the University website in order to facilitate their commercialization.																			
9	Organization of cyclical meetings at which the possibilities of disseminating knowledge would be discussed, through the organization of Conferences, Seminars or participation in projects implemented by the University.																			



10	Introduction and implementation of detailed guidelines in the field of: the procedure of appointing a tutor, taking into account the appropriate criteria for his selection, duties resulting from the role of a tutor, work / cooperation plan, meeting schedule, care, assistance and monitoring of the work progress of a young scientist / employee.																			
11	Periodic meetings with employees aimed at motivating young employees to scientific development, indicating opportunities for a development path and helping a young scientist to define research topics.																			
12	Extending cooperation with external entities in the field of joint research, including building consortia for undertaking joint research projects.																			
13	Introduction to the internal acts of the University of provisions in the field of employment stability for research and teaching staff with good prospects in the field of scientific and research work.																			
14	Extending the activities of the Career Office with consultations in the field of entrepreneurship and career counseling for all employees of PWSiP in Łomża																			
15	Adoption of the Regulations of the Competition Committees for the employment of academic teachers, taking into account, among others, general recruitment criteria																			

16	Adoption of the Regulations of the Competition Committees for the employment of academic teachers, taking into account, inter alia, the rules of informing candidates about the results of the competition and the possibility of obtaining the candidate's evaluation obtained in the competition procedure for a given position.																					
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5. MONITORING

The implementation of changes contained in the Action Plan will be coordinated by the Implementation Team of the "HR Excellence in Research" logo. Coordination includes the following activities:

1. Managers of organizational units, after completing the tasks for which they are responsible, submit a report to the Implementation Team (in accordance with the list specified in Table 1).

2. After submitting reports by persons responsible for individual tasks, the Team, in consultation with the Overseeing Committee, at an evaluation meeting, will assess the degree of implementation of the tasks and, if necessary, will make adjustments to the adopted Action Plan.

After two years, in accordance with the formal rules related to the implementation of *The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers*, an internal audit will be carried out in the field of proper implementation and proper functioning at the University of *The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers*.

6. CONCLUSIONS

The presented analysis of the regulations in force at the Lomza State University of Applied Sciences regarding the employment of research workers and the working conditions of scientists has shown that these regulations are in almost every aspect consistent with the regulations contained in *The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers*. On a scale of 1 (lowest grade) to 5 (highest grade), 39 questions were given an average score above 4. An average score above 4.7 was obtained by 3 questions. Therefore, it can be assumed that the areas covered by these questions are very strong sides of PWSiP. Only 6 questions received an average rating lower than 4.3. The lowest result is 3.7 (scientific supervision). It is appreciated for such a high rating of the regulations and rules applied in PWSiP. There are, however, a few areas that have been rated lower compared to the others. As a result of the analysis, these areas were identified and activities planned to improve the functioning of universities in these less assessed areas. Particular emphasis should be placed on the development of scientific supervision for younger academics employed at the university.

This is especially important in the context of the scientific development of the university, which, as a young research unit, should take care of the fastest possible growth of scientific staff with the highest qualifications. Adoption and application of the regulations



Państwowa Wyższa Szkoła
Informatyki i Przedsiębiorczości
w Łomży

contained in The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers will allow to improve the functioning of universities in the areas less rated by researchers employed at PWSiP, while in the areas assessed very highly, it will allow to maintain this high rating.



Report is available on University website:
<https://pwsip.edu.pl/badania/hr-excellence-in-research>