

GAP Analysis (Charter and Code Checklist)

Case number: 2023 PL 171297

Name Organisation under review: University of Bielsko-Biala

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Date endorsement charter and code: 23.11.2023

GAP Analysis overview

European Charter for Researchers and Code of Conduct for the Recruitment of Researchers : GAP analysis overview

- **Status:** to what extent does the organisation meet the following principles?
- **Implementation** (++, +/- , -/+, --):
 - ++ fully implemented
 - +/- almost but not fully implemented
 - -/+ partially implemented
 - insufficiently implemented

Status				
	Ethical and Professional Aspects	Implementation	GAP/Implementation impediments	Initiatives undertaken/new proposals
1	Research freedom	++	Existing legal regulations (internal and external) do not prevent the full implementation of this principle. The results of the survey indicate the full implementation of this principle; however, action has been proposed to strengthen it.	Preparation of a policy on Open Access and recognition of co-authorship.
2	Ethical principles	++	Existing legal regulations (internal and external) do not prevent the full implementation of this principle. The provisions of Polish labour regulations oblige all employees to read all internal legal acts on an ongoing basis. Documents are made available to all employees on the intranet. The survey results indicated its full implementation (100% positive responses). However, due to the importance of ethical issues, it has been proposed to further strengthen this area by means of training aiming to raise the level of ethical awareness and competence regarding compliance ethical principles, as broadly understood (for example, in the case of the commission and disciplinary officers).	Conducting training (for example, in electronic form) for employees and introducing a Rector's order to provide training for appropriate groups of employees (e.g. newly hired employees, individuals appointed to disciplinary committees, managerial positions, members of the Ethics Committee, disciplinary officers and members of the Anti-discrimination Commission).

3	Professional responsibility	++	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. The results of the survey indicated a very high level of awareness of researchers' professional responsibility (99.53%). The Open Access Policy will be an element fostering improvement in this area.	Preparation of a policy on Open Access and recognition of co-authorship.
4	Professional attitude	++	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. The survey showed a high level of implementation of the principle of professional approaches among respondents. The Open Access Policy will be an element fostering improvement in this area.	Preparation of a policy on Open Access and recognition of co-authorship.
5	Contractual and legal obligations	++	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. The University fully adapts internal regulations relating to this principle to meet the demands of external regulations. All applicable regulations and procedures are available to employees on the intranet. Survey respondents indicated full implementation of the principle.	No recommendations.
6	Accountability	++	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. Survey respondents indicated a very high level of knowledge of the principles of responsibility. Training was proposed to maintain this level, due to the constant evolution of legal regulations.	Organising training on: – raising awareness of the security policy on the proper safeguarding of research data; – patent protection, utility models and other aspects of intellectual property protection and technology transfer.
7	Good practice in research	++	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. Respondents indicated a very high level of knowledge of the principles of best practice in this area. Training was proposed to maintain this level, due to the ongoing evolution of legal regulations and to broaden the base of best practice.	Organising training on: – raising awareness of security policy on the proper safeguarding of research data; – patent protection, utility models and other aspects of intellectual property protection and technology transfer.
8	Dissemination, exploitation of results	++	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. Respondents pointed to the full implementation of this principle; in order to maintain the level implementation, it is proposed to continue existing activities and implement an Open Access Policy.	Preparation of a policy on Open Access and recognition of co-authorship. Continuation of dissemination of research results as part of scientific conferences/Science Festival/Open Days organized by UBB and publishing information on events/special achievements on the University website and in social media.

9	Public engagement	++	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. Respondents pointed to the full implementation of the principle; in order to maintain the current level of implementation, it is proposed to continue existing activities.	Continuation of dissemination of scientific activities as part of the Science Festival/Open Days; cooperation with schools and institutions surrounding the University, as well as publishing information on the University website and in social media.
10	Non discrimination	++	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. Survey respondents pointed to the full implementation of this principle; in order to maintain the current level of implementation, it is proposed to continue existing activities and to pursue a new policy regarding the formation of an inclusive work environment.	Preparing and conducting training sessions in the field of counteracting discrimination and mobbing and issuing an order obliging employees to put the training into practice. Continuing to implement the objectives of the Gender Equality Plan (GEP). Preparing a new GEP for the years 2025-2029. Review and improvement of the provisions of the Internal Anti-Discrimination Policy. Updating information on counteracting mobbing and discrimination within the GEP (via the university website).
11	Evaluation/ appraisal systems	+-	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. The results of the survey slightly exceeded the lower limit for recognition of full implementation of the principle; some improvements were therefore proposed based on the experience of the previous employee assessment.	Improvement of the employee evaluation process as part of the preparation of evaluation rules for years 2027-2029. Publication of evaluation guidelines. Introduction of an electronic register in order to unify the scoring system for organisational activities within the University.
Recruitment and Selection - please be aware that the items listed here correspond with the Charter and Code. In addition, your organisation also needs to complete the checklist on Open, Transparent and Merit-based Recruitment included in a separate section, which focuses on the operationalisation of these principles.				
12	Recruitment	+-	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. Survey results indicated incomplete implementation of this principle. It was considered necessary to supplement internal regulations concerning recruitment procedures under the OTM-R Policy.	Development and implementation of the OTM-R Policy.
13	Recruitment (Code)	++	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. Survey results indicated full implementation of this principle. The improvement of recruitment processes will take place within the OTM-R Policy.	Development and implementation of the OTM-R Policy.

14	Selection (Code)	+-	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. Survey results indicated incomplete implementation of this principle. It was considered necessary to supplement internal regulations regarding the selection of personnel under the OTM-R Policy.	Development and implementation of the OTM-R Policy, in particular to include the development of criteria for the composition of competition committees.
15	Transparency (Code)	+-	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. Survey results indicated incomplete implementation of this principle. It was considered necessary to supplement the internal transparency regulations under the OTM-R Policy.	Development and implementation of the OTM-R Policy.
16	Judging merit (Code)	+-	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. Survey results indicated incomplete implementation of this principle. It was considered necessary to supplement the internal regulations on the assessment of merit under the OTM-R Policy.	Development and implementation of the OTM-R Policy.
17	Variations in the chronological order of CVs (Code)	+-	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. Survey results indicated incomplete implementation of this principle. It was considered necessary to supplement the internal regulations concerning this principle under the OTM-R Policy.	Development and implementation of the OTM-R Policy.
18	Recognition of mobility experience (Code)	++	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. Survey results indicated full recognition of experience in the field of mobility; improvement of the principle is provided for via the OTM-R Policy.	Development and implementation of the OTM-R Policy.
19	Recognition of qualifications (Code)	--	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. Survey results indicated an insufficient level of implementation of this principle, especially in the field of recognition of informal qualifications.	Development and implementation of the OTM-R Policy.
20	Seniority (Code)	++	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. Full implementation (based on survey results); further improvement of the principle via the OTM-R Policy.	Development and implementation of the OTM-R Policy.

21	Postdoctoral appointments (Code)	+-	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. Survey results indicated incomplete implementation of the principle; actions for improvement will be implemented under the OTM-R Policy.	Development and implementation of the OTM-R Policy.
	Working Conditions and Social Security	Implementation	GAP/Implementation impediments	Initiatives undertaken/new proposals
22	Recognition of the profession	++	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. Survey results revealed full implementation of this principle; the action for improvement relates to the requirements of national (Polish) law.	Development of a procedure for nostrification of degrees awarded abroad.
23	Research environment	++	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. Survey results indicated full implementation; continuation of existing activities recommended.	Maintaining of and updates to: the scientific database, contacts within research networks and further development of research conducted within competence centres.
24	Working conditions	++	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. Survey results indicate full implementation. Internal regulations are continually adapted to fulfil the provisions specified in national law and updates are communicated to employees via the intranet.	No recommendations.
25	Stability and permanence of employment	++	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. Survey results indicate full implementation. Internal regulations are continually adapted to fulfil the provisions specified in national law and updates are communicated to employees via the intranet.	No recommendations.
26	Funding and salaries	++	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. Survey results indicate full implementation. Internal regulations are continually adapted to fulfil the provisions specified in national law and updates are communicated to employees via the intranet.	No recommendations.

27	Gender balance	++	<p>Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle.</p> <p>Survey results indicate full implementation. It was proposed to continue existing activities and introduce solutions for further improvement.</p>	<p>Preparing and conducting training in the field of equal treatment and issuing an order obliging employees to complete such training.</p> <p>Review and improvement of the provisions of the internal Anti-Discrimination Policy.</p> <p>Updating information on equal treatment within the GEP (via the UBB website).</p> <p>Continuation of the provisions of the GEP for the years 2023-2024 and preparation of a new GEP for the years 2025-2029, including in particular the provision of recommendations to take into account – as far as possible – gender balance aspects within teams/ committees/collegial bodies.</p>
28	Career development	+-	<p>Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle.</p> <p>Survey results indicate incomplete implementation of this principle.</p>	<p>Introduction of the obligation to conduct interviews with employees on the development of their careers/the need for support, also during the employee assessment cycle (after obtaining the result of the assessment).</p> <p>Development of a career development compendium containing basic information on possible forms of support for professional development.</p> <p>Expanding the tasks of the Career Office with career counselling for doctoral students and young scientists and implementing a system for the dissemination of information on professional counselling.</p> <p>The submission of applications for programs financed from external funds which aim to improve the professional qualifications of academic staff.</p> <p>Development of rules for the implementation of internships in socio-economic institutions.</p> <p>Maintaining the possibility of implementing various development paths in the University Development Strategy.</p> <p>Development of a procedure for nostrification of degrees awarded abroad.</p>
29	Value of mobility	++	<p>Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle.</p> <p>According to survey respondents, the principle is fully implemented; further improvements will be achieved via the Open Access Policy.</p>	<p>Preparation of the policy on Open Access and recognition of co-authorship.</p>

30	Access to career advice	+ -	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. The opinion of the researchers surveyed was that this principle is not fully implemented.	Introduction of the obligation to conduct interviews with employees in the development of their careers/the need for support, also during the employee assessment cycle (after obtaining the result of the assessment). Development of a career development compendium containing basic information on possible forms of support for professional development. Expanding the tasks of the Careers Office with career counselling for doctoral students and young scientists and implementing a system for disseminating information on professional counselling. Applying to programs financed from external funds aiming to improving the professional qualifications of academic staff. Development of rules for the implementation of internships within institutions of the socio-economic environment. Maintaining the possibility of implementing various development paths in the University Development Strategy.
31	Intellectual Property Rights	++	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. According to survey respondents, the principle is fully implemented; however, as an action aiming for further improvement it is proposed to train employees.	Conducting training on the management of intellectual property rights, patent law and protection law.
32	Co-authorship	++	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. The principle is fully implemented according to survey respondents, but some measures for improvement are proposed.	Preparation of the policy on Open Access and recognition of co-authorship.
33	Teaching	+ -	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. Lack of full implementation determines the need for improvement actions.	Establishment of the Centre for Didactic Excellence and determination of its competences.

34	Complains/ appeals	+-	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. The principle is not fully implemented according to survey respondents. In particular information activities on complaint-handling and informal conflict resolution are to be improved.	Raising employee awareness – preparation of an infographic for the anti-discrimination procedure. Ombudsman for academic rights and values - informing staff of the identity of employees on regular duty and how to contact the Ombudsman. Development of a procedure allowing doctoral students to apply to the autonomous association of doctoral students in order to help resolve the conflict.
35	Participation in decision-making bodies	++	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. According to survey respondents, the principle is fully implemented.	No recommendations.
	Training and Development	Implementation	GAP/Implementation impediments	Initiatives undertaken/new proposals
36	Relation with supervisors	++	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. According to survey respondents, the principle is fully implemented. Improvements will take place through the development of the Open Access Policy.	Preparation of the Open Access Policy concerning the scientific publications and research data of University employees and doctoral students, as well as on recognition of co-authorship.
37	Supervision and managerial duties	++	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. According to survey respondents, the principle is fully implemented.	No recommendations.
38	Continuing Professional Development	++	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. According to survey respondents, the principle is fully implemented.	No recommendations.
39	Access to research training and continuous development	++	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. According to survey respondents, the principle is fully implemented.	No recommendations.
40	Supervision	++	Existing legal regulations (internal and external) do not constitute a barrier to the implementation of this principle. According to survey respondents, the principle is fully implemented.	Development and implementation of the OTM-R Policy, in particular to include the introduction of an obligation to assign each new employee a tutor who is obliged to provide assistance with research and teaching matters (including fulfilling scoring functions during employee assessments).