



HR Strategy and Action Plan

**Implementation of the European Charter for Researchers
and the Code of Conduct for the Recruitment of Researchers
in Jan Kochanowski University in Kielce**

Kielce, November 2016

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1. INTRODUCTION

1.1. Historical background and the present of Jan Kochanowski University in Kielce

The history of Jan Kochanowski University in Kielce (JKU) dates back to 1969 when, under the Regulation of the Council of Ministers, Teachers' College was brought into existence. Its objective was to prepare a pedagogical staff for the Kielce Voivodship. On 7th of September 1979, under a government decision, the College was named "Jan Kochanowski Pedagogical College in Kielce" and after that, under an act, on 1st of September 2000 Jan Kochanowski Pedagogical College in Kielce was transformed into Jan Kochanowski Świętokrzyska Academy. In 2008 Jan Kochanowski University of Humanities and Sciences in Kielce was called into being under another act. Finally, in 2011, the University joined the group of classical universities under the name of Jan Kochanowski University in Kielce.

Today's University is a resilient academic institution which cooperates with other scientific institutions and local government on multiple levels, conducting a number of research studies to the benefit of the Świętokrzyski region.

The recent years have been a successive development not only of the University's material background but also of its social and scientific facilities. Between 2009 and 2013 the research base was developed via building and equipping specialist laboratories. Expansion of the University campus is a strategic undertaking for JKU. New facilities ensure its employees and students with favourable conditions for didactic and research activities.

Today (as of 1st of October 2016) the structure of JKU is divided into seven faculties:

- Faculty of Humanities
- Faculty of Mathematics and Natural Sciences
- Faculty of Medicine and Health Sciences
- Faculty of Pedagogy and Arts
- Faculty of Law, Administration and Management
- Faculty of Language Studies and History in Piotrków Trybunalski (branch)
- Faculty of Social Sciences in Piotrków Trybunalski (branch)

In JKU there are 851 academic teachers, 12 691 students, including 277 foreigners and 297 doctoral students.

JKU, as a young University, which joined the group of classical universities relatively recently, is continuously developing its scientific and didactic potential. As a result, it observes a continuous and regular increase in its listings in various university rankings each year. Jan Kochanowski University in Kielce took the 9th place in the ranking of the most popular higher education institutions, published by the Ministry of Science and Higher Education in December 2015. There were over 300 higher education institutions on the list. JKU also came first in the ranking of preferences of employers in the Świętokrzyski region in the Perspektywy University Ranking 2016 (published in June 2016).

In the 2016/2017 academic year the Faculty of Medicine and Health Sciences has started the medicine studies in the English language which is currently attended by 22 foreign students from, among others: Spain, Ireland, Germany, Norway, the USA, Sweden and the Great Britain.

Today's didactic offer of JKU includes 43 various fields of study, doctoral studies in 10 scientific disciplines and 38 fields of study of post-graduate studies.

Jan Kochanowski University in Kielce has the rights to confer both doctoral degrees and degrees of doctor habilitated.

1. Right to confer the academic degree of doctor habilitated:

- 1) doctor habilitated of humanities in History,
 - 2) doctor habilitated of biological studies in Biology,
 - 3) doctor habilitated of physical studies in Physics,
 - 4) doctor habilitated of health sciences.
2. Right to confer the academic doctoral degree:
- 1) doctor of humanities in History,
 - 2) doctor of humanities in Literary Studies,
 - 3) doctor of humanities in Linguistics,
 - 4) doctor of biological studies in Biology,
 - 5) doctor of chemistry studies in Chemistry,
 - 5) doctor of physical studies in Physics,
 - 6) doctor of Earth sciences in Geography,
 - 7) doctor of health sciences,
 - 8) doctor of social sciences in Pedagogy,
 - 9) doctor of the plastic arts in Fine Arts,
 - 10) doctor of social sciences in Political Sciences.

1.2. International cooperation of Jan Kochanowski University in Kielce

1.2.1. Information concerning participation of JKU in scientific and research programmes and initiatives of international character

1. Project: ***Microbial cell surface determinants of virulence as targets for new therapeutics in Cystic Fibrosis***; European Cooperation in Science and Technology (COST);
2. Project: ***Hadron production in hadron-nucleus and nucleus-nucleus collisions at the CERN SPS***; NA49 Experiment; European Cooperation in Science and Technology (COST);
3. Project: ***Large Acceptance Hadron Detector for an Investigation of Pb-induced Reactions at the CERN SPS***; NA61/SHINE Experiment;
4. Project: ***Cold electron emitters based on nano-structural carbon layers***; MNT-ERA.NET - R&D projects in the area of micro and nanotechnologies;
5. Project: **MATCHES** - Towards the Modernisation of Higher Education Institutions in Uzbekistan, TEMPUS IV Sixth Call;
6. Project: **PONCHO** - Internationalization of Latin American's peripheral Universities through sustainable integration and inclusive implementation, ERASMUS+ CBHE action;
7. Project: **EDU.CARE** – EAO-EA Education and Culture DG – LLP ERASMUS;
8. Project: **GrantProgres**, co-funded from the sources of the Human Capital Operational Programme;
9. Project: ***Knowledge and management - development of scientific expertise and business to increase the competitiveness of the regional economy***, co-funded from the sources of the Human Capital Operational Programme;
10. Project: ***Fuel Health Green fuels and human health - toxicity of engine emissions from 1st and 2nd generation biodiesel fuels***, funded under the Polish-Norwegian Research Programme;
11. Project: ***KlimaVeg The impact of climate change on species ranges and composition of plant communities in temperate, boreal and alpine regions***, funded under the Polish-Norwegian Research Programme;

12. JKU is a member of the **National Consortium “XFEL-POLSKA”** which coordinates actions concerning the involvement of Polish scientific institutions in research conducted in the European x-ray free electron laser (**European XFEL**).

1.2.2. Information concerning international mobility of researchers

Table 1. Mobility of researchers of Jan Kochanowski University in Kielce – departures in the period of 2012-2015

Aim of departure	2012	2013	2014	2015	Total
Research activity	55	66	77	81	279
Fellowships	5	4	3	4	16
Conferences	140	152	159	134	585
Organizational	20	15	37	14	86
Other	-	-	-	1	1

In the period of 2012-2015 the group of countries most often visited by researchers included: Russia, Ukraine, the Czech Republic, Germany and the USA.

Table 2. Mobility of undergraduate and doctoral students of Jan Kochanowski University in Kielce – departures in the period of 2012-2015

Aim of departure	2012	2013	2014	2015	Total
Research activity	6	5	5	6	22
Fellowships	2	-	-	-	2
Conferences	9	13	15	28	65

In the period of 2012-2015 the group of countries most often visited by undergraduate and doctoral students included: Ukraine, the Czech Republic and Germany.

Table 3. Arrivals of foreigners to Jan Kochanowski University in Kielce in the scope of cooperation in the period of 2012-2015

Aim of arrival	2012	2013	2014	2015	Total
Research activity	10	10	14	11	45

1.2.3. ERASMUS+ Programme

Jan Kochanowski University in Kielce joined the Erasmus Programme in the academic year of 2004/2005. Each year the interest of the staff and students (including doctoral students) in participating in the Programme is increasing significantly.

Table 4. Mobility in the ERASMUS+ Programme – departures in the period from the academic year of 2012/2013 to the academic year of 2015/2016

Aim of departure	2012/2013	2013/2014	2014/2015	2015/2016	Total
Employees	38	34	32	32	136
Undergraduate and doctoral students	57	63	46	59	225

Table 5. Mobility in the ERASMUS+ Programme – arrivals in the period from the academic year of 2012/2013 to the academic year of 2015/2016

Aim of arrival	2012/2013	2013/2014	2014/2015	2015/2016	Total
Employees	8	12	7	7	34
Undergraduate and doctoral students	5	16	28	31	80

Apart from taking part in the Erasmus+ Programme, JKU's employees realize fellowships in the scope of programmes announced by the Minister of Science and Higher Education, such as *Mobility Plus* – a programme which enables young researchers to participate in research conducted in renowned foreign institutions, under the supervision of prominent researchers of internationally recognized standing. Another example of the Minister's programmes is called *Top 500 Innovators* whose objective is to increase the qualifications of Polish R&D staff in the scope of cooperation with the business sector, research management and commercialization of research results.

Currently, with the exclusion of the Erasmus+ Programme, there are 277 foreign students, coming from the European countries and countries such as China or Japan as well, in Jan Kochanowski University in Kielce.

1.2.4. International cooperation agreements

Owing to the concluded international partnership agreements between JKU and scientific institutions from all over the world, employees and students of JKU have a possibility to cooperate with foreign research teams.

Table 6. International cooperation agreements in the period of 2012-2015

Type of agreement	2012	2013	2014	2015	Total
Institutional	6	12	4	8	30
Erasmus Programme	28	32	77	17	154

1.2.5. Information concerning the presence of JKU on international information and communication portals

Jan Kochanowski University in Kielce is registered on the Participant Portal under the Participant Identification Code (PIC): 998781162 and its account is fully active and validated. JKU has an officially appointed LEAR.

JKU's employees use the EURAXESS website and CORDIS in order to search for foreign partners for joint research projects. What is more, JKU maintains continuous cooperation with Enterprise Europe Network Centre at Staropolska Chamber of Industry and Commerce in Kielce which consists in exchanging cooperation offers between entrepreneurs and researchers.

Department of Science and International Cooperation in JKU has developed a tool for its academic staff – a list of databases designed for searching for foreign partners (http://www.ujk.edu.pl/dn/portale_horyzont.html), together with links to the original websites. The list is being expanded on a continuous basis – if any new databases are published online, they are added to the list. The fact that various databases are collected together helps researchers save time and quickly find proper bases.

JKU offers a cycle of workshops for the academic staff during which researchers can learn the theoretical and practical aspects related to the abovementioned websites and databases in order to find suitable projects, initiatives and foreign partners.

2. METHODOLOGY

2.1. Commencement of implementation activities and appointment of the Team for Implementation

Jan Kochanowski University in Kielce expressed its support for the principles and recommendations included in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers on the 2nd of August 2016 when the Rector - Prof. Jacek Semaniak – signed the Declaration of Support. In consequence, JKU in Kielce commenced the implementation procedures with the aim of obtaining the „Human Resources Excellence in Research” logo. Through commencing this process, JKU in Kielce aims at creating a friendly and favourable research environment and developing transparent recruitment procedures. It also strives to provide its researchers with stable working conditions and chances for continuous professional development. The abovementioned factors guarantee increasing the attractiveness of a research career on every stage of a career path, as well as of the research quality and competitiveness of the University.

Under the Ordinance no. 59/2016 of the Rector of Jan Kochanowski University in Kielce of 12 September 2016 (Annex 1) the Team for Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at Jan Kochanowski University has been appointed.

The Team consists of:

1) Representatives of the research staff:

- Prof. Marek Przeniosło - Team Coordinator,
- Prof. Agnieszka Gałuszka – Deputy Team Coordinator,
- Lidia Michalska-Bracha, Ph.D. habil. JKU Assoc. Prof. – Vice-Dean for Research, the Faculty of Humanities,
- Dariusz Banaś, Ph.D. habil. – Vice-Dean for Science and International Cooperation, the Faculty of Mathematics and Natural Science,
- Dorota Koziół, MD Ph.D. – Vice-Dean for General Affairs, the Faculty of Medicine and Health Sciences,
- Prof. Urszula Ślusarczyk – Vice-Dean for Research, the Faculty of Pedagogy and Arts,
- Leszek Wiczorek, Ph.D. habil. JKU Assoc. Prof. – Vice-Dean for Research and International Cooperation, the Faculty of Law, Administration and Management,

- Wojciech Baran-Kozłowski, Ph.D. habil. JKU Assoc. Prof. – Vice-Dean, the Faculty of Language Studies and History, JKU Branch in Piotrków Trybunalski,
- Joanna Majchrzyk-Mikuła, Ph.D. habil. – Vice-Dean, the Faculty of Social Sciences, JKU Branch in Piotrków Trybunalski.

2) Employees who are responsible for the preparation of organizational, legal and information documentation, including preparation of the HR Strategy and promotion and communication of the elaborated documents:

- the Chancellor,
- the Chief Accountant – Vice Chancellor for Finance,
- the Head of HR Department,
- the Head of Research and International Cooperation Department,
- the Head of Innovation and Technology Transfer Department,
- the Head of European Funds Department,
- the Head of IT Security Department,
- a representative of Promotion and Information Office,
- a representative of the University Counsel of Government of JKU Ph.D. students,
- a representative of Organization and Legal Office for Legal Affairs,
- a representative of Organization and Legal Office for Intellectual Property Affairs,
- a specialist for Ph.D. studies.

2.2. Process of implementation activities and tasks undertaken by the Team for Implementation

Table 7. Calendar of implementation activities realized by the Team for Implementation

Date	Activity
6 June 2016	The first meeting of the working group during which efforts towards obtaining the HR logo are commenced. The group develops an initial procedure for preparation for implementing the provisions of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.
2 August 2016	Rector Jacek Semaniak signs the declaration of support for the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.
3 August 2016	The declaration of support for the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers is sent to the European Commission.
22 August 2016	The European Commission acknowledges receipt of the endorsement letter and informs JKU about commencing the procedure aiming to incorporate JKU into the fellowship of academic institutions supporting the provisions of the Charter and Code.
12 September 2016	Rector Jacek Semaniak signs the Directive regarding the establishment of the Team for Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at Jan Kochanowski University in Kielce (Directive no. 59/2016) whose tasks include the preparation for implementing the principles and requirements set out in the Charter and Code, according to the guidelines of the European Commission.
19 September 2016	JKU receives an official response from the EC regarding the Declaration of support for the European Charter for Researchers and the Code of Conduct for the

	<p>Recruitment of Researchers, sent previously. The Commission acknowledges the endorsement letter and expresses its hope that JKU will go further in the process by undergoing the implementation mechanism of the Charter and Code. JKU is placed in the list of other institutions which have already expressed their support for the Charter and Code in the same way:</p> <p>http://ec.europa.eu/euraxess/index.cfm/rights/charterAndCode#P</p>
21 September 2016	<p>A meeting of employees responsible for the preparation of organizational, legal and information documentation, including preparation of the HR Strategy and promotion and communication of the elaborated documents. Participants discuss documents which are to be filed to the EC and the time schedule of preparing the implementation of logo HR.</p>
6 October 2016	<p>The first meeting of Team for Implementation takes place. Its participants get familiar with the principles of HR logo, the benefits resulting from obtaining it and documents which need to be sent to the European Commission. The Team approves the survey-questionnaire which is to be sent to employees and PhD students of JKU via mail. The Team discusses the time schedule of subsequent actions within the HR logo implementation procedure.</p> <p>The implementation procedure of HR logo is promoted in the local newspaper – “Echo Dnia”, in its student addition to paper, publishes a short article summarizing the previous actions within the procedure and describing the benefits for JKU in case of obtaining it.</p> <p>Researchers, research and didactic employees as well as PhD students are sent an anonymous survey-questionnaire which is to be filled in online. Its aim is to gather opinions concerning the conditions of work and professional development of researchers in JKU with respect to the regulations of the European Charter for Researchers and Code of conduct for the Recruitment of Researchers.</p>
7 October 2016	<p>The HR logo implementation procedure is promoted in the social media of JKU – on its Facebook and Twitter accounts.</p>
28 October 2016	<p>The second meeting of Team for the Implementation takes the electronic form – “Internal analysis questionnaire”, prepared by employees responsible for the preparation of organizational, legal and information documentation, is sent to the Team’s members. The Team’s task is to check the Questionnaire in respect of its substantive contents and report any of its fragments requiring modifications or corrections. The members’ remarks are collected and taken into account. As a result, actions related to “Internal analysis questionnaire” are considered finished.</p>

2.3. Information campaign

In the scope of actions which promote, popularize and disseminate the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at Jan Kochanowski University in Kielce, the following actions have been realized:

- Launching the informational website in the Polish language version
http://www.ujk.edu.pl/dn/logo_hr_ver_pl.html
- Launching the informational website in the English language version
http://www.ujk.edu.pl/dn/logo_hr_ver_en.html
- Posting news and information in the JKU's social media: Facebook and Twitter
- E-mail campaign conducted among all didactic and research employees and doctoral students with information about commencing the implementation procedure of the principles and recommendations of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers in JKU
- Publishing an article called *The University is implementing European standards* in the local press – newspaper called “Echo Dnia” (Annex 4)
- Providing – by employees of Department of Science and International Cooperation - continuous consulting of informational character for the academic and administration staff

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Uniwersytet Jana Kochanowskiego w Kielcach

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Uniwersytet Jana Kochanowskiego w Kielcach rozpoczął procedurę wdrożeniową logo „HR – Excellence in Research”, prestiżowego wyróżnienia nadawanego przez Komisję Europejską wszystkim instytucjom naukowym, które zdecydują się wdrożyć zasady Europejskiej Karty Naukowca i Kodeksu Postępowania przy rekrutacji pracowników naukowych do swoich wewnętrznych regulacji prawnych.

Wszyscy pracownicy naukowo-dydaktyczni oraz doktoranci otrzymają maila z linkiem do anonimowej ankiety, której celem jest pozyskanie opinii na temat warunków pracy i rozwoju zawodowego naukowców w UJK względem zapisów Karty i Kodeksu. Prosimy o wypełnienie ankiety nie później niż do 14.10.2016.

Więcej informacji o procedurze: http://www.ujk.edu.pl/dn/logo_hr_ver_pl.html

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Recenzje

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Biznesu

Figure 1. Print screen presenting a promotional post on JKU's Facebook page.

UJK rozpoczął procedurę wdrożeniową logo „HR – Excellence in Research” nadawanego przez Komisję Europejską. Więcej: ujk.edu.pl/dn/logo_hr_ver...



Figure 2. Print screen presenting a promotional post on JKU's Twitter account.

3. INTERNAL ANALYSIS

Team for Implementation commenced their actions with analysing the principles and recommendations included in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers in the context of the current and applicable internal normative acts and application of good practices in JKU. The internal analysis was conducted on the basis on the so-called standard table of internal analysis and the anonymous survey for research and didactic staff and doctoral students.

The results of the internal analysis conducted among respondents on the grounds of the questionnaire survey constituted a comparative background and a reference point for the Team for Implementation in order to prepare a proper internal analysis on the level of experts assigned among the Team's members. As a result of the comparison and verification of state normative and legal acts with internal legal regulations and practices applicable in JKU, the areas requiring undertaking recovery actions have been identified.

Acronyms and abbreviations:

JKU –	Jan Kochanowski University in Kielce
NCN -	Narodowe Centrum Nauki (Eng.: National Science Centre)
MNiSW -	Ministerstwo Nauki i Szkolnictwa Wyższego (Eng.: Ministry of Science and Higher Education)
MPiPS -	Ministerstwo Pracy i Polityki Socjalnej (Eng.: Ministry of Labour and Social Policy)
MSWiA -	Ministerstwo Spraw Wewnętrznych i Administracji (Eng.: Ministry of Interior and Administration)
PAN -	Polska Akademia Nauk (Eng.: Polish Academy of Sciences)
KRASP -	Konferencja Rektorów Akademickich Szkół Polskich (Eng.: Conference of Rectors of Academic Schools in Poland)
FNP -	Fundacja na rzecz Nauki Polskiej (Eng.: Foundation for Polish Science)
FRP -	Fundacja Rektorów Polskich (Eng.: Polish Rectors Foundation)
NCBiR -	Narodowe Centrum Badań i Rozwoju (Eng.: National Centre of Research and Development)

I. Ethical and professional aspects

1. Research freedom

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 recognised ethical principles and practices. Researchers should, however, recognise 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. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
1. Constitution of the Republic of Poland 2. The Act on Higher Education 3. The Act on Industrial Property Law 4. The Act on Copyright and	1. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University	Development and implementation of Ethical Code for Employees of JKU Development and	18 months / Team appointed by the Rector 18 months /

<p>Related Rights</p> <ol style="list-style-type: none"> 5. The Act on the protection of databases 6. The Act on combating unfair competition 7. The Act on the Principles of Financing Science 8. The Public Finance Act 9. The Act on Breach of Public Finance 10. Code of the National Centre of Science on scientific research integrity and application for research funds adopted by the Resolution of the NCN Council no. 20/2016 11. Ethical Code for researchers adopted by the Resolution of the General Assembly of PAN no. 10/2012 12. Good practices in higher education institutions, elaborated by FRP and enacted by the Plenary Assembly of KRASP on 26th April 2007 13. Reliability in research and respect for intellectual property, MNiSW 2012. 14. Recommendations of the NCN Council on research with participation of people, 2016. 15. The Ethical Code of FNP 16. The Ethical Code for winners and beneficiaries of FNP enacted by the Resolution of the Foundation's Board no. 62/2016 on 19 April 2016 17. The Ethical Code of NCBiR 	<p>in Kielce of 27 October 2011, with further amendments</p> <ol style="list-style-type: none"> 2. Resolution no. 50/2015 of 28 May 2015 on the Regulations of managing copyrights, related rights and intellectual property rights and rules of commercialization in Jan Kochanowski University in Kielce 3. Resolution no. 34/2015 of the Senate of Jan Kochanowski University in Kielce of 30 April 2015 on the enactment of the Regulations of using the research infrastructure of Jan Kochanowski University in Kielce 	<p>implementation of internal Ethical Code for Doctoral Students of JKU (Polish Representation of Doctoral Students is currently developing such a document, as soon as it is ready, its regulations will be implemented into JKU's actions via Ethical Code for Doctoral Students of JKU)</p>	<p>University Council of the Self-government of Doctoral Students of JKU</p>
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2. Ethical principles

Researchers should adhere to the recognised 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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Act on Higher Education 2. Code of the National Centre of Science on scientific research integrity and application for research funds adopted by the Resolution of the NCN Council 	<ol style="list-style-type: none"> 1. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski 	<p>Development and implementation of Ethical Code for Employees of JKU</p>	<p>18 months / Team appointed by the Rector</p>

<p>no. 20/2016</p> <ol style="list-style-type: none"> 3. Ethical Code for researchers adopted by the Resolution of the General Assembly of Polish Academy of Sciences no. 10/2012 4. Good practices in higher education institutions, elaborated by the FRP and enacted by the Plenary Assembly of KRASP on 26th April 2007 5. Good academic practices during a recruitment process and in the employer – employee relation, Ministry of Science and Higher Education 2014. Good practices in review procedures in science, Ministry of Science and Higher Education 2011. 6. Reliability in research and respect for intellectual property, Ministry of Science and Higher Education 2012. 7. Recommendations of the NCN Council on research with participation of people, 2016. 8. The Ethical Code of the National Centre for Research and Development 	<ol style="list-style-type: none"> 2. The development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science – Education – Base – Environment – Management, Kielce, 7 March 2012 	<p>Development and implementation of internal Ethical Code for Doctoral Students of JKU (Polish Representation of Doctoral Students is currently developing such a document, as soon as it is ready, its regulations will be implemented into JKU's actions via Ethical Code for Doctoral Students of JKU)</p> <p>On the JKU's website – inserting a Database of requirements set out by funding institutions (Ministry of Science and Higher Education, National Science Centre, National Centre for Research and Development and Foundation for Polish Science) dedicated to ethical issues within higher education and research</p>	<p>18 months / University Council of the Self-government of Doctoral Students of JKU</p> <p>3 months / Department of Science and International Cooperation</p>
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3. Professional responsibility

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 has the competence to carry it out.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Penal Code Act 2. The Labour Code Act 3. Code of criminal procedure 4. The Act on Higher Education 	<ol style="list-style-type: none"> 1. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the 	<p>Development and implementation of Ethical Code for Employees of JKU</p>	<p>18 months / Team appointed by the Rector</p>

<ol style="list-style-type: none"> 5. The Act on Industrial Property Law 6. The Act on Copyright and Related Rights 7. The Act on the protection of databases 8. The Act on combating unfair competition 9. Code of the National Centre of Science on scientific research integrity and application for research funds adopted by the Resolution of the NCN Council no. 20/2016 10. Ethical Code for researchers adopted by the Resolution of the General Assembly of Polish Academy of Sciences no. 10/2012 11. Good practices in higher education institutions, elaborated by the FRP and enacted by the Plenary Assembly of KRASP on 26th April 2007 12. A good practice in research. Recommendations, The Team for Ethics in Science by the Minister of Science, 2004. 13. Good academic practices during a recruitment process and in the employer – employee relation, Ministry of Science and Higher Education 2014. Reliability in research and respect for intellectual property, Ministry of Science and Higher Education 2012. 14. The Ethical Code of the Foundation for Polish Science 15. The Ethical Code for winners and beneficiaries of the Foundation for Polish Science enacted by the Resolution of the Foundation's Board no. 62/2016 on 19 April 2016 16. The Ethical Code of the National Centre for Research and Development 	<ol style="list-style-type: none"> Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments 2. The development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science – Education – Base – Environment – Management, Kielce, 7 March 2012 3. Resolution no. 65/2016 of the Senate of Jan Kochanowski University in Kielce of 1 September 2016 on the appointment of the Disciplinary Committee for Academic Teachers 4. Resolution no. 50/2015 of 28 May 2015 on the Regulations of managing copyrights, related rights and intellectual property rights and rules of commercialization in Jan Kochanowski University in Kielce 5. Ordinance no. 13/2015 of the Rector of Jan Kochanowski University in Kielce of 9 February 2015 on the Regulations defining the procedure and principles of functioning of the anti-plagiarism procedure 	<p>Development and implementation of internal Ethical Code for Doctoral Students of JKU (Polish Representation of Doctoral Students is currently developing such a document, as soon as it is ready, its regulations will be implemented into JKU's actions via Ethical Code for Doctoral Students of JKU)</p>	<p>18 months / University Council of the Self-government of Doctoral Students of JKU</p>
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Additional good practices applied in JKU:

In UJK there is a system which guards the professional responsibility comprising of Disciplinary Agents and Disciplinary Committee for Academic Teachers. Any signs of plagiarism are immediately investigated within applicable regulations and the people responsible for such offences are dismissed from work.

4. Professional attitude

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, or give notice if it is to be terminated earlier or suspended for whatever reason.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Act on Higher Education 2. The Public Finance Act 3. The Act on the Principles of Financing Science 4. The Act on Breach of Public Finance 5. The Act on National Science Centre 6. The Act on the National Centre for Research and Development 7. Code of the National Centre of Science on scientific research integrity and application for research funds adopted by the Resolution of the NCN Council no. 20/2016 8. Recommendations of the NCN Council on research with participation of people, 2016. 9. Good practices in review procedures in science, Ministry of Science and Higher Education 2011. 10. Reliability in research and respect for intellectual property, Ministry of Science and Higher Education 2012. 	<ol style="list-style-type: none"> 1. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments 2. The development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science – Education – Base – Environment – Management, Kielce, 7 March 2012 3. Resolution no. 34/2015 of the Senate of Jan Kochanowski University in Kielce of 30 April 2015 on the enactment of the Regulations of using the research infrastructure of Jan Kochanowski University in Kielce 4. Ordinance no. 92/2015 of the Rector of Jan Kochanowski University in Kielce of 7 December 2015 on the principles of realization of projects funded from external sources in Jan Kochanowski University 5. Resolution no. 12/2015 of the Senate of Jan Kochanowski University in Kielce of 29 January 2015 on the financial policy of Jan Kochanowski 	<p>Development and implementation of the R&D Strategy for individual faculties of JKU in reference to the National Research Programme</p> <p>Correction of action plans relating to the development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science – Education – Base – Environment – Management</p>	<p>18 months / Deans</p> <p>6 months / Team appointed by the Rector</p>

	<p>University in Kielce</p> <p>6. Ordinance no. 102/2012 of the Rector of Jan Kochanowski University in Kielce of 9 November 2012 on the definition of indirect costs and income during realization of scientific and research works and other works</p> <p>7. Ordinance no. 25/2013 of the Rector of Jan Kochanowski University in Kielce of 7 May 2013 on the Regulations of submitting applications, division and financial settlement of financial resources for statutory activity</p>		
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Additional good practices applied in JKU:

On 3 December 2015 Jan Kochanowski University in Kielce and its employees were included in the mentoring activities within Horizon 2020 Programme executed by National Contact Point of EU Research Programmes. Mentoring activities are connected with participation of JKU's employees in Horizon 2020 Programme. Their main objective is to support potential applicants. Mentoring is a perfect occasion and chance for JKU's staff to for gaining new knowledge, practical guidance and information in the field of writing grant applications.

5. Contractual and legal obligations

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, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis, publications, patents, reports, new products development, etc) as set out in the terms and conditions of the contract or equivalent document.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Act on Higher Education 2. The Act on Industrial Property Law 3. The Act on Copyright and Related Rights 4. The Act on the protection of databases 5. The Civil Code Act 	<ol style="list-style-type: none"> 1. Resolution no. 50/2015 of 28 May 2015 on the Regulations of managing copyrights, related rights and intellectual property rights and rules of commercialization in Jan Kochanowski University in Kielce 2. Ordinance no. 92/2015 of the Rector of Jan Kochanowski University in Kielce of 7 December 2015 on the principles of realization of projects funded from external 	No actions are required	

	sources in Jan Kochanowski University	
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Additional good practices applied in JKU:

Some doctoral studies programme includes lectures concerning preparation of research projects and intellectual property protection.

6. Accountability

Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards 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 cooperate 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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Act on Higher Education 2. The Act on the Principles of Financing Science 3. The Public Finance Act 4. The Act on Breach of Public Finance 5. The Act on National Science Centre 6. The Act on the National Centre for Research and Development 7. Regulation of the MPiPS of 29 January 2013 on 8. dues to which an employee of a state or local-government unit financed by the state budget is entitled on account of a domestic trip 9. Regulation of the MNiSW of 11 September 2015 on the manner of determining the amount of the operating support grant and settling financial resources allocated for maintaining the research potential and for research or development works and any related tasks which serve for the development of young researchers and PhD students 10. Development directions of open access to publications and research results in Poland, MNiSW, 23 October 2015 	<ol style="list-style-type: none"> 1. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments 2. The development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science – Education – Base – Environment – Management, Kielce, 7 March 2012 3. Resolution no. 12/2015 of the Senate of Jan Kochanowski University in Kielce of 29 January 2015 on the financial policy of Jan Kochanowski University in Kielce 4. Ordinance no. 6/2013 of the Rector of Jan Kochanowski University in Kielce of 13 February 2013 on the introduction of the internal audit form in Jan Kochanowski University in Kielce 5. Ordinance no. 99/2011 of the Rector of Jan Kochanowski University in Kielce of 28 December 2011 on the Policy of risk 	<p>Development and implementation of the R&D Strategy for individual faculties of JKU in reference to the National Research Programme</p> <p>Development and implementation of Ethical Code for Employees of JKU</p> <p>Development and implementation of internal Ethical Code for Doctoral Students of JKU (Polish Representation of Doctoral Students is currently developing such a document, as soon as it is ready, its regulations will be implemented into JKU's actions via Ethical Code for Doctoral Students of JKU)</p> <p>Development and implementation of an institutional policy of open access in JKU</p>	<p>18 months / Team appointed by the Rector</p> <p>18 months / Team appointed by the Rector</p> <p>18 months / University Council of the Self-government of Doctoral Students of JKU</p> <p>18 months / University Library</p>

	<p>management in Jan Kochanowski University in Kielce</p> <p>6. Ordinance no. 100/2011 of the Rector of Jan Kochanowski University in Kielce of 28 December 2011 on the Management control system in Jan Kochanowski University in Kielce</p> <p>7. Ordinance no. 58/2012 of the Rector of Jan Kochanowski University in Kielce of 30 July 2012 on the System of determining and monitoring the realization of objectives and tasks in Jan Kochanowski University in Kielce</p> <p>8. Resolution no. 33/2015 of the Senate of Jan Kochanowski University in Kielce of 30 April 2015 on the enactment of the Regulations of doctoral studies</p> <p>9. Resolution no. 34/2015 of the Senate of Jan Kochanowski University in Kielce of 30 April 2015 on the enactment of the Regulations of using the research infrastructure of Jan Kochanowski University in Kielce</p> <p>10. Ordinance no. 92/2015 of the Rector of Jan Kochanowski University in Kielce of 7 December 2015 on the principles of realization of projects funded from external sources in Jan Kochanowski University</p> <p>11. Ordinance no. 25/2013 of the Rector of Jan Kochanowski University in Kielce of 7 May 2013 on the Regulations of submitting applications, division and financial</p>		
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	<p>settlement of financial resources for statutory activity</p> <p>12. Ordinance no. 14/2010 of the Rector of Jan Kochanowski University of Humanities and Sciences in Kielce of 26 February 2010 on the conditions and procedure of realization of foreign trips of academic teachers</p> <p>13. Ordinance no. 73/2014 of the Rector of Jan Kochanowski University in Kielce of 31 October 2014 on the amount of per diems and reimbursement of travel costs and accommodation costs for non-employees of Jan Kochanowski University in Kielce on account of a domestic trip or foreign trip during which those non-employees realize statutory activities of the University</p> <p>14. Ordinance no. 90/2012 of the Rector of Jan Kochanowski University in Kielce of 15 October 2012 on the rules of fulfilling the duties of a scientific supervisor, supervisor and an auxiliary supervisor in a doctoral thesis; a reviewer in a doctoral thesis, a habilitation procedure or in a professor appointment procedure; the principles of their remuneration and the forms of contracts concluded with a unit employing a candidate or with a candidate for a doctor's degree, doctor habilitated's degree or a professor's degree</p> <p>15. Ordinance no. 116/2012 of the Rector of Jan Kochanowski University in Kielce of 31 December</p>		
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	2012 on the inventory and management of tangible assets and scientific and research equipment		
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7. Good practice in research

Researchers should at all times adopt safe working practices, in line with national legislation, including 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 protection requirements, and undertake the necessary steps to fulfil them at all times.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Labour Code Act 2. The Fire Protection Act 3. Act on preventing and combating infections and infectious diseases among people 4. The Personal Data Protection Act 5. Act on Chemical Substances and their Mixtures 6. Act on Genetically Modified Organisms 7. The Act on Protection of Secret Information 8. The Act on the protection of databases 9. Reliability in research and respect for intellectual property, Ministry of Science and Higher Education 2012. 10. Good practices in review procedures in science, Ministry of Science and Higher Education 2011. 11. Act on computerisation of the activity of entities performing public tasks 12. Regulation of the MSWiA on the documentation of personal data processing and technical and organizational conditions required for the devices and IT systems used for personal data processing 13. Regulations of the Council of Ministers of 12 April 2012 on the National Interoperability Frameworks, minimum requirements for public registers 	<ol style="list-style-type: none"> 1. Ordinance no. 8/2014 of the Rector of Jan Kochanowski University in Kielce of 30 January 2014 on the introduction of the Work Regulations, with further amendments 2. Ordinance no. 1/2010 of the Rector of Jan Kochanowski University of Humanities and Sciences in Kielce of 4 January 2010 on the establishment of norm tables concerning the distribution of personal hygiene measures, individual protection measures and working clothes and footwear for employees of JKU, with further amendments 3. Ordinance no. 80/2014 of the Rector of Jan Kochanowski University in Kielce of 22 December 2014 on the rules of distribution of optical glasses to employees working in front of display screens, with further amendments 4. Ordinance no. 48/2016 of the Rector of Jan Kochanowski University in Kielce of 11 August 2016 on the introduction of the Information Safety Policy in Jan Kochanowski 	No actions are required	

<p>and information exchange in the electronic form and minimum requirements for ICT systems</p> <p>14. Regulation of the MNiSW on Occupational Safety and Health in higher education institutions</p> <p>15. Regulation of the MPiPS on general OSH rules</p>	<p>University in Kielce</p> <p>5. Ordinance no. 67/2011 of the Rector of Jan Kochanowski University of Humanities and Sciences in Kielce of 21 September 2011 on the protection of personal data processed in a traditional way and in IT systems in Jan Kochanowski University of Humanities and Sciences in Kielce, with further amendments</p> <p>6. Ordinance no. 19/2015 of the Rector of Jan Kochanowski University in Kielce of 25 March 2015 on the Regulations of IT Network in Jan Kochanowski University in Kielce</p>		
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Additional good practices applied in JKU:

Conducting periodic trainings in the field of OHS for particular groups of employees of JKU. The training programme is dedicated, among others, to scientific and didactic staff.

8. Dissemination, exploitation of results

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

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Act on Higher Education 2. The Act on National Science Centre 3. The Act on the National Centre for Research and Development 4. The Act on Industrial Property Law 5. The Act on Copyright and Related Rights 6. The Act on the protection of databases 7. Act on Access to Public Information 8. Development directions of open access to publications and research results in Poland, MNiSW, 23 October 2015 	<ol style="list-style-type: none"> 1. The development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science – Education – Base – Environment – Management, Kielce, 7 March 2012 2. Resolution no. 50/2015 of 28 May 2015 on the Regulations of managing copyrights, related rights and intellectual property rights and rules of commercialization in Jan Kochanowski University in Kielce 3. Ordinance no. 7/2015 of 	<p>No actions are required</p>	

	<p>the Rector of Jan Kochanowski University in Kielce of 29 January 2015 on the approval of the Regulations concerning accessibility and usage of the collections of the University Library of Jan Kochanowski University in Kielce</p> <p>4. Ordinance no. 5/2009 of the Rector of Jan Kochanowski University of Humanities and Sciences in Kielce of 9 February 2009 on the manner of collecting doctoral dissertations and making them accessible in the Main Library of Jan Kochanowski University of Humanities and Sciences in Kielce</p> <p>5. Ordinance no. 32/2012 of the Rector of Jan Kochanowski University in Kielce of 2 May 2012 on the rules of conference organization in Jan Kochanowski University in Kielce</p> <p>6. Ordinance no. 11/2012 of the Rector of Jan Kochanowski University in Kielce of 27 February 2012 on the rules of publishing and printing scientific papers, funded or co-funded from the JKU's resources, by the employees of Jan Kochanowski University in Kielce</p> <p>7. Accord concerning the establishment of the Entrepreneurship Incubator at JKU, concluded on 2 November 2015 in Kielce between JKU and the Foundation of Academic Entrepreneurship Incubators</p>		
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Additional good practices applied in JKU:

On 2 November 2015 JKU and Foundation of Academic Entrepreneurship Incubators, resided in Warsaw, concluded an accord concerning the establishment of the Entrepreneurship Incubator at JKU. The scope of cooperation includes:

- creating an incubator in the University in the Centre of Entrepreneurship and Business,
- providing advisory services of pro-innovative character,
- providing advisory services in the scope of optimal forms of running a business activity,
- promoting the idea of creating business initiatives in an independent way,
- promoting entrepreneurship in the academic environment.

Foundation has been cooperating with JKU since 2009. Within this cooperation JKU (for instance) rents premises for Foundation and Foundation conducts pre-incubation among the academic society.

Dissemination of research results is also realized via websites dedicate to realized research projects, e.g.

- Diaries and letters of Polish authors from Western Krai (Lithuania, Belarus, Ukraine) in 1795-1918: <http://www.ujk.edu.pl/nprh/>
- Polish exiles in Western Siberia in the second half of 18th century – 19th century in the view of Russians and people of Siberia: <http://www.ujk.edu.pl/nprh3/>
- KlimaVeg The impact of climate change on species ranges and composition of plant communities in temperate, boreal and alpine regions: <http://www.klimaveg.eu/> - project website; information about the project: <http://www.ujk.edu.pl/klimaveg1.html>
- Fuel Health Green fuels and human health - toxicity of engine emissions from 1st and 2nd generation biodiesel fuels: <http://www.fuelhealth.eu/> - project website; information about the project: <http://www.ujk.edu.pl/fuelhealth1.html>

9. Public engagement

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Act on Higher Education 2. Act on Access to Public Information 3. Prawo prasowe 4. Principles of the Erasmus University Charter for Higher Education 5. Development directions of open access to publications and research results in Poland, MNiSW, 23 October 2015 	<ol style="list-style-type: none"> 1. The development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science – Education – Base – Environment – Management, Kielce, 7 March 2012 2. Ordinance no. 7/2015 of the Rector of Jan Kochanowski University in Kielce of 29 January 2015 on the approval of the Regulations concerning accessibility and usage of the collections of the University Library of Jan Kochanowski University in Kielce 3. Ordinance no. 5/2009 of the Rector of Jan Kochanowski University of Humanities and Sciences 	No actions are required	

	<p>in Kielce of 9 February 2009 on the manner of collecting doctoral dissertations and making them accessible in the Main Library of Jan Kochanowski University of Humanities and Sciences in Kielce</p> <p>4. Ordinance no. 45/2013 of the Rector of Jan Kochanowski University in Kielce of 1 July 2013 on the Organizational Regulations of Jan Kochanowski University in Kielce; Annex 1; section 40, point 1; section 47, point 4</p> <p>5. Ordinance no. 32/2012 of the Rector of Jan Kochanowski University in Kielce of 2 May 2012 on the rules of conference organization in Jan Kochanowski University in Kielce</p>		
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Additional good practice applied in JKU:

JKU conducts science-promoting activities (e.g. Biologists' Night), doctoral students take part in scientific seminars and events connected with the region's history. JKU organizes knowledge competitions for secondary education students e.g. in the field of ecology, knowledge of accounting). JKU is involved in organization of events dedicated to local audiences, e.g. University Concert "Brahms, Beethoven and physics". Moreover, on JKU's website there are posts about, among others, science events and successes of employees.

There is the Kids' University at JKU in which children from the Swietokrzyski region can participate in classes run by academic teachers who disseminate science among the youngest audiences during lectures and workshops. JKU's employees are invited as speakers during the ceremony of opening of thematic museum exhibitions, hobby club meetings, e.g. Geologist's Club at Geopark in Kielce, they have interviews on the radio, on TV and in the press in connection with their research.

10. Non discrimination

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Labour Code Act 2. The Act on Higher Education 3. Ethical Code for researchers adopted by the Resolution of the General Assembly of Polish Academy of Sciences no. 10/2012 	<ol style="list-style-type: none"> 1. The development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science – Education – Base – Environment – Management, Kielce, 7 	<p>Development and implementation of Ethical Code for Employees of JKU</p> <p>Development and implementation of</p>	<p>18 months / Team appointed by the Rector</p> <p>18 months / University</p>

<ol style="list-style-type: none"> 4. Good practices in higher education institutions, elaborated by the FRP and enacted by the Plenary Assembly of KRASP on 26th April 2007 5. Reliability in research and respect for intellectual property, Ministry of Science and Higher Education 2012. 6. The Ethical Code of the Foundation for Polish Science 7. The Ethical Code for winners and beneficiaries of the Foundation for Polish Science enacted by the Resolution of the Foundation's Board no. 62/2016 on 19 April 2016 8. Code of the National Centre of Science on scientific research integrity and application for research funds adopted by the Resolution of the NCN Council no. 20/2016 9. The Ethical Code of the National Centre for Research and Development 10. Directive 2006/54/EC of the European Parliament and of the Council of 5 July 2006 on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation (recast) 	<p>March 2012</p> <ol style="list-style-type: none"> 2. Ordinance no. 8/2014 of the Rector of Jan Kochanowski University in Kielce of 30 January 2014 on the introduction of the Work Regulations, with further amendments 3. Resolution no. 45/2010 of the Senate of Jan Kochanowski University of Humanities and Sciences in Kielce of 30 September 2010 on the approval for establishing a university organizational unit under the name of University Centre of Support and Rehabilitation 4. Ordinance no. 2/2011 of the Rector of Jan Kochanowski University of Humanities and Sciences in Kielce of 27 January 2011 on the establishment of a university organizational unit under the name of University Centre of Support and Rehabilitation of Jan Kochanowski University of Humanities and Sciences in Kielce and the definition of rules of functioning of this unit 5. Resolution no. 65/2016 of the Senate of Jan Kochanowski University in Kielce of 1 September 2016 on the appointment of the Disciplinary Committee for Academic Teachers 6. Annex to the Regulations of doctoral studies – detailed rules of introducing and applying alternative solutions for disabled doctoral students 7. Ordinance no. 90/2011 of the Rector of Jan Kochanowski University in Kielce of 5 December 	<p>internal Ethical Code for Doctoral Students of JKU (Polish Representation of Doctoral Students is currently developing such a document, as soon as it is ready, its regulations will be implemented into JKU's actions via Ethical Code for Doctoral Students of JKU)</p>	<p>Council of the Self-government of Doctoral Students of JKU</p>
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	2011 on the introduction of the Regulations of granting the assistance services and specialist services to disabled students, including doctoral students, of Jan Kochanowski University in Kielce		
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11. Evaluation/appraisal systems

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Act on Higher Education 2. Regulation of the MNiSW of 27 October 2015 on the criteria and procedure of granting a scientific category to scientific institutions 3. Opinion of the Committee of Scientific Policy on the indicators of scientific excellence, Warsaw, 29 September 2014 	<ol style="list-style-type: none"> 1. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments 2. The development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science – Education – Base – Environment – Management, Kielce, 7 March 2012 3. Resolution no. 7/2016 of the Senate of Jan Kochanowski University in Kielce of 28 January 2016 on the establishment of the template of a JKU academic teacher's evaluation sheet and an evaluation sheet's template of a certified librarian of the University Library of JKU 4. Resolution no. 64/2016 of the Senate of Jan Kochanowski University in Kielce of 1 September 2016 on the appointment of the Appeal Evaluation Committee 5. Resolution no. 63/2016 of 	No actions are required	

	<p>the Senate of Jan Kochanowski University in Kielce of 1 September 2016 on the appointment of the Evaluation Committee in the University Library</p> <p>6. Resolution no. 62/2016 of the Senate of Jan Kochanowski University in Kielce of 1 September 2016 on the appointment of the University Committee for Evaluation of Academic Teachers Employed outside the Faculties</p> <p>7. Ordinance no. 58/2016 of the Rector of Jan Kochanowski University in Kielce of 12 September 2016 on the appointment of the chairman of the Appeal Evaluation Committee</p> <p>8. Ordinance no. 115/2012 of the Rector of Jan Kochanowski University in Kielce of 20 December 2012 on the introduction of the Regulations of parameterization of scientific activity of academic teachers and doctoral students of Jan Kochanowski University in Kielce, with further amendments</p> <p>9. Ordinance no. 8/2016 of the Rector of Jan Kochanowski University in Kielce of 24 February 2016 on the introduction of parameterization of didactic and organizational activity of academic teachers of Jan Kochanowski University in Kielce</p>		
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Additional good practice applied in JKU:

In Jan Kochanowski University the evaluation of an academic teacher is a two-instance procedure. In the first instance there are faculty evaluation committees and committees competent for a given organizational unit. In the second instance there are competent committees on the university level.

Researchers who achieve the highest evaluation grades for their research activity receive congratulatory letters and Rector's awards.

II. Recruitment

12. Recruitment

Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning of 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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Labour Code Act 2. The Act on Higher Education 3. Regulation of the MNiSW of 19 August 2015 on the recognition of diplomas for higher education graduation obtained abroad and on the confirmation of higher education graduation on a defined level of education 4. Regulation of the MNiSW of 8 August 2011 on the recognition of academic degrees and degrees in the arts, obtained abroad 5. Regulation of the MPiPS on the procedures and conditions for the issue of work permits for foreigners 	<ol style="list-style-type: none"> 1. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments 2. The development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science – Education – Base – Environment – Management, Kielce, 7 March 2012 3. Circular Letter no. 1/2014 of the Rector of Jan Kochanowski University in Kielce of 3 February 2014 on the conditions of concluding civil law contracts with former employees of Jan Kochanowski University in Kielce 	No actions are required	

13. Recruitment (Code)

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 specialised 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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none">1. The Labour Code Act2. The Act on Higher Education3. Regulation of the MNiSW of 19 August 2015 on the recognition of diplomas for higher education graduation obtained abroad and on the confirmation of higher education graduation on a defined level of education4. Regulation of the MNiSW of 8 August 2011 on the recognition of academic degrees and degrees in the arts, obtained abroad5. Regulation of the MPiPS on the procedures and conditions for the issue of work permits for foreigners6. Regulation of the MNiSW on the rules for remuneration for work and other work-related benefits for employees employed at a public high school	<ol style="list-style-type: none">1. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments2. The development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science – Education – Base – Environment – Management, Kielce, 7 March 20123. Resolution no. 61/2015 of the Senate of Jan Kochanowski University in Kielce of 24 September 2015 on the Regulations of granting remuneration and the rules of paying remuneration to employees of Jan Kochanowski University in Kielce which are funded from the resources other than the subsidies from the state budget and other than fees for educational services, for work of JKU's employees during realization of projects, including projects funded from framework programmes of the European Union, Structural Funds of the EU and other international programmes, with further amendments4. Circular Letter no. 1/2014	Development and implementation of the rules of conducting open competitions for particular positions in JKU which take into consideration the procedure of informing candidates about strengths and weaknesses of their applications	30 months / Department of Human Resources

	of the Rector of Jan Kochanowski University in Kielce of 3 February 2014 on the conditions of concluding civil law contracts with former employees of Jan Kochanowski University in Kielce		
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14. Selection (Code)

Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained should be realistic.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Labour Code Act 2. The Act on Higher Education 3. Regulation of the MNiSW of 19 August 2015 on the recognition of diplomas for higher education graduation obtained abroad and on the confirmation of higher education graduation on a defined level of education 4. Regulation of the MNiSW of 8 August 2011 on the recognition of academic degrees and degrees in the arts, obtained abroad 5. Regulation of the MPiPS on the procedures and conditions for the issue of work permits for foreigners 6. Regulation of the MNiSW on the rules for remuneration for work and other work-related benefits for employees employed at a public high school 	<ol style="list-style-type: none"> 1. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments 2. Circular Letter no. 1/2014 of the Rector of Jan Kochanowski University in Kielce of 3 February 2014 on the conditions of concluding civil law contracts with former employees of Jan Kochanowski University in Kielce 	Development and implementation of the rules of conducting open competitions for particular positions in JKU which take into consideration the procedure of informing candidates about strengths and weaknesses of their applications	30 months / Department of Human Resources

15. Transparency (Code)

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
1. The Labour Code Act 2. The Act on Higher Education	1. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments 2. Circular Letter no. 1/2014 of the Rector of Jan Kochanowski University in Kielce of 3 February 2014 on the conditions of concluding civil law contracts with former employees of Jan Kochanowski University in Kielce	Development and implementation of the rules of conducting open competitions for particular positions in JKU which take into consideration the procedure of informing candidates about strengths and weaknesses of their applications	30 months / Department of Human Resources

Additional good practices applied in JKU:

In JKU, each action undertaken in a competition procedure is followed by a protocol including detailed justification of criteria which decided in favour of a successful candidate.

16. Judging merit (Code)

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
1. The Labour Code Act 2. The Act on Higher Education 3. Opinion of the Committee of Scientific Policy on the indicators of scientific excellence, Warsaw, 29 September 2014	1. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments 2. The development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science –	Development and implementation of the rules of conducting open competitions for particular positions in JKU which take into consideration the procedure of informing candidates about strengths and weaknesses of their applications	30 months / Department of Human Resources

	Education – Base – Environment – Management, Kielce, 7 March 2012	
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17. Variations in the chronological order of CVs (Code)

Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> The Labour Code Act The Act on Higher Education 	<ol style="list-style-type: none"> The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments The development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science – Education – Base – Environment – Management, Kielce, 7 March 2012 	Development and implementation of the rules of conducting open competitions for particular positions in JKU which take into consideration the procedure of informing candidates about strengths and weaknesses of their applications	30 months / Department of Human Resources

18. Recognition of mobility experience (Code)

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> The Labour Code Act The Act on Higher Education Principles of the Erasmus University Charter for Higher Education Regulation of the MNiSW of 27 October 2015 on the criteria and procedure of granting a scientific category to scientific institutions Regulation of the MNiSW on the conditions for sending a person abroad for research, teaching or training and on such person's special rights 	<ol style="list-style-type: none"> The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments The development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science – Education – Base – Environment – 	No actions are required	

<p>Committee of Scientific Policy on the indicators of scientific excellence, Warsaw, 29 September 2014</p>	<p>Management, Kielce, 7 March 2012</p> <p>3. Ordinance no. 14/2010 of the Rector of Jan Kochanowski University of Humanities and Sciences in Kielce of 26 February 2010 on the conditions and procedure of realization of foreign trips of academic teachers</p>		
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19. Recognition of qualifications (Code)

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Act on Higher Education 2. The Act on Academic Degrees and Title and Degrees and Title in the Arts, with further amendments 3. Regulation of the MNiSW on the criteria for the evaluation of the scientific background of a candidate for the academic title of doctor habilitatus 4. Regulation of the MNiSW on the detailed procedure and conditions for carrying out activities in the doctoral proceedings, habilitation proceedings and proceedings for granting the title of professor 5. International Exchange Department of the MNiSW, guidelines:http://www.nauka.gov.pl/uznawaniowykształcenia/dla-uczeln.html and: http://www.nauka.gov.pl/uznawanie-kwalifikacjizawodowych 6. Act on the principles of recognition of professional qualifications acquired in the EU Member States of 22 December 2015 7. Regulation of the MNiSW of 19 August 2015 on the recognition of diplomas for higher education graduation obtained abroad and on the confirmation of higher education graduation on a defined 	<ol style="list-style-type: none"> 1. The development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science – Education – Base – Environment – Management, Kielce, 7 March 2012 2. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments 	<p>Development and implementation of the rules of conducting open competitions for particular positions in JKU which take into consideration the procedure of informing candidates about strengths and weaknesses of their applications</p>	<p>30 months / Department of Human Resources</p>

<p>level of education</p> <p>8. Regulation of the MNiSW of 8 August 2011 on the recognition of academic degrees and degrees in the arts, obtained abroad</p> <p>9. Regulation of the MNiSW on the conditions for sending a person abroad for research, teaching or training and on such person's special rights Opinion of the Committee of Scientific Policy on the indicators of scientific excellence, Warsaw, 29 September 2014</p>			
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20. Seniority (Code)

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 recognised.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> The Labour Code Act The Act on Higher Education 	<ol style="list-style-type: none"> The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments The development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science – Education – Base – Environment – Management, Kielce, 7 March 2012 	<p>Development and implementation of the rules of conducting open competitions for particular positions in JKU which take into consideration the procedure of informing candidates about strengths and weaknesses of their applications</p>	<p>30 months / Department of Human Resources</p>

21. Postdoctoral appointments (Code)

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Labour Code Act 2. The Act on Higher Education 3. The Act on Academic Degrees and Title and Degrees and Title in the Arts, with further amendments 4. Regulation of the MNiSW on the criteria for the evaluation of the scientific background of a candidate for the academic title of doctor habilitatus 5. Opinion of the Committee of Scientific Policy on the indicators of scientific excellence, Warsaw, 29 September 2014 	<ol style="list-style-type: none"> 1. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments 	Development and implementation of the rules of conducting open competitions for particular positions in JKU which take into consideration the procedure of informing candidates about strengths and weaknesses of their applications	30 months / Department of Human Resources

III. Working conditions and social security**22. Recognition of the profession**

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).

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Act on Higher Education 2. The Act on Academic Degrees and Title and Degrees and Title in the Arts, with further amendments 3. Act on the principles of recognition of professional qualifications acquired in the EU Member States of 22 December 2015 4. Regulation of the MNiSW on the criteria for the evaluation of the scientific background of a candidate for the academic title of doctor habilitatus 	<ol style="list-style-type: none"> 1. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments 2. The development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science – Education – Base – Environment – Management, Kielce, 7 March 2012 	No actions are required	

	3. Resolution no. 33/2015 of the Senate of Jan Kochanowski University in Kielce of 30 April 2015 on the enactment of the Regulations of doctoral studies		
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23. Research environment

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Labour Code Act 2. The Act on Higher Education 3. Act on the Financing of Science 4. The Fire Protection Act 5. Act on occupational medicine services 6. Act on preventing and combating infections and infectious diseases among people 7. Act on Chemical Substances and their Mixtures 8. Act on Genetically Modified Organisms 9. Regulation of the MPiPS on general OSH rules 10. Regulation of the Ministry of Infrastructure on technical conditions for buildings and their location 	<ol style="list-style-type: none"> 1. The development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science – Education – Base – Environment – Management, Kielce, 7 March 2012 2. Ordinance no. 8/2014 of the Rector of Jan Kochanowski University in Kielce of 30 January 2014 on the introduction of the Work Regulations, with further amendments 3. Resolution no. 33/2015 of the Senate of Jan Kochanowski University in Kielce of 30 April 2015 on the enactment of the Regulations of doctoral studies 4. Resolution no. 34/2015 of the Senate of Jan Kochanowski University in Kielce of 30 April 2015 on the enactment of the Regulations of using the research infrastructure of Jan Kochanowski University in Kielce 5. Ordinance no. 33/2005 of the Rector of Jan Kochanowski Swietokrzyska Academy in Kielce of 18 July 2005 on 	No actions are required	

	<p>detailed rules of training in the scope of occupational health and safety for the Academy's employees</p> <p>6. Ordinance no. 1/2010 of the Rector of Jan Kochanowski University of Humanities and Sciences in Kielce of 4 January 2010 on the establishment of norm tables concerning the distribution of personal hygiene measures, individual protection measures and working clothes and footwear for employees of JKU, with further amendments</p> <p>7. Ordinance no. 80/2014 of the Rector of Jan Kochanowski University in Kielce of 22 December 2014 on the rules of distribution of optical glasses to employees working in front of display screens, with further amendments</p> <p>8. Ordinance no. 25/2013 of the Rector of Jan Kochanowski University in Kielce of 7 May 2013 on the Regulations of submitting applications, division and financial settlement of financial resources for statutory activity</p> <p>9. The Regulations of the Academic Entrepreneurship Incubator under the Accord concerning the establishment of the Entrepreneurship Incubator at JKU, concluded on 2 November 2015 in Kielce between JKU and the Foundation of Academic Entrepreneurship Incubators</p> <p>10. Ordinance no. 9/2007 of</p>		
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	<p>the Rector of Jan Kochanowski Swietokrzyska Academy in Kielce of 18 April 2007 on the rules of granting bonuses to employees working in conditions which are onerous and harmful for health and a register of works burdened with such conditions</p>		
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Additional good practices applied in JKU:

In order to increase safety and cohesion of computer devices used in JKU (computers owned by the University and staff), access to IT devices has been ensured under University agreements, particularly to: antivirus software and firewall.

In order to increase the quality of its research, the Laboratory of X-ray Methods was granted accreditation in 2016 whose scope covers:

- Element analysis of water and sewage treated with the TXRF method, i.e. "Analysis of element composition in samples of water and sewage treated with the TXRF method" and element analysis of soil with the WDXRF method, i.e. "Analysis of element composition in land samples (soils, minerals and raw materials, sands, gypsum, cements, dry dyes, natural and industrial sediments, industrial slags and dusts, peats) with the WDXRF method".

Creating a friendly environment for research in JKU is realized via, among others:

- Employees, doctoral students and students of JKU, within the Virtual Science Library Programme – funded from the sources of MNiSW, have a free access do science bases: Elsevier, Springer, Wiley, EBSCO, Nature, Science, Web of Science, SCOPUS;
- JKU ensures its employees, doctoral students and students with a free access to STATISTICA programme under a license which is bought annually;
- JKU creates possibilities for its employees to publish papers in the University Publishing House;
- Employees, doctoral students and students of JKU have a possibility to use the collections of the University Library.

24. Working conditions

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Labour Code Act 2. The Act on Higher Education 3. Act on occupational and social rehabilitation and employment of the disabled 4. Act on the Financing of Science 5. Regulation of the MNiSW on postgraduate study programs and postgraduate student 	<ol style="list-style-type: none"> 1. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments 2. Resolution no. 33/2015 of 	No actions are required	

<p>scholarships</p> <p>6. Regulation of the MNiSW on the conditions for sending a person abroad for research, teaching or training and on such person's special rights</p>	<p>the Senate of Jan Kochanowski University in Kielce of 30 April 2015 on the enactment of the Regulations of doctoral studies</p> <p>3. Ordinance no. 8/2014 of the Rector of Jan Kochanowski University in Kielce of 30 January 2014 on the introduction of the Work Regulations, with further amendments</p> <p>4. Ordinance no. 2/2011 of the Rector of Jan Kochanowski University of Humanities and Sciences in Kielce of 27 January 2011 on the establishment of a university organizational unit under the name of University Centre of Support and Rehabilitation of Jan Kochanowski University of Humanities and Sciences in Kielce and the definition of rules of functioning of this unit</p> <p>5. Resolution no. 45/2010 of the Senate of Jan Kochanowski University of Humanities and Sciences in Kielce of 30 September 2010 on the approval for establishing a university organizational unit under the name of University Centre of Support and Rehabilitation</p>		
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Additional good practices applied in JKU:

In JKU there is a University Centre of Support and Rehabilitation. Non-public Science Integrational Kindergarten "Mini College" has been established on the territory of JKU's campus. It is the first initiative of a science kindergarten in Poland which – apart from the core curriculum of pre-school education of the Ministry of National Education – realizes a novelty educational programme "Science kindergarten". This innovative teaching programme has been granted with a honorary patronage of the Minister of National Education.

Doctoral students, under the Regulations of doctoral studies, can prolong their studies in connection with a child's birth, care taking etc., according to the Labour Code.

25. Stability and permanence of employment

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*.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none">1. The Labour Code Act2. The Act on Higher Education3. Regulation of the MNiSW on the conditions for sending a person abroad for research, teaching or training and on such person's special rights	<ol style="list-style-type: none">1. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments2. The development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science – Education – Base – Environment – Management, Kielce, 7 March 2012	No actions are required	

26. Funding and salaries

Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none">1. The Labour Code Act2. The Act on Higher Education3. Act on social security system4. Act on promotion of employment and on labour market institutions5. Regulation of the MNiSW on the rules for remuneration for work and other work-related benefits for employees employed at a public high school6. Regulation of the MNiSW on detailed conditions and procedures for granting and paying Ministry's special scholarships for outstanding accomplishments to postgraduate students7. Regulation of the MNiSW on	<ol style="list-style-type: none">1. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments2. The development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science – Education – Base – Environment – Management, Kielce, 7 March 20123. Ordinance no. 8/2014 of	No actions are required	

<p>postgraduate study programs and postgraduate student scholarships</p> <p>8. Regulation of the MNiSW on the conditions for granting scholarships to persons with open doctoral procedure</p> <p>9. The Regulations of granting scientific scholarships to young researchers in research projects and the Regulations of granting scientific scholarships to young researchers within doctoral scholarships ETIUDA funded from the resources of NCN, constituting an annex to Resolution no. 50/2013 of the NCN Council of 3 June 2013</p>	<p>the Rector of Jan Kochanowski University in Kielce of 30 January 2014 on the introduction of the Work Regulations, with further amendments</p> <p>4. Resolution no. 33/2015 of the Senate of Jan Kochanowski University in Kielce of 30 April 2015 on the enactment of the Regulations of doctoral studies</p> <p>5. Resolution no. 90/2008 of the Senate of Jan Kochanowski University of Humanities and Sciences in Kielce of 27 November 2008 on the rules of calculating costs of revenues from remuneration covered by copyright, with further amendments</p> <p>6. Ordinance no. 36/2009 of the Rector of Jan Kochanowski University of Humanities and Sciences in Kielce of 1 July 2009 on the amount of rates for overtime hours for academic teachers in Jan Kochanowski University of Humanities and Sciences in Kielce</p> <p>7. Resolution no. 61/2015 of the Senate of Jan Kochanowski University in Kielce of 24 September 2015 on the Regulations of granting remuneration and the rules of paying remuneration to employees of Jan Kochanowski University in Kielce which are funded from the resources other than the subsidies from the state budget and other than fees for educational</p>		
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	<p>services, for work of JKU's employees during realization of projects, including projects funded from framework programmes of the European Union, Structural Funds of the EU and other international programmes, with further amendments</p> <p>8. Resolution no. 52/2011 of the Senate of Jan Kochanowski University in Kielce of 24 November 2011 on the Regulations of granting awards for academic teachers</p> <p>9. Ordinance no. 63/2016 of the Rector of Jan Kochanowski University in Kielce of 20 September 2016 on the Regulations of establishing the amount of financial assistance benefits, their granting and paying to doctoral students of Jan Kochanowski University in Kielce</p> <p>10. Ordinance no. 79/2016 of the Rector of Jan Kochanowski University in Kielce of 19 October 2016 on the introduction of Detailed procedure of submitting and investigating applications for doctoral scholarships for doctoral students of JKU and Regulations of submitting and investigating applications for increasing a doctoral scholarship from the resources of the operating support grant for co-financing pro-quality actions for doctoral students of JKU in Kielce in the</p>		
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	<p>2016/2017 academic year</p> <p>11. Resolution no. 12/2015 of the Senate of Jan Kochanowski University in Kielce of 29 January 2015 on the financial policy of Jan Kochanowski University in Kielce</p> <p>12. Ordinance no. 104/2012 of the Rector of Jan Kochanowski University in Kielce of 15 November 2012 on the Regulations of granting doctoral scholarships</p>		
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Additional good practices applied in JKU:

Systemic changes of remunerations of JKU's employees are established in the scope of applicable regulations upon an agreement with the union organizations functioning in the University.

27. Gender balance

Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>1. The Labour Code Act</p> <p>2. Directive 2006/54/EC of the European Parliament and of the Council of 5 July 2006 on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation (recast)</p>	<p>1. Ordinance no. 8/2014 of the Rector of Jan Kochanowski University in Kielce of 30 January 2014 on the introduction of the Work Regulations, with further amendments</p>	<p>No actions are required</p>	

28. Career development

Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none">1. The Labour Code Act2. The Act on Higher Education3. The Act on Academic Degrees and Title and Degrees and Title in the Arts, with further amendments4. Regulation of the MNiSW on postgraduate study programs held by university organizational units	<ol style="list-style-type: none">1. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments2. The development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science – Education – Base – Environment – Management, Kielce, 7 March 2012	No actions are required	

29. Value of mobility

Employers and/or funders must recognize the value of geographical, intersectoral, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher's career. Consequently, they should build such options into the specific career development strategy and fully value and acknowledge any mobility experience within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none">1. The Act on Higher Education2. Regulation of the MNiSW on the conditions for sending a person abroad for research, teaching or training and on such person's special rights3. Regulation of the MNiSW on foreigners undertaking and pursuing studies and trainings, as well as participating in scientific research and development works4. Principles of the Erasmus University Charter for Higher Education	<ol style="list-style-type: none">1. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments2. The development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science – Education – Base – Environment – Management, Kielce, 7	No actions are required	

	<p>March 2012</p> <p>3. Resolution no. 33/2015 of the Senate of Jan Kochanowski University in Kielce of 30 April 2015 on the enactment of the Regulations of doctoral studies</p> <p>4. Ordinance no. 14/2010 of the Rector of Jan Kochanowski University of Humanities and Sciences in Kielce of 26 February 2010 on the conditions and procedure of realization of foreign trips of academic teachers</p> <p>5. Ordinance no. 70/2016 of the Rector of Jan Kochanowski University in Kielce of 27 September 2016 on the introduction of the Regulations of the exchange of academic teachers in order to conduct didactic lectures within Erasmus+ Programme</p> <p>6. Ordinance no. 18/2012 of the Rector of Jan Kochanowski University in Kielce of 16 March 2012 on the rules of receiving foreign guests, the amount of per diems and allowances and the amount of per diems for the supervisor</p>		
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Additional good practices applied in JKU:

Information about current and up-to-date granting offers and fellowships of EURAXESS are regularly published on the website of the Department of Science and International Cooperation in the section "Horizon 2020". The website is constantly enhanced and modified to the benefit of its users.

30. Access to career advice

Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
1. The Act on Higher Education	1. The Regulations of the Academic Entrepreneurship Incubator under the Accord concerning the establishment of the Entrepreneurship Incubator at JKU, concluded on 2 November 2015 in Kielce between JKU and the Foundation of Academic Entrepreneurship Incubators	No actions are required	

Additional good practices applied in JKU:

On 2 November 2015 JKU and Foundation of Academic Entrepreneurship Incubators, resided in Warsaw, concluded an accord concerning the establishment of the Entrepreneurship Incubator at JKU. The scope of cooperation includes:

- creating an incubator in the University in the Centre of Entrepreneurship and Business,
- providing advisory services of pro-innovative character,
- providing advisory services in the scope of optimal forms of running a business activity,
- promoting the idea of creating business initiatives in an independent way,
- promoting entrepreneurship in the academic environment.

Foundation has been cooperating with JKU since 2009. Within this cooperation JKU (for instance) rents premises for Foundation and Foundation conducts pre-incubation among the academic society.

31. Intellectual Property Rights

Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. Policies and practices should specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organisations, as possibly provided for under specific collaboration agreements or other types of agreement.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
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<ol style="list-style-type: none"> 1. The Act on Higher Education 2. The Act on Industrial Property Law 3. The Act on Copyright and Related Rights 4. The Act on the protection of databases 5. The Civil Code Act 6. Reliability in research and respect for intellectual property, Ministry of Science and Higher Education 2012. 7. Development directions of open access to publications and research results in Poland, MNiSW, 23 October 2015 	<ol style="list-style-type: none"> 1. Resolution no. 50/2015 of 28 May 2015 on the Regulations of managing copyrights, related rights and intellectual property rights and rules of commercialization in Jan Kochanowski University in Kielce 	<p>No actions are required</p>	
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32. Co-authorship

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 recognised 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).

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Act on Higher Education 2. The Act on Industrial Property Law 3. The Act on Copyright and Related Rights 4. Resolution No 20/2016 of the NCN Council on scientific research integrity 5. The Act on Academic Degrees and Title and Degrees and Title in the Arts, with further amendments 6. Regulation of the MNiSW of 27 October 2015 on the criteria and procedure of granting a scientific category to scientific institutions 	<ol style="list-style-type: none"> 1. Resolution no. 50/2015 of 28 May 2015 on the Regulations of managing copyrights, related rights and intellectual property rights and rules of commercialization in Jan Kochanowski University in Kielce 2. Ordinance no. 115/2012 of the Rector of Jan Kochanowski University in Kielce of 20 December 2012 on the introduction of the Regulations of parameterization of scientific activity of academic teachers and doctoral students of Jan Kochanowski University in Kielce, with further amendments 	<p>No actions are required</p>	

33. Teaching

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Act on Higher Education 2. The Act on Academic Degrees and Title and Degrees and Title in the Arts, with further amendments 3. Regulation of MNiSW on the education within doctoral studies in higher education institutions and scientific units 4. Regulation of the MNiSW on the rules for remuneration for work and other work-related benefits for employees employed at a public high school 5. Regulation of the MNiSW on the criteria for the evaluation of the scientific background of a candidate for the academic title of doctor habilitatus 	<ol style="list-style-type: none"> 1. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments 2. Resolution no. 7/2016 of the Senate of Jan Kochanowski University in Kielce of 28 January 2016 on the establishment of the template of a JKU academic teacher's evaluation sheet and an evaluation sheet's template of a certified librarian of the University Library of JKU 3. Resolution no. 50/2016 of the Senate of Jan Kochanowski University in Kielce of 30 June 2016 on the definition of education effects of those preparing for performing a teacher's duties 4. Ordinance no. 36/2009 of the Rector of Jan Kochanowski University of Humanities and Sciences in Kielce of 1 July 2009 on the amount of rates for overtime hours for academic teachers in Jan Kochanowski University of Humanities and Sciences in Kielce 5. Resolution no. 33/2015 of the Senate of Jan 	<p>No actions are required</p>	

	Kochanowski University in Kielce of 30 April 2015 on the enactment of the Regulations of doctoral studies		
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34. Complains/ appeals

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Act on Higher Education 2. Regulation of the MNiSW on the detailed procedure for investigation and disciplinary proceedings against academic teachers 	<ol style="list-style-type: none"> 1. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments 2. Resolution no. 7/2016 of the Senate of Jan Kochanowski University in Kielce of 28 January 2016 on the establishment of the template of a JKU academic teacher's evaluation sheet and an evaluation sheet's template of a certified librarian of the University Library of JKU 3. Resolution no. 64/2016 of the Senate of Jan Kochanowski University in Kielce of 1 September 2016 on the appointment of the Appeal Evaluation Committee 4. Resolution no. 63/2016 of the Senate of Jan Kochanowski University in Kielce of 1 September 2016 on the appointment of the Evaluation Committee in the University Library 5. Resolution no. 62/2016 of the Senate of Jan 	No actions are required	

	<p>Kochanowski University in Kielce of 1 September 2016 on the appointment of the University Committee for Evaluation of Academic Teachers Employed outside the Faculties</p> <p>6. Ordinance no. 58/2016 of the Rector of Jan Kochanowski University in Kielce of 12 September 2016 on the appointment of the chairman of the Appeal Evaluation Committee</p> <p>7. Ordinance no. 57/2016 of the Rector of Jan Kochanowski University in Kielce of 12 September 2016 on the appointment of the chairman of the University Committee for Evaluation of Academic Teachers Employed outside the Faculties</p> <p>8. Ordinance no. 56/2016 of the Rector of Jan Kochanowski University in Kielce of 12 September 2016 on the appointment of the chairman of the Evaluation Committee in the University Library</p>		
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35. Participation in decision-making bodies

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none">1. The Act on Higher Education2. Act on trade unions	<ol style="list-style-type: none">1. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments2. Resolution no. 33/2015 of the Senate of Jan Kochanowski University in Kielce of 30 April 2015 on the enactment of the Regulations of doctoral studies	No actions are required	

Additional good practices applied in JKU:

Regulations of Faculties, Studies and Centres define the rules of researchers' representation in the decision-making bodies on the organization unit level. Representatives of Rector and Vice-Rectors are appointed. The Self-government of doctoral students expresses its opinion on the Regulations of doctoral studies.

IV. Training

36. Relation with supervisors

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. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none">1. The Labour Code Act2. The Act on Higher Education3. Good academic practices during a recruitment process and in the employer – employee relation, MNiSW 2014.4. Regulation of the MNiSW on postgraduate study programs and postgraduate student scholarships	<ol style="list-style-type: none">1. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments2. The development strategy of Jan Kochanowski University in Kielce for	No actions are required	

	<p>2012-2020, Science – Education – Base – Environment – Management, Kielce, 7 March 2012</p> <p>3. Resolution no. 33/2015 of the Senate of Jan Kochanowski University in Kielce of 30 April 2015 on the enactment of the Regulations of doctoral studies</p> <p>4. Resolution no. 7/2016 of the Senate of Jan Kochanowski University in Kielce of 28 January 2016 on the establishment of the template of a JKU academic teacher's evaluation sheet and an evaluation sheet's template of a certified librarian of the University Library of JKU</p> <p>5. Ordinance no. 115/2012 of the Rector of Jan Kochanowski University in Kielce of 20 December 2012 on the introduction of the Regulations of parameterization of scientific activity of academic teachers and doctoral students of Jan Kochanowski University in Kielce, with further amendments</p> <p>6. Ordinance no. 25/2013 of the Rector of Jan Kochanowski University in Kielce of 7 May 2013 on the Regulations of submitting applications, division and financial settlement of financial resources for statutory activity</p> <p>7. Resolution no. 50/2015 of 28 May 2015 on the Regulations of managing copyrights, related rights and intellectual property rights and rules of</p>		
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	commercialization in Jan Kochanowski University in Kielce		
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Additional good practices applied in JKU:

The Regulations of doctoral studies imposes an obligation to submit reports on progress in research and with doctoral thesis. A supervisor expresses his/her opinion about a doctoral student's documents concerning the progress of doctoral studies as well as annual and final reports of research realization within the operating support grant.

37. Supervision and managerial duties

Senior researchers should devote particular attention to their multi-faceted 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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Act on Higher Education 2. The Act on Academic Degrees and Title and Degrees and Title in the Arts, with further amendments 3. The Act on the Principles of Financing Science 4. Regulation of the MNiSW on the detailed procedure and conditions for carrying out activities in the doctoral proceedings, habilitation proceedings and proceedings for granting the title of professor 	<ol style="list-style-type: none"> 1. The development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science – Education – Base – Environment – Management, Kielce, 7 March 2012 2. Resolution no. 33/2015 of the Senate of Jan Kochanowski University in Kielce of 30 April 2015 on the enactment of the Regulations of doctoral studies 3. Resolution no. 7/2016 of the Senate of Jan Kochanowski University in Kielce of 28 January 2016 on the establishment of the template of a JKU academic teacher's evaluation sheet and an evaluation sheet's template of a certified librarian of the University Library of JKU 4. Resolution no. 50/2016 of the Senate of Jan Kochanowski University in Kielce of 30 June 2016 on the definition of education effects of those preparing for performing a teacher's duties 5. Ordinance no. 75/2016 of 	Development and implementation of Ethical Code for Employees of JKU	18 months / Team appointed by the Rector

	<p>the Rector of Jan Kochanowski University in Kielce of 4 October 2016 on the definition of the procedures of Internal System of Education Quality Ensurance</p> <p>6. Internal System of Education Quality Ensurance in Jan Kochanowski University in Kielce – the procedure of visitation of lectures: www.ujk.edu.pl/ksiega_proc edur.html</p>		
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38. Continuing Professional Development

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Labour Code Act 2. The Act on Higher Education 3. Regulation of the MNiSW on the conditions for sending a person abroad for research, teaching or training and on such person's special rights 	<ol style="list-style-type: none"> 1. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments 2. The development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science – Education – Base – Environment – Management, Kielce, 7 March 2012 3. Resolution no. 33/2015 of the Senate of Jan Kochanowski University in Kielce of 30 April 2015 on the enactment of the Regulations of doctoral studies 4. Ordinance no. 14/2010 of the Rector of Jan Kochanowski University of Humanities and Sciences in Kielce of 26 February 2010 on the conditions and procedure of 	<p>Organization of trainings in the scope of: project management and intellectual property rights</p>	<p>36 months / Department of Science and International Cooperation / Department of Innovation and Technology Transfer / Legal Office</p>

	realization of foreign trips of academic teachers 5. Ordinance no. 45/2013 of the Rector of Jan Kochanowski University in Kielce of 1 July 2013 on the Organizational Regulations of Jan Kochanowski University in Kielce		
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Additional good practices applied in JKU:

The organizational structure of JKU includes Academic Career Office whose mission is to ensure students and graduates of JKU the best opportunities of beginning an active professional life as possible. The objectives of the Office include: various forms of job searching for future and current graduates of JKU, particularly via establishing continuous relations with entrepreneurs in Poland and abroad; collecting information about courses, scholarships, post-graduate studies and foreign studies; organizing trainings and courses increasing professional qualifications; helping students and graduates of JKU with planning a career path.

JKU organizes seminars and trainings dedicated to researchers and doctoral students concerning possibilities of obtaining financial resources for research. Those events are led by experts from research funding institutions, among others:

- Conference “Funding research in Poland. Current stage and perspectives”, 23 April 2013, Kielce. Speakers: Dr. Eng. Katarzyna Cyran, Chief Specialist for management of research project administrative service, Department of Research and Researchers’ Development – Physical Sciences and Engineering, presentation: Offer of calls for proposals of National Science Centre; Dr. Orieta Kurkowska, Department of Science Policy Instruments, Section of Coordination and Minister’s Programmes, presentation: “From a student to an experienced researcher”; mgr Grażyna Omarska, Advisor of National Contact Point of EU Research Programmes, presentation: “Horizon 2020 Framework Programme in the scope of research and innovation (2014-2020)”;
- Seminar “Idea for a research grant + money = success, where to find it and how to get it?”, 31 January 2014. Speakers: Dr. Andrzej Siemaszko, Director of National Contact Point of EU Research Programmes, presentation: “Horizon 2020 Framework Programme in the scope of research and innovation (2014-2020)”;
- Seminar “NCN grants from three perspectives”, 19 June 2015. Speakers: Dr. Marzena Oliwkiewicz-Miklasińska, Discipline Coordinator, Physical Sciences and Engineering, National Science Centre, presentation: “Offer of NCN grants – news”; Prof. Agnieszka Gałuszka – Institute of Chemistry of JKU, presentation: “My experiences from working in expert panels”; Prof. Marek Przeniosło, Institute of History of JKU, presentation: “What difficulties do you have to face when preparing a grant application?”;
- Seminar “Horizon 2020 – from an idea to a grant”, 11 December 2015. Speakers: mgr Joanna Niedziałek – expert of National Contact Point of EU Research Programmes, presentations: “Possibilities in Horizon 2020 Programme – general information” and “Call documentation in Participant Portal – types of projects, formal criteria of applications’ evaluation, single- and double-stage calls”; mgr Agnieszka Kowalska – Senior Project Manager, expert of ASM – Centre of Market Research and Analyses, presentations: “How to write an application to Horizon 2020 – practical guide” and “Examples of realized H2020 projects (call type, project’s objectives, results, consortium’s structure, work’s structure, partner’s tasks)”;
- Information meeting “Marie Skłodowska-Curie Actions in Horizon 2020 – Possibilities of funding research for young and experienced researchers”, 12 April 2016. Speaker: mgr Magdalena Chomicka, expert of National Contact Point of EU Research Programmes.

In 2017 JKU will be organizing National Science Centre Days – an event which is held annually and whose aim is to present the NSC's wide offer of call for proposals. The main idea of National Science Centre Days is their mobile nature – each year they are organized in a different part of Poland. Owing to this fact a wide audience of researchers and young researchers beginning their scientific careers have a chance to become familiar with the NSC's offer. During National Science Centre Days a number of thematic meetings and discussions is held, as well as workshops concerning administrative and financial service of research projects within NSC's calls for proposals are organized. National Science Centre Days are also a perfect occasion to present selected projects which have been funded and are being realized.

Interfaculty Study Centre of Foreign Languages conducts a didactic activity in the University which consists in foreign language teaching in the form of language courses. The Centre fulfils the University's strategy of foreign language teaching. The Centre has an offer of professional development dedicated to researchers, e.g. an offer of general language courses and specialist language courses (for instance: Business English).

Department of Science and International Cooperation is regularly and continuously informing researchers, via e-mails and its website, about fellowship offers and calls for proposals funded from external sources in the framework of development of didactic and research potential of the academic staff. What is more, in the first half of 2016, the Department commenced a training cycle in the form of workshops connected with, among others, Horizon 2020 Framework Programme, project management and correct preparation of grant applications (international and domestic). Workshops are dedicated to researchers interested in increasing their practical knowledge about applying for grants, searching for foreign partners, efficient browsing through online portals created for applicants, project management techniques, as well as to those who want to become familiar with effective preparation of grant applications and their evaluation.

The Department, whose functioning is based on principles of bottom-up initiative, has developed an anonymous questionnaire and sent it to JKU's researchers. The questionnaire's aim was to get to know the opinions and needs of the research community of JKU in the scope of applying for grants. Owing to this solution, the Department will be able to suggest a kind of support which will be well adjusted to and will be a direct response to the needs and expectations defined by questionnaire's recipients.

Erasmus+ Programme supports the professional development of researchers via co-financing their foreign trips aiming at increasing their professional qualifications.

39. Access to research training and continuous development

Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take up and effectiveness in improving competencies, skills and employability.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ol style="list-style-type: none"> 1. The Labour Code Act 2. The Act on Higher Education 3. Regulation of the MNiSW on the conditions for sending a person abroad for research, teaching or training and on such person's special rights 	<ol style="list-style-type: none"> 1. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments 2. The development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science – 	Organization of trainings in the scope of: project management and intellectual property rights	36 months / Department of Science and International Cooperation / Department of Innovation and Technology Transfer / Legal Office

	<p>Education – Base – Environment – Management, Kielce, 7 March 2012</p> <p>3. Resolution no. 33/2015 of the Senate of Jan Kochanowski University in Kielce of 30 April 2015 on the enactment of the Regulations of doctoral studies</p> <p>4. Ordinance no. 14/2010 of the Rector of Jan Kochanowski University of Humanities and Sciences in Kielce of 26 February 2010 on the conditions and procedure of realization of foreign trips of academic teachers</p> <p>5. Ordinance no. 45/2013 of the Rector of Jan Kochanowski University in Kielce of 1 July 2013 on the Organizational Regulations of Jan Kochanowski University in Kielce; Annex 1; section 40, point 1; section 47, point 4</p>		
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40. Supervision

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>1. The Act on Higher Education</p> <p>2. The Act on Academic Degrees and Title and Degrees and Title in the Arts, with further amendments</p> <p>3. Regulation of the MNiSW on postgraduate study programs and postgraduate student scholarships</p>	<p>1. The Statute of Jan Kochanowski University in Kielce under the Resolution 46/2011 of the Senate of Jan Kochanowski University in Kielce of 27 October 2011, with further amendments</p> <p>2. The development strategy of Jan Kochanowski University in Kielce for</p>	No actions are required	

	<p>2012-2020, Science – Education – Base – Environment – Management, Kielce, 7 March 2012</p> <p>3. Resolution no. 33/2015 of the Senate of Jan Kochanowski University in Kielce of 30 April 2015 on the enactment of the Regulations of doctoral studies</p> <p>4. Recruitment resolution for doctoral studies</p> <p>5. Resolutions of Faculty Councils concerning scientific supervisors suggested for a given edition of studies and the number of doctoral students per one scientific or regular supervisor</p>		
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Additional good practices applied in JKU:

In the Faculty of Humanities of JKU, the number of doctoral students remaining under supervision of one scientific supervisor is defined by the Regulations of conducting doctoral procedures and habilitation procedures on the Faculty of Humanities of Jan Kochanowski University in Kielce which is available online. The number of doctoral students in this Faculty who can be supervised by a scientific supervisor during one year of doctoral studies equals no more than two (Resolution of Faculty's Council). What is more, the research offer in the recruitment documentation (available online) gives candidates a possibility to choose their scientific supervisor taking their own research interests into account.

3.1. Anonymous questionnaire survey

An electronic anonymous questionnaire in the form of an author's online form, exempting its users from the need to register or log in, has been made available to respondents in the period of 6th to 17th of October 2016 via the internet and internet browsers.

The objective of the questionnaire was to study of the level of compliance of adjusting the internal normative acts (legal regulations) and procedures and practices executed in the University to the rules and recommendations included in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. The questionnaire survey's aim was to help with answering the question whether, in the opinion of didactic and research staff as well as of doctoral students, the rules and recommendations included in the Charter and Code are applied and respected in the University.

As a measuring form, the 5-degree Likert scale, with the use of which it is possible to measure various levels of opinions, attitudes and views with reference to given questions and to agreement or its lack with a statement or an actual state, has been applied.

The analyzed answers have been presented as a final result in the form of charts accompanied by explanatory comments.

The questionnaire survey consisted of 44 questions. The first four introductory questions (non-numerated) characterized the target group and they concerned:

- gender (possibility to indicate female and male),
- age (possibility to indicate a group of a specific age range),
- a degree/academic title or a professional title (possibility to indicate one of the following options: B. Eng.; MA/MS/ M. Eng.; Dr./Dr. Eng.; Dr. hab./ Dr. hab. Eng.; Prof./Prof. Eng.).
- a group of positions held (possibility to indicate one of the following options: doctoral student, assistant, assistant professor, associate professor, professor, other).

The essential substantive part of the questionnaire survey was composed of mandatory closed questions (from 1 to 40) which a respondent answered by choosing from a defined number of answers:

- definitely YES,
- rather YES,
- rather NO,
- definitely NO,
- I don't know.

The fundamental 40 questions referred to the following thematic fields included in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers:

- ethical and professional aspects,
- recruitment,
- working conditions and social security,
- training.

Moreover, at the end of the questionnaire survey there was a non-mandatory text box in which respondents could voluntarily type in any of their additional comments, remarks and suggestions.

Chart 1. Percentage of respondents divided according to gender

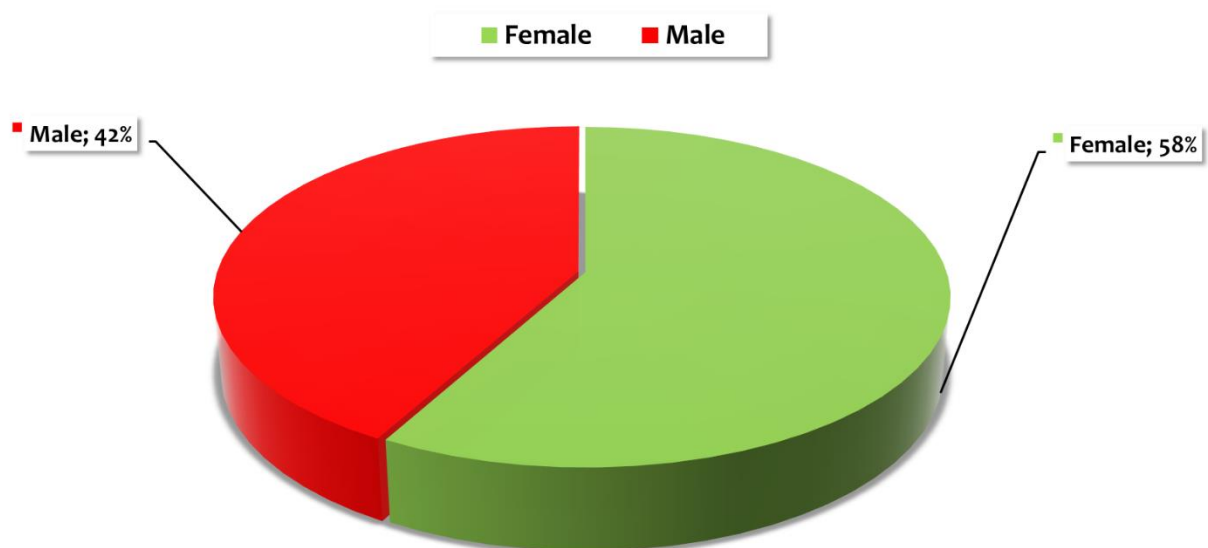


Chart 2. Percentage of respondents divided according to different age groups

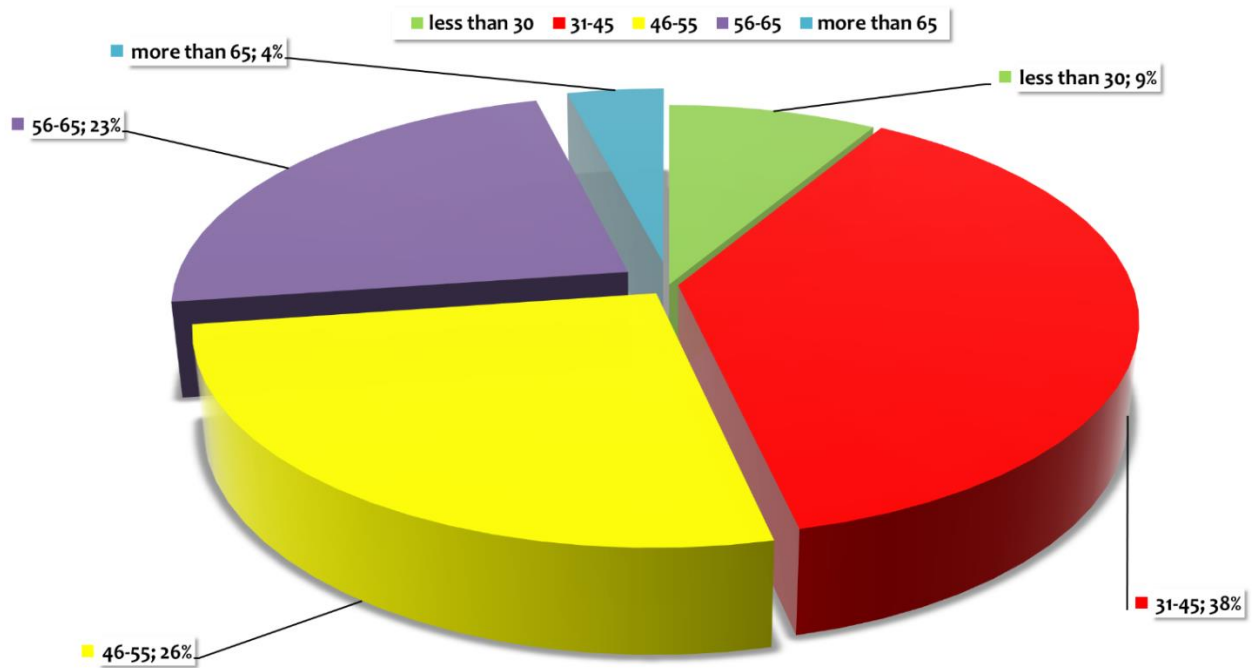


Chart 3. Percentage of respondents divided according to a degree/academic title or a professional title

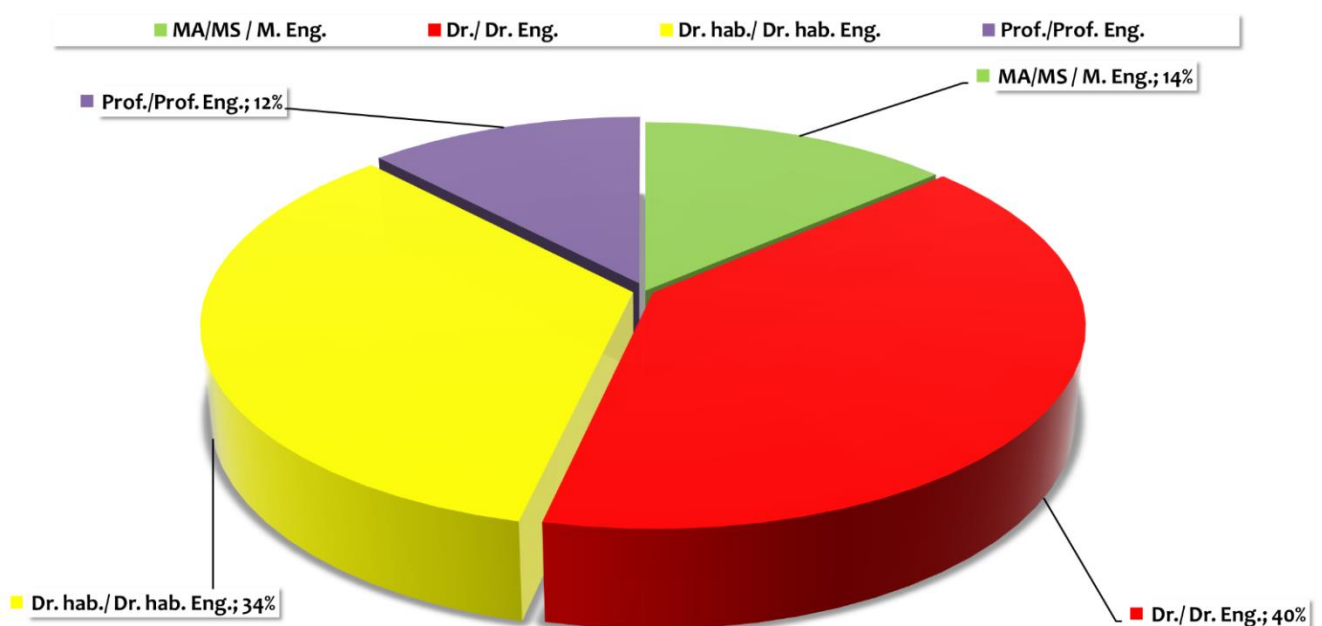
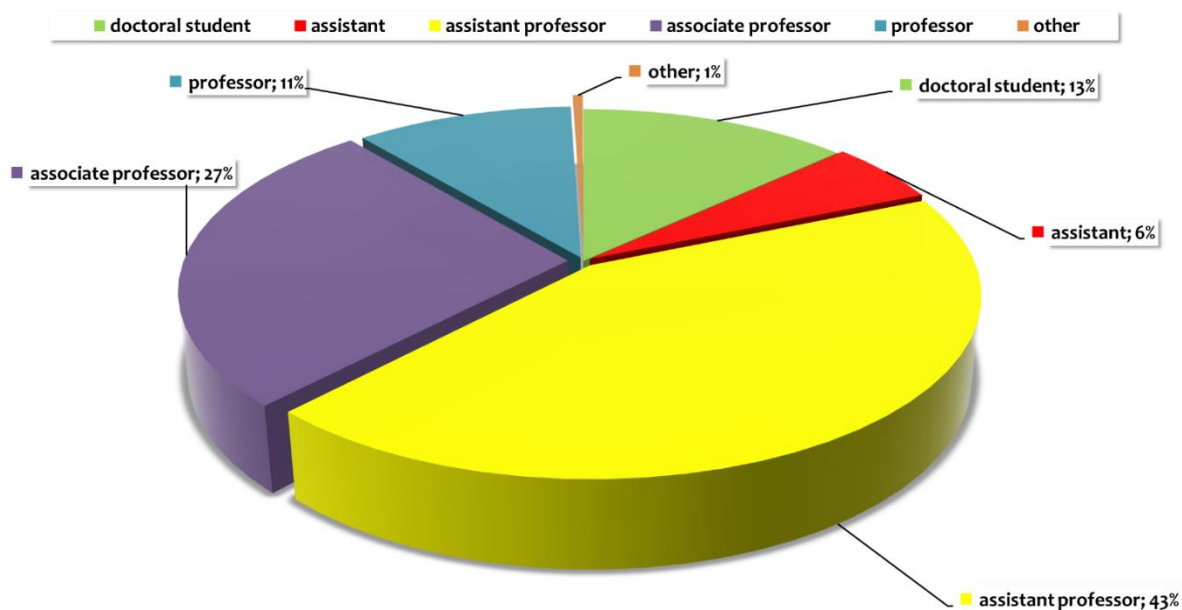


Chart 4. Percentage of respondents divided according to groups of positions



3.2. Conclusions from the internal analysis and the questionnaire survey

The results of the questionnaire survey presented with the use of absolute numbers in the form of bar charts are included in Annex 2. The analysis of answers in the form of percentage values has been made based on categorizing particular answers into a defined category, according to the table below.

Table 8. The manner of answer categorization to particular categories defined as positive, negative or neutral

Type of answer	Category
Definitely YES	Pozytywna
Rather YES	
Rather NO	Negatywna
Definitely NO	
I don't know	Neutralna

The final results in the form of percentage value have been compiled together and compared with one another in the positive result vs. negative result relation.

Table 9. Percentage result of the questionnaire survey – positive vs. negative

Percentage results of the questionnaire survey - positive vs. negative (sign >; sign <)										
SCALE: 5 – definitely yes; 4 – rather yes; 3 – rather no; 2 – definitely no; 0 – I don't know										
Block	Question No.	5	4	3	2	0	Positive %	Result	Negative %	Neutral %
		%	%	%	%	%				
ETHICAL AND PROFESSIONAL ASPECTS	1	69,70	26,26	2,53	1,01	0,51	95,96	>	3,54	0,51
	2	60,61	28,28	2,53	1,01	7,58	88,89	>	3,54	7,58
	3	46,97	41,92	8,08	2,02	1,01	88,89	>	10,10	1,01
	4	36,36	47,98	7,07	1,52	7,07	84,34	>	8,59	7,07
	5	38,38	41,92	9,09	3,54	7,07	80,30	>	12,63	7,07
	6	45,96	39,90	2,53	2,53	9,09	85,86	>	5,06	9,09
	7	72,22	24,24	1,52	0,00	2,02	96,46	>	1,52	2,02
	8	30,81	47,98	10,10	3,03	8,08	78,79	>	13,13	8,08
	9	69,19	19,19	5,56	4,55	1,52	88,38	>	10,11	1,52
	10	34,34	41,92	7,07	9,09	7,58	76,26	>	16,16	7,58
RECRUITMENT AND EVALUATION	11	37,37	40,40	7,58	5,05	9,60	77,77	>	12,63	9,60
	12	41,92	36,87	7,07	5,05	9,09	78,79	>	12,12	9,09
	13	34,34	41,41	9,09	4,55	10,61	75,75	>	13,64	10,61
	14	30,30	32,83	3,03	3,03	30,81	63,13	>	6,06	30,81
	15	32,32	33,33	9,60	3,54	21,21	65,65	>	13,14	21,21
	16	39,90	35,86	5,05	3,54	15,66	75,76	>	8,59	15,66
	17	24,75	37,37	6,06	3,54	28,28	62,12	>	9,60	28,28
	18	41,41	30,81	7,58	1,52	18,69	72,22	>	9,10	18,69
	19	34,34	35,86	8,59	3,03	18,18	70,20	>	11,62	18,18
	20	41,92	38,38	5,56	2,53	11,62	80,30	>	8,09	11,62
	21	37,88	40,91	6,06	1,01	14,14	78,79	>	7,07	14,14
WORKING CONDITIONS AND SOCIAL SECURITY	22	38,38	39,39	9,09	4,55	8,59	77,77	>	13,64	8,59
	23	34,34	50,51	6,57	4,55	4,04	84,85	>	11,12	4,04
	24	36,87	44,95	3,03	4,04	11,11	81,82	>	7,07	11,11
	25	39,39	43,43	3,54	1,52	12,12	82,82	>	5,06	12,12
	26	39,39	42,93	6,57	2,53	8,59	82,32	>	9,10	8,59
	27	27,27	33,84	4,55	2,02	32,32	61,11	>	6,57	32,32
	28	30,30	42,93	6,06	3,03	17,68	73,23	>	9,09	17,68
	29	35,35	37,37	5,05	1,52	20,71	72,72	>	6,57	20,71
	30	18,18	24,75	13,13	12,63	31,31	42,93	>	25,76	31,31
	31	42,42	40,91	3,03	2,02	11,62	83,33	>	5,05	11,62
	32	37,88	35,35	4,55	2,53	19,70	73,23	>	7,08	19,70
	33	27,78	38,38	11,62	8,08	14,14	66,16	>	19,70	14,14
	34	28,79	21,72	3,54	7,07	38,89	50,51	>	10,61	38,89
35	37,88	38,38	2,53	1,01	20,20	76,26	>	3,54	20,20	
TRAINING	36	41,92	34,34	4,04	4,04	15,66	76,26	>	8,08	15,66
	37	37,88	41,41	6,57	5,05	9,09	79,29	>	11,62	9,09
	38	39,39	44,95	7,58	4,04	4,04	84,34	>	11,62	4,04
	39	25,25	42,42	11,62	5,05	15,66	67,67	>	16,67	15,66
	40	31,82	35,35	8,59	6,06	18,18	67,17	>	14,65	18,18

As the above table shows, the summed percentage values in particular areas of answers of the “definitely yes” category and “rather yes” category exceed their counterparts of the “definitely no” and “rather no” categories. The analysis of the percentage result – positive vs. negative - of the questionnaire survey has proven that the respondents had positively evaluated the research conditions and transparent principles of recruitment functioning in JKU.

4. ACTION PLAN WITH THE SPECIFICATION OF DEVELOPMENT ACTIVITIES TO BE IMPLEMENTED IN THE UNIVERSITY AND THE TIME SCHEDULE OF THEIR REALIZATION

Table 10 . ACTION PLAN

No. ¹	Area from the Charter & Code requiring undertaking recovery actions	Substantive description of the recovery actions planned for realization	Organizational unit of the University responsible for realization of the action/professional position	Time of realization (period of time)		
				Short (< 6 months)	Medium (6-24 months)	Long (> 24 months)
Ethical and professional aspects						
1	Research freedom	Development and implementation of Ethical Code for Employees of JKU	Team appointed by the Rector		18 months	
		Development and implementation of internal Ethical Code for Doctoral Students of JKU	University Council of the Self-government of Doctoral Students of JKU		18 months	
2	Ethical principles	Development and implementation of Ethical Code for Employees of JKU	Team appointed by the Rector		18 months	
		Development and implementation of internal Ethical Code for Doctoral Students of JKU	University Council of the Self-government of Doctoral Students of JKU		18 months	
		On the JKU's website – inserting a Database of requirements set out by funding institutions (Ministry of Science and Higher Education, National Science Centre, National Centre for Research and Development and Foundation for Polish Science) dedicated to ethical issues within higher education and research	Department of Science and International Cooperation	3 months		
3	Professional responsibility	Development and implementation of Ethical Code for Employees of JKU	Team appointed by the Rector		18 months	
		Development and implementation of internal Ethical Code for Doctoral Students of JKU	University Council of the Self-government of Doctoral Students of JKU		18 months	
4	Professional attitude	Development and implementation of the R&D Strategy for individual faculties of JKU in reference to the National Research Programme	Deans		18 months	

4	Professional attitude	Correction of action plans relating to the development strategy of Jan Kochanowski University in Kielce for 2012-2020, Science – Education – Base – Environment – Management	Team appointed by the Rector	6 months		
6	Accountability	Development and implementation of the R&D Strategy for individual faculties of JKU in reference to the National Research Programme	Deans		18 months	
		Development and implementation of Ethical Code for Employees of JKU	Team appointed by the Rector		18 months	
		Development and implementation of internal Ethical Code for Doctoral Students of JKU	University Council of the Self-government of Doctoral Students of JKU		18 months	
		Development and implementation of an institutional policy of open access in JKU	University Library		24 months	
10	Non discrimination	Development and implementation of Ethical Code for Employees of JKU	Team appointed by the Rector		18 months	
		Development and implementation of internal Ethical Code for Doctoral Students of JKU	University Council of the Self-government of Doctoral Students of JKU		18 months	
Recruitment						
13;14; 15;16; 19;20; 21	Recruitment; Selection; Transparency; Judging merit; Recognition of qualifications; Seniority Postdoctoral appointments	Development and implementation of the rules of conducting open competitions for particular positions in JKU which take into consideration the procedure of informing candidates about strengths and weaknesses of their applications	Department of Human Resources			30 months
Training						
37	Supervision and managerial duties	Development and implementation of Ethical Code for Employees of JKU	Team appointed by the Rector		18 months	
38;39	Continuing Professional Development; Access to research training and continuous development	Organization of trainings for researchers in the scope of: project management; Intellectual property	Department of Science and International Cooperation / Department of Innovation and Technology Transfer / Legal Office			36 months

1 Number of the internal analysis template and the Action Plan

5. MONITORING OF IMPLEMENTATION EFFECTS

The process of implementing required recovery actions adjusting the internal legal regulations and applied practices to the principles and recommendations of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers will be continuously monitored on account of quality assurance and compliance with the time schedule. Therefore, the Monitoring Team will be appointed. The Team will be responsible for supervising the implementation procedure (planned tasks according to the Action Plan) in JKU.

The Monitoring Team will consist of:

- Prof. Marek Przeniosło –Vice-Rector for Science and International Cooperation
- Mgr Sylwia Kasprzyk –Head of Department of Science and International Cooperation
- Mgr Agnieszka Bygar –Research Programmes Specialist
- Dr Wojciech Majkowski –Chief Specialist

Tasks of the Monitoring Team:

- Supervision and management of the implementation procedure;
- Assessment and evaluation of implementation activities on account of effects, quality and compliance with the time schedule;
- Submitting reports on progress made with the implementation activities.

In order to perform its tasks properly, the Monitoring Team will use a document called Control Protocol of the Monitoring Team concerning the implementation of the recovery and self-developing actions in the frame of HR Strategy and Action Plan. The Protocol's template has already been developed and it constitutes an annex to this Strategy (Annex 5).

6. SUMMARY AND FINAL CONCLUSIONS

On the grounds of the results of the standard table of internal analysis and the anonymous questionnaire survey, Jan Kochanowski University in Kielce commits itself to adjust the internal normative acts and good practices applied in the following areas:

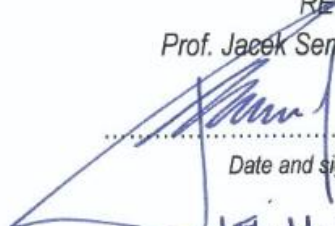
- Research freedom
- Ethical principles
- Professional responsibility
- Professional attitude
- Accountability
- Non discrimination
- Recruitment; Selection; Transparency; Judging merit; Recognition of qualifications; Seniority Postdoctoral appointments
- Supervision and managerial duties
- Continuing Professional Development; Access to research training and continuous development

Moreover, JKU hereby declares to apply the principles and recommendations of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers on each area of scientific and research activity.

7. ACCEPTANCE

The Rector of Jan Kochanowski University in Kielce – Prof. Jacek Semaniak hereby accepts this *HR Strategy and Action Plan* for Jan Kochanowski University in Kielce

Kielce, 14 October 2016

RECTOR
Prof. Jacek Semaniak

.....
Date and signature
14. 10. 2016

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ANNEXES

Annex 1.

Ordinance no. 59/2016

of the Rector of Jan Kochanowski University in Kielce

of 12 September 2016

regarding the establishment of the Team for Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at Jan Kochanowski University in Kielce

On the basis of Article 66 (1, 2) of the Higher Education Act of 27 July 2005 (Journal of Laws of 2012, item 572 with further amendments) and Sec. 69, par. 2 of the Statute of Jan Kochanowski University, the following is hereby ordered:

§ 1

1. The establishment of the Team for Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at Jan Kochanowski University, hereinafter referred to as the Team, whose tasks include the preparation for implementing the principles and requirements set out in the European Charter for Researchers and in the Code of Conduct for the Recruitment of Researchers at Jan Kochanowski University, according to the guidelines of the European Commission. The Charter and Code have been published on EURAXESS website:
http://ec.europa.eu/euraxess/pdf/brochure_rights/kina21620b8c_pl.pdf
2. The European Charter for Researchers sets out general rules and requirements defining roles, scope of duties and rights of researchers, as well as their employers and/or funders.
3. The Code of Conduct for the Recruitment of Researchers covers general rules and requirements which should be followed by employers and/or funders when appointing or recruiting researchers.
4. The scope of the Team's duties include:
 - 1) analysis of internal legal regulations, procedures and practices that are used at the University and which indicate the extent to which the University implements the provisions of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers;
 - 2) preparation of organizational, legal and information documentation as a result of the conducted internal analysis whose aim is to identify the areas that require specific actions regarding the adjustment of internal regulations to the requirements of the Charter and Code;
 - 3) development of an action strategy (both in Polish and English versions), hereinafter referred to as the HR strategy, which includes:
 - a) a time schedule of the Team's work and responsibilities,
 - b) results and conclusions of the internal analysis with regard to the implementation of the Charter and Code,
 - c) an action plan including a description of actions to be undertaken in order to implement the provisions of the Charter and the Code together with a description of already existing actions to be improved in order to ensure compliance with the provisions of the Charter and Code,

- d) preparation of the implementation process of the provisions of the Charter and Code into the internal legal regulations, procedures and practices,
- e) information concerning plans for promotional actions of the provisions of the Charter and Code on both the internal level (at the University) and the external level (regional or state),
- f) establishment of a team for monitoring the implementation of the provisions of the Charter and Code and ensuring the quality of procedures conducted in the frame of the HR Strategy.

§ 2

The implementation of the HR Strategy for researchers is one of the priority actions in the scope of constantly aiming to create a friendly work and research environment, improve its quality, as well as the quality of research conducted in its frame, and to guarantee transparent rules of recruiting researchers.

§ 3

1. The Team consists of:

- 1) representatives of the research staff:
 - a) Prof. Marek Przeniosło - Team Coordinator,
 - b) Prof. Agnieszka Gałuszka – Deputy Team Coordinator,
 - c) Lidia Michalska-Bracha, Ph.D. habil. JKU Assoc. Prof. – Vice-Dean for Research, the Faculty of Humanities,
 - d) Dariusz Banaś, Ph.D. habil. – Vice-Dean for Science and International Cooperation, the Faculty of Mathematics and Natural Science,
 - e) Dorota Kozieł, MD Ph.D. – Vice-Dean for General Affairs, the Faculty of Medicine and Health Sciences,
 - f) Prof. Urszula Ślusarczyk – Vice-Dean for Research, the Faculty of Pedagogy and Arts,
 - g) Leszek Wieczorek, Ph.D. habil. JKU Assoc. Prof. – Vice-Dean for Research and International Cooperation, the Faculty of Law, Administration and Management,
 - h) Wojciech Baran-Kozłowski, Ph.D. habil. JKU Assoc. Prof. – Vice-Dean, the Faculty of Language Studies and History, JKU Branch in Piotrków Trybunalski,
 - i) Joanna Majchrzyk-Mikuła, Ph.D. habil. – Vice-Dean, the Faculty of Social Sciences, JKU Branch in Piotrków Trybunalski.
- 2) employees who are responsible for the preparation of organizational, legal and information documentation, including preparation of the HR Strategy and promotion and communication of the elaborated documents:
 - a) the Chancellor,
 - b) the Chief Accountant – Vice Chancellor for Finance,
 - c) the Head of HR Department,
 - d) the Head of Research and International Cooperation Department,
 - e) the Head of Innovation and Technology Transfer Department,
 - f) the Head of European Funds Department,
 - g) the Head of IT Security Department,
 - h) a representative of Promotion and Information Office,
 - i) a representative of the University Counsel of Government of JKU Ph.D. students,
 - j) a representative of Organization and Legal Office for Legal Affairs,
 - k) a representative of Organization and Legal Office for Intellectual Property Affairs,

l) a specialist for Ph.D. studies.

2. The tasks of the Team Coordinator include:

- 1) supervision of ongoing actions of the Team,
- 2) coordination of actions carried out by the Team, according to the approved scope of work and the time schedule,
- 3) ensuring a proper flow of information and communication within the framework of actions carried out,
- 4) presentation of periodic reports regarding the Team's actions to the Rector.

§ 4

The University staff are obliged to cooperate with the Coordinator of the Team in order to allow a smooth and effective realization of the specific stages of work.

§ 5

This Ordinance shall enter into force on the day of signing.

Annex 2. Anonymous questionnaire survey

Gender	
Choose your gender	
Female	114
Male	84

Age	
Choose your age group	
Less than 30	17
31-45	75
46-55	52
56-65	46
More than 65	8

Degrees/academic titles and a professional title	
Stage of the scientific career	
B. Eng.	0
MA/MS / M. Eng.	27
Dr./ Dr. Eng.	79
Dr. hab./ Dr. hab. Eng.	68
Prof./Prof. Eng.	24

Group of positions	
Choose your professional group	
doctoral student (doctoral students who are at the same time employed under an employment contract have to fill in the questionnaire by choosing the professional group of a doctoral student)	26
assistant	11
assistant professor	86
associate professor	53
professor	21
other	0

Ethical and professional aspects

While conducting research at JKU, I have the right to use freedom of thought and expression, and to determine methods of solving problems (in compliance with recognized ethical principles and practices).	
definitely yes	138
rather yes	52
rather no	5
definitely no	2
I don't know	1

JKU adheres to fundamental ethical norms, principles and practices.	
definitely yes	94
rather yes	84
rather no	8
definitely no	5
I don't know	7

In the case of research carried out in collaboration with a supervisor/supervisors and/or other researchers principles of respect for intellectual property rights and joint data ownership are obeyed.	
definitely yes	120
rather yes	56
rather no	5
definitely no	2
I don't know	15

I am familiar with the strategic objectives of my scientific community as well as the funding mechanisms.	
definitely yes	93
rather yes	83
rather no	16
definitely no	4
I don't know	2

I know and respect (national, sectoral and institutional) regulations governing the conditions of trainings and work, concerning – among others – intellectual property rights and requirements and conditions imposed by any sponsor or funder, irrespective of the character of an agreement.	
definitely yes	72
rather yes	95
rather no	14
definitely no	3
I don't know	14

rather no	
definitely no	
I don't know	

The principles of thorough, transparent and effective financial management in the scope of research funding are respected.	
definitely yes	76
rather yes	83
rather no	18
definitely no	7
I don't know	14

Safe working practices are applied, among others: JKU undertakes necessary health and safety at work precautions, data protection and confidentiality and recovery of lost data due to IT technology breakdowns.	
definitely yes	91
rather yes	79
rather no	5
definitely no	5
I don't know	18

Conducting research imposes on JKU employees an obligation to disseminate and communicate the research results by: publications, transferring them to other scientific communities or, where applicable, commercialization.	
definitely yes	143
rather yes	48
rather no	3
definitely no	0
I don't know	4

Results of research are popularized and promoted among the general public in a manner which is understandable for non-specialists.	
definitely yes	61
rather yes	95
rather no	20
definitely no	6
I don't know	16

My employer does not display any signs of discrimination based on gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinions and social or economic status.	
definitely yes	137
rather yes	38
	11
	9
	3

rather no	
definitely no	
I don't know	

I think that the procedure of employee evaluation functioning at JKU is conducted in a transparent manner by an independent commission.	
definitely yes	68
rather yes	83
rather no	14
definitely no	18
I don't know	15

Recruitment

There are clearly defined standards during the recruitment and admission procedure at JKU.	
definitely yes	74
rather yes	80
rather no	15
definitely no	10
I don't know	19

There are clearly defined standards during the recruitment and admission procedure at JKU.	
definitely yes	83
rather yes	73
rather no	14
definitely no	10
I don't know	18

The procedures of recruiting researchers at JKU are open, effective and transparent and adjusted to the type of position offered, as well as possible to compare on an international level.	
definitely yes	68
rather yes	82
rather no	18
definitely no	9
I don't know	21

Recruitment commissions making the selection of candidates are characterized by a proper gender balance. Their members represent a variety of experiences and qualifications, various disciplines and they have the experience necessary to assess candidates.	
definitely yes	60
rather yes	65
rather no	6
definitely no	6
I don't know	61

JKU informs candidates about the recruitment process, selection criteria, the number of available positions, career development prospects and about the strengths and weaknesses of their applications when the recruitment process is finished.	
definitely yes	64
rather yes	66
rather no	19
definitely no	7
I don't know	42

JKU assesses candidates in the quantitative and qualitative manner, i.e. among others, the number of publications, bibliometric indicators, education, work group, transfer of knowledge, research management, innovation actions, and in the case of candidates experienced in the industrial sector – additionally the contribution to patents, development or inventions.	
definitely yes	79
rather yes	71
rather no	10
definitely no	7
I don't know	31

JKU does not criticize any breaks on the career path but perceives them as development of such a career and a valuable contribution to professional development, under the condition that they are meaningful in the context of the position referred to in a job application.	
definitely yes	49
rather yes	74
rather no	12
definitely no	7
I don't know	56

JKU perceives any experience in the field of mobility (stay in another country/region or in another research community in the public or private sector), a change of discipline or sector as part of the initial research training or at a later stage of a scientific career, or experience in the field of virtual mobility as a valuable contribution to the professional development of a researcher.	
definitely yes	82
rather yes	61
rather no	15
definitely no	3
I don't know	37

JKU ensures proper assessment of academic and professional qualifications, including non-formal qualifications with particular emphasis on international and professional mobility.	
definitely yes	68
rather yes	71
rather no	17
definitely no	6
I don't know	36

JKU has defined the required level of qualifications fulfilling the needs of a particular position.	
definitely yes	83
rather yes	76
rather no	11
definitely no	5
I don't know	23

JKU has established clear rules on the recruitment process and on appointing PhD researchers, including the objectives of such an appointment and the maximum period of time of holding this position (taking into account the periods of time of holding a position of a PhD researcher in other institutions).	
definitely yes	75
rather yes	81
rather no	12
definitely no	2
I don't know	28

Working conditions and social security

All researchers at JKU, at any career level, are recognized as professionals and are treated according to this fact.	
definitely yes	76
rather yes	78
rather no	18
definitely no	9
I don't know	17

JKU takes care of creating a stimulating environment for research and scientific trainings, it provides adequate equipment, facilities and opportunities, as well as it obeys national and sectoral regulations governing health and safety at work.	
definitely yes	68
rather yes	100
rather no	13
definitely no	9
I don't know	8

In order to achieve effective research results JKU provides its researchers, including the disabled ones, working conditions which enable both women and men to balance their professional and family lives through, e.g. flexible working hours, working part-time etc.	
definitely yes	73
rather yes	89
rather no	6
definitely no	8
I don't know	22

JKU provides its researchers with stable employment conditions, implementing and adhering to rules and conditions defined in the EU Directive on fixed-term employment.	
definitely yes	78
rather yes	86
rather no	7
definitely no	3
I don't know	24

JKU provides its researchers, at any career level, with fair and attractive remuneration conditions with adequate and fair benefits in social security (including sickness and parental benefits, pension rights and unemployment benefit) in accordance with applicable regulations.	
definitely yes	78
rather yes	85
rather no	13
definitely no	5
I don't know	17

JKU makes efforts to ensure a representative gender balance at all levels of staff, including on the research supervisors' level and the managerial level.	
definitely yes	54
rather yes	67
rather no	9
definitely no	4
I don't know	64

At every stage of career there is a determined strategy of a professional career development for researchers, irrespective of the type of employment agreement.	
definitely yes	60
rather yes	85
rather no	12
definitely no	6
I don't know	35

JKU recognizes the value of geographical, intersectoral, inter- and trans-disciplinary and virtual mobility, as well as the mobility between the public and private sectors, as an important manner of broadening scientific knowledge and enhancing professional development of researchers at any career stage.	
definitely yes	70
rather yes	74
rather no	10
definitely no	3
I don't know	41

JKU provides its researchers, at any career stage and irrespective of the type of employment agreement, with career counseling and assistance with finding a job.	
definitely yes	36
rather yes	49
rather no	26
definitely no	25
I don't know	62

JKU ensures appropriate protection of intellectual property rights, including copyrights and allows its researchers, at any career stage, to benefit from the results of their research.	
definitely yes	84
rather yes	81
rather no	6
definitely no	4
I don't know	23

JKU has strategies, practices and procedures providing its researchers, including the ones at the beginning of their careers, with necessary conditions enabling them to benefit from the right to be recognized and listed and/or quoted, as co-authors of papers, patents etc. or the right to publish their own research results independently from their supervisors.	
definitely yes	75
rather yes	70
rather no	9
definitely no	5
I don't know	39

At UJK teaching duties are adequately remunerated and taken into account in the assessment systems of employees, and the time spent on training beginning researchers by staff with higher academic degrees is recognized as part of their commitment in the teaching process.	
definitely yes	55
rather yes	76
rather no	23
definitely no	16
I don't know	28

JKU has determined appropriate procedures, appointed a neutral person as an agent who investigates complaints/appeals of researchers, including those concerning conflicts between research supervisors and beginning researchers.	
definitely yes	57
rather yes	43
rather no	7
definitely no	14
I don't know	77

JKU recognizes researchers' right to be represented in competent information, consultation and decision-making bodies, in order to represent and protect individual and collective interests of researchers as professionals and to actively contribute to the works undertaken by JKU.	
definitely yes	75
rather yes	76
rather no	5
definitely no	2
I don't know	40

Training

JKU has established rules and forms of regular contact of doctoral students with their research supervisors and representatives of their field of study/faculty.	
definitely yes	83
rather yes	68
rather no	8
definitely no	8
I don't know	31

The so-called senior researchers, by performing various functions of supervisors, mentors, leaders, project coordinators or science communicators, perform these tasks according to the highest professional standards and they build constructive and positive relations with beginning researchers.	
definitely yes	75
rather yes	82
rather no	13
definitely no	10
	18

I don't know	
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JKU supports researchers at all career stages in lifelong development and improving their professional skills and qualifications, enabling participation in conferences, trainings and other forms of education.	
definitely yes	78
rather yes	89
rather no	15
definitely no	8
I don't know	8

JKU provides researchers, at any career stage, regardless of the type of employment agreement, with opportunities of professional development and opportunities to improve their chances of finding a job by granting access to resources allowing for continuous development of their skills and qualifications.	
definitely yes	50
rather yes	84
rather no	23
definitely no	10
I don't know	31

JKU appoints a research supervisor who is an expert in supervising research, having time, knowledge, experience, competence and commitment, to whom beginning researchers may turn on issues related to performance of their professional duties. JKU provides necessary procedures of monitoring their progress, as well as the essential mechanisms for providing feedback.	
definitely yes	63
rather yes	70
rather no	17
definitely no	12
I don't know	36

Uniwersytet wdraża europejskie standardy

Czekamy na „Europejską Kartę Naukowca” i kodeksu rekrutacji pracowników

Agnieszka BYGAR

Uniwersytet Jana Kochanowskiego w Kielcach rozpoczął procedurę wdrożeniową logo HR – Excellence in Research. To znak nadawany przez Komisję Europejską instytucjom, które tworzą sprzyjające warunki pracy, rozwoju i kariery.

Aby otrzymać to prestiżowe wyróżnienie Uniwersytet Jana Kochanowskiego musi wdrożyć zasady „Europejskiej Karty Naukowca” i „Kodeksu postępowania przy rekrutacji pracowników naukowych” do swoich wewnętrznych regulacji prawnych.

Pierwszy krok został zrobiony w czerwcu bieżącego roku. Wówczas rektor Uniwersytetu Jana Kochanowskiego w Kielcach, prof. zw. dr. hab. Jacek Semaniak podpisał deklarację poparcia dla zasad i zaleceń przyjętych w „Karcie” i „Kodeksie”. Komisja Europejska w oficjalnym liście przyjęła zachęciła do kontynuowania starań o nadanie logo. Teraz Uniwersytet musi przejść drobiazgową procedurę, w wyniku której powstanie analiza wewnętrzna dotycząca spójności wewnętrznych procedur z zasadami zawartymi w „Karcie” i „Kodeksie” oraz strategia HR. Uczelnia otrzyma logo, jeśli dokumenty zostaną pozytywnie ocenione przez Komisję Europejską.

Przyznając ten znak Komisja Europejska chce wpłynąć na zwiększenie liczby pracowników naukowych w Unii Europejskiej oraz ulepszenie atrakcyj-

ności warunków ich pracy. Komisja wspiera instytucje wdrażające zasady „Europejskiej Karty Naukowca” i „Kodeksu postępowania przy rekrutacji pracowników naukowych” organizując spotkania i dyskusje z udziałem zaangażowanych instytucji. Ponadto promuje takie instytucje wśród międzynarodowych organizacji i naukowców jako te, które zapewniają naukowcom najlepsze warunki pracy i rozwoju.

Posiadanie logo HR jest premiowane m.in. w międzynarodowych konkursach grantowych Komisji Europejskiej (takich jak Horyzont 2020), krajowych konkursach grantowych Narodowego Centrum Nauki i Rozwoju oraz konkursach i programach finansowania nauki Ministerstwa Nauki i Szkolnictwa Wyższego. Logo to dla uczelni także prestiż i wyróżnienie jako insty-

tucji stwarzającej naukowcom najlepsze warunki pracy i zapewniającej odpowiednią przestrzeń do rozwoju nauki, zgodnie z europejskimi standardami.

Odbyło się w tej sprawie spotkanie robocze z przedstawicielami uczelni. Ustalono na nim harmonogram działań związanych z wdrożeniem zasad „Europejskiej Karty Naukowca”. W najbliższym czasie do pracowników naukowych Uniwersytetu Jana Kochanowskiego dotrze ankieta. - Jej wypełnienie jest dobrowolne, ale liczymy, że sprawa zostanie potraktowana priorytetowo - mówi prof. dr hab. Marek Przeniosło, prorektor do spraw Nauki i Współpracy z Zagranicą.

Wyniki tej ankiety będą podstawą do sporządzenia raportu, który pod koniec 2016 roku trafi do Komisji Europejskiej.

Annex 5.Control Protocol of the Monitoring Team concerning the implementation of the recovery and self-developing actions in the frame of HR Strategy and Action Plan

Control Protocol no./201... on
of the sitting of the Monitoring Team concerning the implementation of the recovery and self-developing actions
in the frame of HR Strategy and Action Plan

CONTROL FORM

Table 1. List of finished and/or unfinished actions resulting from the Action Plan and Time Schedule

No. ¹	Scope of actions ²		Planned realization deadline according to the Time Schedule ²	Actual realization deadline	Stage of realization ²		Organizational unit of the University responsible for realization of the action/official position
	Recovery	Self-developing			Finished	Unfinished ³	

¹ Action number according to the Action Plan and Time Schedule.

² Put an „X” in the proper field.

³ In the case of an unfinished action Table 2 must be filled in.

Possible comments on Table 1

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.....

.....

Table 2. List of unfinished actions directed to realization within the second deadline

1.	Substantive justification of failing to finish the action within the planned deadline	
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2.	Indicating a second deadline for the action's realization	
3.	Organizational unit of the University responsible for realization of the action/official position	

Possible comments on Table 2

.....

Substantive report on finished actions:

.....

Methods and manners of the evaluation of finished actions:

.....

List and signatures of the participants of the sitting:

1.	5.	9.	13.
2.	6.	10.	14.
3.	7.	11.	15.
4.	8.	12.	16.

Protocol was prepared by
.....
(Date and signature)

Coordinator of the Team/Vice Coordinator of the Team
.....
(Date and signature)