

2017 INTERNAL REVIEW

ACTION PLAN

All five actions introduced by the initial Action Plan were completed. Monitoring and consultations, run simultaneously, showed necessity of introducing further actions to be implemented during upcoming 3 year period. All actions listed below serve embedding EC regulations (The Charter and Code, OTM-R Policy) in the NCU legal environment and day-to-day practice. Anticipating changes to Polish Higher Education Act, which is the basic legal act for Universities and research institutions in Poland, our actions are planned cautiously. Although, Polish Ministry of Science and Higher Education has presented the first proposition of the document, the legislative procedure is complicated and we do not know the final shape of this document. As the government funded institution, we operate in state of legal uncertainty. This was also the reason for delaying delivery of our initial Action Plan and introducing probable changes to them in the future.

Title action	Timing	reponsible unit	indicator/target/comment	current status
Ethical and professional aspects				
1. Introducing Ethical Code of Nicolaus Copernicus University (original action plan)	I quarter 2017	Working Group on Code of ethics	New document was introduced and announced by the University Senate, with prior consultation with University stakeholders. New Ethical Code raises subjects of research ethical principles, professional responsibility and attitude, accountability, good practice in research, but also non-discrimination and gender balance	complete

2. Appointment of Ethical Spokesperson (new)	III quarter 2018	Board of Rectors	Working Group on Code of Ethics in their monitoring notes indicated that Ethical Code is just a document unless the rules are exercised and guarded. Spokespersons for ethics main task will be periodical monitoring on compliance with ethical regulations. Spokesperson will be accountable to the Board of Rectors or appropriate University Senate commission	action required
3. Awareness action on Ethical Code of Nicolaus Copernicus University (new)	continuous action	Ethical Spokesperson	This action will raise awareness of the role of ethics in research (in medical disciplines, but also research integrity matters relating to falsification or plagiarism) and help embedding good research practice into the culture of academic society (e.g. publishing information packages, developing workshop)	action required
Recruitment				
4. Creating unified Researcher evaluation and assessment procedure (original action plan)	IV quarter 2017	Working Group on researcher evaluation procedure	Creating new unified procedure of academic staff assessment and evaluation procedure. New procedure gathers all University regulations (till this moment each faculty had their own template and procedure requirements), it is also recognizes diverse qualifications (Judging merit, variation of the chronological order of CVs, recognition of mobility experience, recognition of qualifications, value of mobility)	complete

5. Introducing amendments to the NCU Resolution on HR policy and academic staff recruitment (original action plan)	II quarter 2017	Working Group for introducing amendments to the Resolution on human resources policy	Resolution no 9 made on 22/01/2013, last update 12/2017. Proposed amendment introduces to recruitment procedure recognition of diverse qualifications and experience of researchers, including mobility, non-formal qualifications and cross-sector experience	complete
6. Combining all aspects of researchers' employment into one HR policy (new action)	by the end of 2020 (depending on the introduction of new Higher Education Act by the Ministry)	Working Group for introducing amendments to the Resolution on human resources policy	Regulation on HR Policy – we plan to incorporate four major aspects of researchers' employment; 1. recruitment, incorporating OTM-R to NCU policy to the fullest, 2. employment, 3. evaluation and 4. research career support, into one document (due to Higher Education Act not earlier than 2019)	action required
7. Awareness action on OTM-R (new action)	2018 ongoing	Rector for Student Affairs and Staff Management	Developing workshop and publishing materials for staff responsible for recruitment procedure at the faculty and central level. Feedback from the workshop will help to enrich our own recruitment procedure and introduce it NCU Regulation on HR Policy (see point 6 above)	action required
8. Introducing HRS4R to NCU Strategy (new action)	end of 2020	Board of Rectors	Introducing ideals of The Charter and Code to Universities legal reality will help to embed it. Entering HRS4R Action Plan to NCU strategy will make it more recognizable and will ensure it's implementation.	action required
working conditions and social security				

9. Creating NCU Web Protection Policy, introduced a internal legal act, announced by the Rector.	mid-2017	Working Group for creating NCU Web Protection Policy	Before introducing NCU Web Protection Policy, no distinctive regulation existed at the University. Policy provides scientists with proper tools and legal frames to exercise their work and protect their research data by electronic means.	complete
10. Consultation and monitoring of the Action Plan, repeating GAP Analysis	end 2020 continuous action	Quality Assurance Commission	During our HRS4R consultation we have used a survey on employee satisfaction run yearly by the Quality Assurance Commission. We wish to expand the survey in order to receive fuller information on complying with The Charter and Code requirements.	work in progress
11. Implementation of data backup creation on users' stationary working bases, preparing and publication of procedures for archiving research data, creating instructions and manuals for users, introducing pilot workshop on archiving research data for scientists.	end 2020 continuous action	University IT Center (UCI)	Researchers' expectation on better research data protection, archiving, also responding to Open Science requirements, make university create new procedures and train employees on these aspects. At the end of the 3 year period we plan to have published manuals on creating backup, archiving and run a pilot workshop.	work in progress
Training and career development				
12. Creating Strategy for research career development . Working Group created a tool that can be used at every stage of career, we recommend using it during Researcher evaluation and assessment procedure . The Strategy for research career development helps to identify and assess employees soft competences with a clear descriptive scale and suggest tailored support.	mid -2017	Working Group for creating Strategy for research career development	New document was introduced and announced by the University Senate, with prior consultation with University stakeholders. This is completely new solution introduced in the University, assessing soft competences of the employee, during periodical evaluation, helps to choose a form of support of the employee (e.g. training, secondment, support to publication, help in applying for additional funds).	complete

13 Monitoring and assessment of the Strategy for research career development.	end 2020 continuous action	Working Group for creating Strategy for research career development	Introducing Strategy for research career development to employment and worker assessment procedure is a new solution. We are not sure of the outcome, usefulness of the solution. It will be monitored (through the survey mentioned above) and <u>altered when required</u> .	work in progress
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Green – complete

Blue - work in progress

Red – action required

