

The European Charter for Researchers and the Code for the Recruitment of Researchers - **GAP ANALYSIS**



Lublin University of Technology

June, 2016

GAP – Analysis

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 recognized ethical principles and practices. Researchers should, however, recognize the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognized 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
<p>Polish Law on Higher Education Act of 27 July 2005 as amended Article 4, section 2 Higher education institutions shall be governed by the principles of academic freedom in teaching, scientific research and artistic creativity.</p> <p>Article 6, section 1 In particular a higher education institution shall have the right to:</p> <ol style="list-style-type: none"> 1) undertake scientific research and development activities, and determine their directions, 2) cooperate in research and development activities with other, including foreign, academic and scientific bodies, on the basis of agreements, with the purpose of acquiring funds from conducting research, including its 	<p>The Statute of the Lublin University of Technology - recently amended Act No. 7/2016/I by the LUT Senate Resolution of 28 January 2016 is in compliance with the relevant legislation covering the issues under discussion.</p> <p>Good practice means that annual reports on research performance are prepared by faculties, discussed and approved by relevant boards at the levels of institutes, faculties and the entire University Commission.</p> <p>Additionally each grant research is reported and approved of at the relevant levels specific to the nature of particular grant agreements.</p> <p>Good practice means that periodical faculty meetings usually include discussions on the processes of research performance. Any doubts that may arise are promptly presented and verified throughout the course of the academic activity at the entire University.</p> <p>LUT and each faculty have their development strategies, which describe directions of educational and research activities, and their social aspects. The strategies show a</p>	None	None

<p>commercialisation, and fostering the mobility of researchers,</p> <p>Code of GOOD PRACTICE IN HIGHER EDUCATION INSTITUTIONS developed by the Foundation of Polish Rectors adopted by the Plenary Assembly of the Conference of Rectors of Polish Higher Education Institutions on 26 April 2007 states that the truth is the fundamental value of the academic ethos. Universities are created to search it honestly and document the results of this search, educate the young generation in its recognition, support their intellectual and moral development and prepare future graduates for the responsible holding of public and professional functions as well as support cultural and civilizational development of the whole society.</p> <p>Fundamental principles:</p> <p>4. The principle of autonomy and responsibility. Autonomy inherent in universities, whose standards are defined in the Act, includes the right of universities to determine independently their own mission and their consequential detailed objectives and tasks as well as numerous regulations defining the manner of university operation.</p>	<p>general mission, however each researcher has a right to formulate his/her own research activities and apply for research financial sources.</p>		
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2. Ethical principles

Researchers should adhere to the recognized ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in 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
<p>Polish Law on Higher Education Act of 27 July 2005 as amended Article 139, section 1 Academic staff shall be liable to disciplinary action if their</p>	<p>The LUT Code of Ethics for Lublin University of Technology Employees, Act No. R-66/2011 by Rector's Ordinance of 16 December 2011 available in Polish at: http://www.pollub.pl/files/4/news/files/2048_Zarzadzenie,Nr,R-66-2011.pdf refers to these issues in compliance with the relevant legislation.</p>	<p>Improvement of understanding of ethical rules</p>	<p>2017, January / Human Resources Dept./ Deputy</p>

<p>performance or their conduct is considered to breach the accepted professional and ethical standards.</p> <p>Code of GOOD PRACTICE IN HIGHER EDUCATION INSTITUTIONS developed by the Foundation of Polish Rectors adopted by the Plenary Assembly of the Conference of Rectors of Polish Higher Education Institutions on 26 April 2007.</p> <p>Fundamental principles:</p> <p>9. The principle of respect for the dignity and tolerance. Considering the dignity and good reputation of all members of the academic community, universities follow the principles of trust, respect and tolerance for all legal views, attitudes and lifestyles. The right to privacy is observed, whereas disputes are settled by means of negotiations between the parties, who respect each other and recognise their rights mutually.</p> <p>The principle of ethics in animal research: REGULATION OF THE MINISTER OF SCIENCE AND HIGHER EDUCATION OF 5 May 2015 about the National Committee of Ethics of Animal Experiments and local committees of ethics of animal experiments (Journal of Laws item 630) to the Act of 15 January 2015 about protection of animals used to scientific or educational purposes (Journal of Laws item 266).</p>	<p>It defines standards of action that guarantee competence, responsibility and high moral values of the LUT employees relevant to their professional work and private life, including researcher's ethics.</p> <p>The LUT Code of Ethics for Lublin University of Technology for doctoral students and assistants Act No. R-5/2012 by Rector Ordinance of 27 January 2012 available in Polish at: http://www.pollub.pl/files/4/news/files/2080_Zarzadzenie,Nr,R-5-2012.pdf refers to these issues in compliance with a specification for the said group of employees and students.</p> <p>The LUT Rector's Ordinance No. R-51/2015 of 21 October 2015 about the appointment and mode of operation of the Committee for Research Ethics of the Lublin University of Technology.</p>		<p>Rector for Scientific Affairs</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 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
<p>Polish Law on Higher Education Act of 27 July 2005 as amended Article 126 The Rector may terminate without notice the employment relationship with academic staff in the case of: Section 3, subsection 1 - academic dishonesty defined in the Act of 4 February 1994 on Copyright and Related Rights. Section 3, subsection 2 - the following acts confirmed by a valid judgement of the disciplinary committee:</p> <ul style="list-style-type: none"> - appropriating the authorship, or misleading others as regards the authorship, of the entirety or a part of another person's work or artistic performance; - disseminating, without identifying the creator's name or pseudonym, the original or a derivative version of the work; - disseminating, without identifying the creator's name or pseudonym, the original or a derivative version of another person's artistic performance, or distorting such work, an artistic performance, a phonogram, a videogram or broadcast; - infringing another person's copyright or related rights in any other manner; - falsifying research or research findings, or any other academic fraud; 	<p>The Lublin University of Technology Statute - recently amended Act No. 7/2016/I by LUT Senate Resolution of 28 January 2016 is in compliance with the relevant legislation covering the issues under discussion.</p> <p>Good practice means that periodical faculty meetings usually include discussions on the processes of research performance. Any doubts that may arise are promptly presented and verified throughout the course of the academic activity at the entire University.</p> <p>Good practice means that all employees are subject to periodical appraisals of their total involvement in the scope specified by Statute, relevant to their particular position. Moreover Heads of faculties (usually professors) organise individual meetings with researchers that reflect their attitude of responsibility. Most doubts are explained, as the need arises, at this basic level of their professional responsibility assessment.</p> <p>The additional type of good practice refers to Disciplinary Commission procedures in the case of particularly negative activity documented.</p>	None	None

<p>- committing any other academic fraud.</p> <p>Code of GOOD PRACTICE IN HIGHER EDUCATION INSTITUTIONS developed by the Foundation of Polish Rectors adopted by the Plenary Assembly of the Conference of Rectors of Polish Higher Education Institutions on 26 April 2007.</p> <p>Fundamental principles</p> <p>3. The principle of legalism. In their activities universities not only observe the law, to which they are obliged in the rule of law, but they also create the culture of respect for law and impartial application of rules and procedures among students and in the entire academic community, defined by appropriate bodies. Moreover, the potential dissatisfaction with legal regulations concerning the university that are adopted in the country should be manifested in the manner compatible with the legal norms.</p>			
<p>4. Professional attitude</p> <p>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.</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>
<p>Polish Law on the Principles of Financing Science Act of 30 April 2010 as amended sets forth the principles of financing science from the funds allocated to this purpose in the state budget, constituting its separate part.</p> <p>Polish Law on the National Science Centre (NCN) Act of 4 June 2010 as amended in Article 20, Section 1 stipulates the tasks of NCN which include:</p> <ul style="list-style-type: none"> - financing basic research, - supervising research performance, 	<p>LUT has adopted the Strategy for Development (Senate Resolution No. 53/2013/VIII. The strategy is available in Polish at: http://www.pollub.pl/files/4/attachment/3188_Strategia,Rozwoju,Uczelni.pdf.</p> <p>One of the objectives specified in the Strategy is development of scientific research projects that meet the current economy needs. The research should aim at its commercialisation.</p> <p>LUT has adopted the Rules of Financing of Research Activities (Senate Resolution No. R-49/2015/IX). The Resolution determines procedures of application for research funds. The Resolution indicates the persons or bodies responsible for supervising the</p>	<p>None</p>	<p>None</p>

<ul style="list-style-type: none"> - disseminating information on competitions announced. <p>Polish Law on the National Centre for Research and Development (NCBiR) Act of 30 April 2010 as amended stipulates the tasks of NCBiR which include:</p> <ul style="list-style-type: none"> - management and financing or co-financing of strategic research and development work programmes, - disseminating information on planned and announced competitions for the implementation of projects financed by NCBiR in the academic and business communities, - supporting scientific units in their efforts to raise funds for research and development activities from sources other than the state budget. <p>Code of GOOD PRACTICE IN HIGHER EDUCATION INSTITUTIONS developed by the Foundation of Polish Rectors adopted by the Plenary Assembly of the Conference of Rectors of Polish Higher Education Institutions on 26 April 2007 recommends the principle of transparency, especially in the rationality of using funds, and the principle of subsidiarity.</p>	<p>project proposals and their accomplishment.</p> <p>LUT has the Office of Development, Promotion and Cooperation, which monitors and promotes available calls for project proposals. The office also supports contacts between project participants.</p> <p>The ongoing research projects, also in cooperation with industry partners, are monitored and controlled by the LUT's International Relations Office and Scientific Affairs.</p> <p>Accomplishment of research projects is reported to funders as well as to Deputy Rector for Scientific Affairs via the International Relations Office and Scientific Affairs.</p>		
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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 funder, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. theses, publications, patents, reports, new products development, etc.) as set out in the terms and conditions of the contract or an equivalent document.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Polish Law on Higher Education Act of 27 July 2005 as amended Article 86c	The LUT Senate adopted a regulation on management of intellectual property rights and technological property rights (Resolution No. 14/2015/IV). This regulation determines in details the rules of division of property rights between the university	None	None

<p>The Senate of a higher education institution, or a body indicated in the statutes of a non-public higher education institution shall adopt regulations to govern the management of copyright and related rights, and industrial property rights, as well as rules for the commercialisation of research and development findings which shall determine the following:</p> <ol style="list-style-type: none"> 1) rights and obligations of higher education institutions, academic staff, students and doctoral students with reference to the use and protection of copyright and related rights, and industrial property rights; 2) rules of remuneration to be paid to authors of intellectual property; 3) rules and procedures to govern the commercialisation of research and development findings; 4) rules for the use of assets and facilities of a higher education institution for the purpose of commercialisation of research and development findings, and for the provision of scientific and research services. <p>Polish Law on Copyright and Related Rights Act of 4 February 1994 as amended regulates all aspects of intellectual property.</p> <p>Polish Industrial Property Law Act of 30 June 2000 as amended regulates the relationships between inventors and industry partners in the field of intellectual property rights.</p> <p>Polish Law on the National Science Centre (NCN) Act of 4 June 2010 as amended in Article 36, Section 1 states that if the work or tasks financed by NCN result in an invention, a utility model or an industrial design, the right to obtain a patent for the invention or the protection right for the utility model or the right in registration of the industrial design shall lie with the entity that receives the funds, unless the agreement between NCN and the entity that receives the funds or the decision to grant funds stipulates otherwise.</p> <p>Polish Law on the National Centre for Research and</p>	<p>and an employee. In case of cooperation with an industry sector, the matters of intellectual property rights are regulated by a contract. The regulation is available in Polish at: http://www.pollub.pl/files/4/news/files/3519_Uchwala,Nr,14-2015-IV.pdf</p> <p>The supervision over editorial licences, agreements on confidentiality with entrepreneurs and commercial use of infrastructure is performed by the Deputy Rector for Scientific Affairs.</p> <p>Researchers are informed about the existence and operation rules of the following bodies:</p> <ul style="list-style-type: none"> - Faculty Commissions for the Commercialisation of Research Results at the university on the basis of Regulations of management of copyright and related rights and industrial property rights at LUT Ordinance No R-69/2015 available in Polish at: http://www.pollub.pl/pl/news/get/id/5506 - The team implementing the project 'Commercialisation of Research Results at LUT' Ordinance No. R-67/2013 available in Polish at: http://www.pollub.pl/pl/news/get/id/3528; - The Commission for the Evaluation and Receipt of Research Results Ordinance No R-13/2013 available in Polish at: http://www.pollub.pl/pl/news/get/id/3012 and the amending ordinances: http://www.pollub.pl/pl/news/get/id/4248 http://www.pollub.pl/pl/news/get/id/4826 		
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<p>Development (NCBiR) Act of 30 April 2010 as amended in Article 32, Section 1 states that if the work or tasks financed by NCBiR result in an invention, a utility model or an industrial design, the right to obtain a patent for the invention or the protection right for the utility model or the right in registration of the industrial design shall lie with the entity that receives the funds, unless the agreement between NCBiR and the entity that receives the funds or the decision to grant funds stipulates otherwise.</p>			
<p>6. Accountability</p> <p>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 financed with 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 all authorized audits of their research, whether undertaken by their employers/funders or by ethics committees.</p> <p>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.</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>
<p>Polish Law of Public Procurement Act of 29 January 2004 as amended regulates the terms and conditions of public procurement, law protective measures and supervision of expenditures.</p> <p>Polish Law on Higher Education Act of 27 July 2005 as amended Article 105 The Council of Ministers shall lay down, by a regulation, detailed rules for the management of financial operations in public higher education institutions, including: 1) rules for the drawing up of a finance and operations plan; 2) rules for the establishment of funds and adjustment of funding levels; 3) rules for cost accounting;</p>	<p>LUT has the Code of Ethics for its Employees (Rector's Ordinance No. R-66/2011) which regulates personnel accountability to the employer. The Code of Ethics requires the rational and efficient use of funds and material assets of the university. The ordinance is available in Polish at: http://www.pollub.pl/files/4/news/files/2048_Zarzadzenie,Nr,R-66-2011.pdf</p> <p>LUT has the Code of Ethics for Doctoral Students (Rector's Ordinance No. R-5/2012) which regulates Doctoral Students' accountability to the academic staff and university authorities. The ordinance is available in Polish at: http://www.pollub.pl/files/4/news/files/2080_Zarzadzenie,Nr,R-5-2012.pdf</p> <p>LUT has adopted the Rules on Financing of Research Activities (Senate Resolution No. R-49/2015/IX). The resolution indicates the persons or bodies responsible for supervising the expenditures. The distribution and use of financial resources is subject to annual assessment by</p>	<p>None</p>	<p>None</p>

<p>4) the method of adjusting the rules of financial operations hitherto applied in higher education institutions to satisfy the provisions of this Act.</p> <p>Polish Law on the Principles of Financing Science Act of 30 April 2010 as amended, Article 31, section 1 The Minister (responsible for science) shall exercise professional and financial control over the correct spending of science funding transferred to scientific units and other authorised entities, which shall cover the conduct of research, development work or other tasks financed from science funding.</p> <p>Article 34. 1. The following entities shall be subject to mandatory external audit conducted at least every four years:....</p> <p>Code of GOOD PRACTICE IN HIGHER EDUCATION INSTITUTIONS developed by the Foundation of Polish Rectors adopted by the Plenary Assembly of the Conference of Rectors of Polish Higher Education Institutions on 26 April 2007 requires that rectors take care of sustainable university development.</p>	<p>Committees for Receipt of Statutory Research and, every 3 years, is subject to an external audit. The external auditor is selected in an open tender procedure.</p> <p>The purchase of fixed assets and non-durable items is governed by Rector's Ordinance No. R-19/2015 of 25 March 2015 about procedures for awarding public contracts at LUT, Rector's Ordinance No. R-75/2015 of 17 December 2015 and No. R-7/2016 of 26 January 2016, and Ordinance No. 1/2016 of 12 February 2016 referring to awarding LUT contracts that are not subject to Public Procurement Law.</p>		
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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 fulfill them at all times.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Polish Law on Higher Education Act of 27 July 2005 as amended Article 228, section 1 The Rector shall provide safe and healthy conditions for persons studying at a higher education institution or</p>	<p>LUT has its own occupational health and safety department. This department is authorised to supervise safety and working conditions at the university. If risks occur, necessary actions are devised and implemented.</p> <p>All new students and employees of LUT are subject to trainings on occupational</p>	<p>Developing new policy for management of information security based on ISO/IEC</p>	<p>2016, Sept.-2017, January / IT Dept., /Data Protection Officer</p>

<p>undertaking practical and technical training, or working for and at the institution.</p> <p>Section 2</p> <p>In consultation with the minister responsible for labour issues, the minister responsible for higher education, by a regulation, shall lay down regulations for health and safety at work in higher education institutions.</p> <p>Regulations for health and safety at work in higher education institutions (Act of 5 July 2007) determines safety rules at the university and responsibility of the university authorities. The regulations also oblige employees and students to attend occupational health and safety trainings.</p> <p>LUT is subject to the Polish Act of Personal Data Protection of 29 August 1997 as amended.</p> <p>Code of GOOD PRACTICE IN HIGHER EDUCATION INSTITUTIONS developed by the Foundation of Polish Rectors adopted by the Plenary Assembly of the Conference of Rectors of Polish Higher Education Institutions on 26 April 2007 requires that Rectors take care of sustainable university development.</p>	<p>health and safety before undertaking research/educational activities.</p> <p>All employees are subject to periodical trainings on occupational health and safety.</p> <p>The LUT Code of Ethics for its Employees (Rector's Ordinance No. R-66/2011) requires from the employees confidentiality in order to protect information where necessary.</p> <p>Personal data protection is governed by Ordinance No. R-47/2014 of 16 September 2014 referring to implementation of personal data protection rules at LUT. The rules of insider information protection are governed by Ordinance No. R-43/2013 of 4 June 2013 referring to meeting the requirements of insider information protection. They specify the manner and mode of information processing, determining the level of risks connected with unauthorised access to this type of information or its loss at LUT.</p> <p>If research or expert opinions are commissioned by an entrepreneur, confidentiality agreements are made.</p> <p>LUT has a Personal Data Protection Committee and an Insider Information Chamber. Personal data protection is monitored during annual internal audits.</p>	27001	
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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, commercialized. 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
<p>Polish Law on Higher Education Act of 27 July 2005 as amended Article 4, section 3</p> <p>In fulfilling the mission of discovering and disseminating</p>	<p>In unit assessment (internal and external by KEJN), one of the key criteria is publications and patents.</p> <p>The research activity part of the periodic appraisal for research-and-teaching staff is</p>	None	None

<p>the truth through research and teaching, higher education institutions shall constitute an integral part of the national education and research system.</p> <p>Article 13, section 1 The principal objects of a higher education institution shall be:</p> <p>5) developing and disseminating advances in science, national culture and technology, and creating and managing archive and electronic information system resources.</p> <p>Polish Law on the Principles of Financing Science Act of 30 April 2010 as amended Article 25. 1. The financing of science dissemination activities shall include:</p> <p>1) promoting innovative solutions that use results of research or development works as part of trade fairs and exhibitions, both national and international;</p> <p>2) organising or taking part in activities disseminating and promoting scientific and technical achievements nationally or internationally;</p> <p>3) disseminating scientific and technical information at national or international scientific conferences;</p> <p>4) undertaking other measures essential for scientific issues dissemination.</p>	<p>based on the number and importance of publications (appendix 4 to the LUT Statute).</p> <p>In subsidy clearance for statutory activity and research grants, publication record and patents/ implementations are required.</p> <p>Commercialisation of research results is supported by The LUT Lublin Centre for Technology Transfer (Senate Resolution No. 39/2013/VI of 24 June 2013) and The LUT Lublin Business Incubator (Senate Resolution No. 40/2013/VI of 24 June 2013) as well as faculty committees for commercialisation issues (Rector's Ordinance No. R-69/2015 of 26 November 2015).</p>		
<p>9. Public engagement</p> <p>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 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 concerns.</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>
<p>Polish Law on Higher Education Act of 27 July 2005 as amended Article 4, section 3 In fulfilling the mission of discovering and disseminating</p>	<p>Once or twice a year information days are held, their aim being, among others, scientific issues dissemination. A Festival of Science is held each year.</p>	<p>None</p>	<p>None</p>

<p>the truth through research and teaching, higher education institutions shall constitute an integral part of the national education and research system.</p> <p>Section 4 Higher education institutions shall cooperate with the socio-economic environment, in particular by conducting research and development for business entities on the basis of organisationally and financially independent economic structures, including the establishment of a special purpose vehicle, referred to in Article 86a, as well as through the involvement of employers' representatives in the development of study programmes and teaching processes.</p> <p>Article 13, section 1 The principal objects of a higher education institution shall be: 8) actively supporting local and regional communities.</p> <p>Code of GOOD PRACTICE IN HIGHER EDUCATION INSTITUTIONS developed by the Foundation of Polish Rectors adopted by the Plenary Assembly of the Conference of Rectors of Polish Higher Education Institutions on 26 April 2007.</p> <p>Preamble: Universities must be open and entrepreneurial institutions. With this in mind, they should seek ways to practice human values in collaboration with other social players, considering national and regional traditions, appropriately addressing challenges of the changing environment. In so doing, higher education institutions shape their unique institutional culture. Its quality and impact depend on the whole academic community attitude. However, it is the Rector and the Senate, as holding a dominant position, who must take special care of it. At lower level it is, respectively, single-person authorities and collective bodies (deans, faculty councils, heads and councils of particular institutes, etc.) Their work culture considerably influences a proper image of the whole university, integrates the academic community</p>	<p>LUT runs the Promotion and Projects Office whose aim is to inform the society at large about the university activity with respect to scientific issues, education and collaboration with the public.</p> <p>Agreements of collaboration – with industry, educational institutions (schools)</p> <p>LUT has set up a University Convention and Faculty Conventions, their parts being industry representatives and local authorities.</p> <p>LUT employs a spokesman and has its own TV channel available at the university website. LUT also publishes a newsletter.</p>		
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and has a positive impact on the university surrounding environment.			
<p>10. Non discrimination</p> <p>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.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>THE CONSTITUTION OF THE REPUBLIC OF POLAND, Article 32</p> <p>1.All persons shall be equal before the law. All persons shall have the right to equal treatment by public authorities. 2.No one shall be discriminated against in political, social or economic life for any reason whatsoever.</p> <p>Labour Code: Art. 11, 13 3a and Art 94</p> <p>Art.11³. Any discrimination, direct or indirect, in employment particularly because of sex, age, disability, race, religion, nationality, political opinion, trade union membership, ethnic background, religious denomination, sexual orientation and because of being employed on permanent or temporary contract basis or on full time/part time basis is inadmissible.</p> <p>Art. 18^{3a}. § 1. Employees should be treated equally with respect to establishing employment relationship, dismissal, terms of employment, promotion, access to training improving professional skills, irrespective of gender, age, disability, race, religion, nationality, political opinion, trade union membership, ethnic background, religious denomination, sexual orientation and because of being employed on permanent or temporary contract basis or on full time/part time basis.</p> <p>Art. 94. The employer is obliged to, especially: (...)</p>	<p>Practice – no restrictions in open calls for job position.</p> <p>LUT employs the Rector’s Plenipotentiary for Disabled Persons Affairs (Rector’s Ordinance No. R-45/2011 of 6 July 2011)</p> <p>Employees and doctoral students may, if discriminated, refer to a disciplinary board (Ordinance No. R-66/2014 of 16 December 2014 and No. R-70/2015 of 4 December 2015).</p>	<p>None</p>	<p>None</p>

<p>2b) counteract against employment discrimination, especially because of gender, age, disability, race, religion, nationality, political opinion, trade union membership, ethnic background, religious denomination, sexual orientation and because of being employed on permanent or temporary contract basis or on full time/part time basis.</p> <p>Polish Law on Higher Education Act of 27 July 2005 as amended Article 13, section 1 The principal objects of a higher education institution shall be: 9) creating conditions for the full participation of disabled persons in the processes of learning and research. Article 43, section 1 Persons who are not Polish nationals, hereinafter referred to as “non-nationals”, may pursue degree level education, doctoral programmes and other types of education or training, as well as participate in research and development work. Article 139 1. Academic staff shall be liable to disciplinary action if their work performance or their conduct is considered to breach the accepted professional and ethical standards...</p>			
<p>11. Evaluation/ appraisal systems Employers and/or funders should present to 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.</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>
<p>Polish Law on Higher Education Act of 27 July 2005 as amended, Article 132 Section 1. The performance of all academic staff shall be subject to periodical appraisals, in particular with regard to the proper discharge of their duties and respect for</p>	<p>The system of employees’ appraisal – based on clear criteria in the LUT Statute. Independent appraisal commissions – at the faculty level, and at the university level.</p>	<p>None</p>	<p>None</p>

<p>copyright and related rights, and industrial property rights.</p> <p>Section 2. Performance appraisals shall be conducted at least every four years by the entity indicated in the statutes or at the request of the head of the academic unit in which an academic staff member is employed. An academic staff member holding the academic title of professor who has been appointed to their position, shall be appraised at least every four years. The criteria and the procedures for the conduct of performance appraisals shall be laid down in the statutes while allowing for the opinion of outside experts to be sought.</p> <p>Article 154, section 3 Employees of a higher education institution shall be entitled to a long service allowance amounting to 1% of the basic pay for each year of employment, to be paid on a monthly basis, starting from the fourth year of employment, which may not, however, exceed 20% of the basic pay.</p> <p>Article 155, section 1 Academic staff may be granted awards by the Rector or by the Minister responsible for Higher Education for their research, teaching or organizational achievements, or lifetime achievements.</p>			
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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 they should also facilitate access for the disadvantaged groups or for the researchers returning to work after a career break, including teachers (of any level) returning to research work. 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/
Labour Code Article 18 ³ a. § 1.	The LUT Statute The Statute regulates the conditions and procedures for such a competition	Developing and implementation of	2017, March – 2017 October /

<p>Employees should be treated equally with respect to establishing employment relationship, dismissal, terms of employment, promotion, access to training improving professional skills, irrespective of gender, age, disability, race, religion, nationality, political opinion, trade union membership, ethnic background, religious denomination, sexual orientation and because of being employed on permanent or temporary contract basis or on full time/part time basis.</p> <p>Article 94 The employer is especially obliged to: 7) create, for the employees pursuing employment upon graduation from a vocational training school or higher education institution, favorable conditions for the adjustment period in order to perform work assignments well.</p> <p>Polish Law on Higher Education, Article 118a. Academic staff employed in public higher education institutions in positions referred to in Article 110 on a part-time basis with a minimum 50% of full-time working hours, on permanent or temporary contract basis shall be selected in an open competition procedure. The conditions and procedures for such a competition shall be laid down in the Statute.</p> <p>Code of GOOD PRACTICE IN HIGHER EDUCATION INSTITUTIONS developed in order to establish the credibility of Polish universities, especially in the rationality of the utilization of funds and for avoiding of the nepotism, corruption and other cases of abusing power. It is necessary that all the procedures connected to staff and students rewards, recruitment and promotions are apparent, obvious and fair.</p> <p>The mode of commissioning research services financed from public funds is regulated by Public Procurement Law.</p>	<p>and determines the professional qualifications and requirements demanded from candidates for individual positions (there are no restrictions in the access for persons returning to research work after a career break and for the disadvantaged groups).</p> <p>LUT Senate Resolution No. 27/2009/VI of 24 September 2009 on the rules of employing the teaching staff at LUT as the second place of employment LUT Senate Resolution No. 16/2010/V of 27 May 2010 on the rules of employing university teachers after reaching the retirement age LUT Senate Resolutions No. 36/2011/VI and 57/2013/VIII on the rules of employing and rewarding persons participating in implementation of projects in the Framework Programme 7 (FP7) and other EU projects, including structural programmes financed and co-financed with funds from other sources than determined in Article 94. 1 Law on Higher Education LUT Rector's Ordinance No. R-16/2015 on the rules of concluding a civil law agreements with natural persons LUT Rector's Ordinance No. R-19/2015 and R-20/2015 on the rules of conducting public procurement contracts at LUT</p> <p>The procedures associated with commissioning research services match the Public Procurement Law Act and guarantee obeying the rules of fair treatment of contractors, ensuring fair competition, impartiality and objectivity, legalism, openness and written proceedings.</p>	<p>New Guidance for Recruitment Procedures.</p>	<p>Human Resources Dept./ Senate Commission of HR Development</p>
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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 the positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialized as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Law on Higher Education Article 118a. 1. Academic staff employed in public higher education institutions in positions referred to in Article 110 on a part-time basis with a minimum 50% of full-time working hours, on permanent or temporary contract shall be selected in an open competition procedure. The conditions and procedures for such a competition shall be laid down in the Statute.</p> <p>Law on Higher Education determines minimal requirements and professional qualifications for persons employed in respective positions and job descriptions on every position. Additional requirements and professional qualifications for persons employed in respective positions may be determined in the statutes of the higher education institution concerned. The competition should be advertised on the internet web pages of appropriate higher education institutions, of offices providing administrative support services to the minister responsible for higher education and the relevant minister supervising those institutions as well as on the internet web page of the European Commission dedicated to the mobility of researchers and the advertising of research positions.</p>	<p>The LUT Statute The requirements and professional qualifications for persons employed in respective positions. An advertisement of a competition is made with the consent of the LUT Rector. The competitions are advertised by Deans of faculties. The competition proceedings are conducted by the competition committee established by the Dean of the faculty and the final opinion is given by the Faculty Council. The Rector makes the decisive decision about the employment upon the request of the Dean or the Head of the interdepartmental unit.</p> <p>The LUT Statute: An advertisement of a competition should contain the specification of the announced position, indicate qualifications required from the candidate, a list of documents required from the candidate, the date and the place of filing documents. The competition advertisement is placed in all the faculties and interdepartmental units of LUT as well as sent to other higher education institutions and institutes no later than 4 weeks before the end of the time limit for the submission of documents. The time allowed between the advertisement of the vacancy or the call for applications and the deadline for replies is minimum one month.</p>	<p>Development of a new document on announcements of competition content as an attachment to New Guidance for Recruitment Procedures</p>	<p>2017, March – 2017, October / Human Resources Dept. / Senate Commission of HR Development</p>

14. Selection (Code)			
Selection committees should bring together diverse expertise and competences. They should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (both public and private) and disciplines, including those from other countries as well as members 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 and should be realistic.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who/
No regulations on the national level.	The LUT Statute – the selection panel and its chairman which are established by: 1) the Dean after obtaining the opinion of the Faculty Council; 2) the Head of interdepartmental unit after obtaining the opinion of that unit. The LUT Statute determines a minimum composition of the selection panels.	Development of recommendations of selection procedures as a part of Guidelines on Recruitment Procedures	2017, March – 2017, October / Human Resources Dept. / Senate Commission of HR Development
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
The Constitution of The Republic of Poland Article 61. 1. Citizens shall have the right to obtain information on the activities of organs of public authority as well as persons discharging public functions. Such right shall also include the receipt of information on the activities of self-governing economic or professional organs and other persons or organizational units relating to the field in which they perform the duties of public authorities and manage communal assets or property of the State Treasury.	Information about the application procedure is available on the LUT website. The feedback about the strengths and weaknesses of the applications is delivered to candidates on demand.	Development of Template of Strengths and Weaknesses of each application to be used by Faculty Recruitment Commissions (document to be delivered to candidates after the recruitment process).	2017, March – 2017, October / Human Resources Dept./ Senate Commission of HR Development

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 the 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, 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
No regulations on the national level.	In practice the selection panels formulate their opinions about the candidates applying both the quantitative (e.g. average of appraisals, number of publications) and qualitative criteria (evaluation of the rank of publications, internships, knowledge of English, completion of research projects, or plans of future research activity). Decisions to back up a given candidacy are made collectively based on the expert knowledge and on a detailed analysis of the submitted applications, sometimes after a face-to-face interview with candidates. Institutional rules apply depending on the type of the position sought.	None	None

17. Variations in the chronological order of CVs (Code)

Career breaks or variations in the chronological order of CVs should not be penalized, 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 the application is made.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Labour Code Article 22¹. § 1 The employer has the right to demand from a candidate his/her personal data including education and occupational history.	Good practice means that the procedure enables a candidate to describe his/her achievements, participation in research projects, scientific interests and research plans (kind of evidence-based CV). A CV with a description of the occupational history and professional career should be required from candidates (as a required document attached to the application). In current practice, LUT allows and supports diversified career models, with non-academic and industry experience, providing that the candidates meet the stated requirements.	None	None

18. Recognition of mobility experience (Code)			
Any mobility experience, e.g. residence 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
<p>The Constitution of The Republic of Poland Everyone shall have the freedom to choose and pursue his/her occupation and to choose his/her place of work. Exceptions shall be specified by the Statute (article 65. 1) The freedom of artistic creation and scientific research as well as dissemination of the fruits thereof, the freedom to teach and to enjoy the products of culture, shall be ensured to everyone (article 73).</p>	<p>The applied selection criteria (as a good practice) include assessment of personal achievements and experiences regardless of where they were earned. International experience is considered to be an asset. The researchers of LUT are supported and encouraged to participate in business trips / domestic and foreign internships and to be professionally mobile.</p>	<p>Implementation of mobility as an integral part of New Guidance for Recruitment Procedures</p>	<p>2017, March – 2017, October / HR Department/ Senate Commission of HR Development</p>
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 build up expertise and gain a full understanding of the 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
<p>Law on Academic Degrees and Title, and Degrees and Title in the Arts; Regulation of the Minister of Science and Higher Education on the criteria of assessing the achievements of a person applying for a postdoctoral job appointment. Regulation of Minister of Science and Higher Education of 19 August 2015 on the validation of diplomas, nostrification of diplomas of higher education earned abroad and confirmation of graduation at a certain level of higher education.</p>	<p>In practice, the key selection criterion of candidates for respective positions at LUT is the assessment and evaluation of their academic and professional qualifications (including international and professional mobility). Qualifications of employees must be recognized by the Polish law. Similar criteria are used in periodic appraisals of all LUT academic staff. The rules and criteria of the periodic appraisals are determined by the LUT Statute.</p>	<p>None</p>	<p>None</p>

<p>Regulation of the Minister of Science and Higher Education of 8 August 2011 on the nostrification of academic degrees and degrees in the Arts earned abroad (Journal of Laws No. 179 item 1067).</p> <p>Law on Higher Education article 132</p> <p>Performance of all academic staff shall be subject to periodical appraisals.</p>			
<p>20. Seniority (Code)</p> <p>The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognized.</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>
<p>The Law on Higher Education determines the minimum requirements and professional qualifications for persons employed in respective positions and job descriptions on every position. Additional requirements and professional qualifications for persons employed in respective positions may be determined in statutes of a higher education institution (article 116. 1).</p>	<p>The LUT Statute slightly widens the scope of requirements from candidates, taking into account duties entrusted to them in individual positions. In practice, based on candidates' selection, lifelong professional achievements are assessed.</p>	<p>None</p>	<p>None</p>
<p>21. Postdoctoral appointments (Code)</p> <p>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.</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>

<p>Law on Academic Degrees and Title, and Degrees and Title in the Arts; Regulation of the Minister of Science and Higher Education</p> <p>the criteria of the evaluation of achievements of a person applying for award of a degree of <i>doktor habilitowany</i> [a postdoctoral degree].</p> <p>Law on Higher Education</p> <p>the period of employment in the position of <i>adiunkt (assistant professor)</i> for a person who does not hold a degree of <i>doktor habilitowany</i> [a postdoctoral degree], as well as the conditions for reducing, extending and suspending such periods shall be specified in the statutes, yet the employment in the position of <i>adiunkt (assistant professor)</i> for a person who does not hold a degree of <i>doktor habilitowany</i> [a postdoctoral degree] shall not be longer than eight years.</p>	<p>At LUT a person who holds a degree of <i>doktor (D.Sc.)</i> can be employed in the position of <i>asystent (assistant)</i> and <i>adiunkt (assistant professor)</i>.</p> <p>The LUT Statute</p> <p>the period of employment in the position of <i>adiunkt (assistant professor)</i> for a person who does not hold a degree of <i>doktor habilitowany</i> [a postdoctoral degree] cannot be longer than eight years. Not attaining a degree of <i>doktor habilitowany</i> [a postdoctoral degree] by a person employed in the position of <i>adiunkt (assistant professor)</i> in the period of eight years is the basis of termination of an employment contract by notice.</p>	None	None
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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 the postgraduate level, and should include all levels, regardless of their classification at the 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
Recognition as a professional and respect is guaranteed by Polish labour law to all researchers engaged in a research career.	LUT has also the internal regulation showing the gradation and positions defined in the Lublin University of Technology Statute. § 96 1. Teaching-and-research staff as well as research staff shall be employed in	None	None

Law on Higher Education of 2005 as amended

Article 110. section 1

Teaching-and-research staff and research staff shall be employed in the following positions: 1) *profesor zwyczajny (professor)*, 2) *profesor nadzwyczajny (associate professor)*, 3) *profesor wizytujący (visiting professor)*, 4) *adiunkt (assistant professor)*, 5) *asystent (assistant)*.

Article 114. 1.

The position of *profesor zwyczajny (professor)* may held by a person with the academic title of *profesor (professor)*.

2. The position of *profesor nadzwyczajny (associate professor)* may held by a person with a degree of *doktor habilitowany* [a postdoctoral degree] or the academic title of *profesor (professor)*.

3. The position of *profesor wizytujący (visiting professor)* may be held by a person with a degree of *doktor habilitowany* [a postdoctoral degree] or the academic title of *profesor (professor)*, employed in another higher education institution, subject to Article 115, section 3.

5. The position of *adiunkt (assistant professor)* may be held by a person with at least an academic degree of *doktor (Ph.D./D.Sc.)*.

6. The position of *asystent (assistant)* may be held by a person with at least a degree of *magister (M.A./M.Sc.)* or equivalent.

7. The teaching staff positions referred to in Article 110, section 2, may be held by persons with a degree of *magister (M.A./M.Sc.)* or equivalent.

Article 115. 1.

1. The position of *profesor nadzwyczajny (associate professor)* or *profesor wizytujący (visiting professor)* may be held by a person who, while not in compliance with the requirements laid down in Article 114, sections 2 and 3 respectively, holds an academic degree of *doktor (Ph.D./D.Sc.)* and has demonstrated outstanding and original achievements in research, professional or artistic activity, attested in accordance with the procedure laid down in the statutes.

the following positions:..., 2. Teaching staff shall be employed in the following positions:...

§ 97. 1. A person may be employed as *profesor (professor)* if he/she holds the academic title of *profesor (professor)* in the field specified in the competition advertisement and additionally:... 2. A person may be employed as *adiunkt (associate professor)* if he/she holds an academic degree of *doktor habilitowany* [a postdoctoral degree] in the field and area specified in the competition advertisement or the academic title of *profesor (professor)* in the field specified in the competition advertisement and additionally:....

§ 98. 1.A person who is employed at another University and holds the academic title of *profesor (professor)* or an academic degree of *doktor habilitowany* [a postdoctoral degree] may be employed as *profesor wizytujący (visiting professor)*.

§ 99. 1. A person may be employed in the position of *adiunkt (assistant professor)*, if he/she holds at least a doctoral degree in the field specified in the competition advertisement and additionally shows documented academic or professional achievements, and in the case of teaching-and-research staff also teaching achievements. The employment shall be for a specified period of time or for unspecified period of time. If the person does not hold an academic degree of *doktor habilitowany* [a postdoctoral degree], the employment shall be for a specified period of time.

2. The employment period in the position of *adiunkt (assistant professor)* for the person who does not hold an academic degree of *doktor habilitowany* [a postdoctoral degree] may not exceed eight years.

3. If the person employed in the position of *adiunkt (assistant professor)* does not receive an academic degree of *doktor habilitowany* [a postdoctoral degree] within the period specified in section 2, the employment contract shall be terminated by notice.

§ 100

1.A person may be employed in the position of *asystent (assistant)* if he/she holds at least a *magister* degree (M.A./M.Sc.) or an equivalent degree in the field specified in the competition advertisement. The employment shall be for a specified or unspecified period of time. If the person does not hold at least a doctoral degree, the employment shall be for a specified period of time.

2. The employment period in the position of *asystent (assistant)* for the person who does not hold a doctoral degree may not exceed eight years.

3. If the person employed in the position of *asystent (assistant)* does not receive a doctoral degree within the period specified in section 2, the employment contract shall be terminated by notice

§ 104. 1. Employment of an academic teacher shall be secured on the basis of

<p>Act of 22 December 2015 on principles of recognition of professional qualifications acquired in member countries of the European Union</p>	<p>appointment or contract of employment. The employment of an academic teacher at the Lublin University of Technology as an additional place of work shall be that of a contract of employment. 2. The employment by appointment shall apply exclusively to an academic teacher holding the title of <i>professor (professor)</i>.</p>		
<p>23. Research environment</p> <p>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.</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>
<p>Act on Principles of the Financing Science (Journal of Laws No. 96 from 2010, item 617 as amended) Art. 3. The financing of science covers the financing of activities that contribute to the pursuit of state scientific, scientific and technological and innovation policies, including without limitation, research, development work and the performance of other tasks of particular importance for the civilisational progress, economic and cultural development of the state. Art. 5. Science funding shall be allocated to: 1) strategic research and development work programmes and other tasks financed by the National Centre for Research and Development, hereinafter referred to as the “Development Centre”; 2) research or development work serving state defense and security implemented within the framework of the strategic research and development work programmes and other tasks referred to in Item 1; 3) basic research and other tasks financed by the National Science Centre, hereinafter referred to as the “Science Centre”;</p>	<p>Resolution No. 49/2015/IX of 26 November 2015 on principles of the Financing Science for research and development programmes fully complies with the Act on Principles of the Financing Science. Resolution No. 29/2015/VI of the LUT Senate of 25 June 2015 on adopting the rules of use of the research infrastructure of the Lublin University of Lublin. Based on the Statute of the Lublin University of Technology §2, section 6. the following Centers:</p> <ul style="list-style-type: none"> • the Centre for Innovation and Technology Transfer, • the Centre of Excellence for the Applications of Superconducting and Plasma Technologies in Power Engineering – ASPPECT, • the Centre Laboratory of Technology Transfer <p>act within the Lublin University of Technology.</p>	<p>None</p>	<p>None</p>

4) the activities set forth in scientific unit Charters;

6) large research infrastructure investments and construction projects that serve research or development work;

7) scientific collaboration with other countries;

8) tasks co-financed from European Union structural funds or from non-repayable funds from the assistance provided by member states of the European Free Trade Association (EFTA);

9) science dissemination activities;

10) programmes and undertakings established by the Minister;

10a) (3) creating conditions for the scientific development of highly gifted first-cycle programme graduates and students who have finished the third year of long-cycle programmes, including the establishment of the “Diamond Grant” programme;

Art. 18.

1. 1. The financing of activities set forth in Charters shall include:

1) the maintenance of the research potential of scientific units, including:

a) activities required in order to develop scientific fields or research directions and to develop academic staff, including research or development work included in the financial plan of scientific units;

b) the maintenance of research infrastructure, including libraries and archives;

d) the purchase or production of the scientific and research apparatus related to the performance of the tasks referred to in Letter a, which does not constitute large research facilities;

e) domestic and internal scientific collaboration required in order to perform the tasks referred to in Letter a;

2) the maintenance of a special research facility at a scientific unit, and with respect to scientific IT infrastructure – also at a higher education institution;

3) activities of scientific units of higher education institutions, scientific units of the Polish Academy of

Sciences, research institutes and international scientific institutes consisting of conducting research or development work and related tasks that serve the development of young researchers and doctoral programme participants and that are financed by way of internal competitions;

Art. 23.

1. The financing of scientific collaboration with foreign partners shall cover:

1) projects implemented in collaboration with foreign partners including research, development work or science dissemination activities undertaken within the framework of international programmes, initiatives or research undertakings, co-financed with non-repayable foreign funds;

2) activities supporting the participation of scientific units and other entities in the programmes, initiatives or research undertakings referred to in Item 1;

4) the national contribution to a joint international programme or undertaking within which the research or development work is financed.

Law on the National Science Center (Act Of 20 April 2010, Journal of Laws, No. 96, Item 617 as amended)

Art. 20.

1. The tasks of the Centre shall include:

1) financing basic research conducted in the form of:

a) research projects, including the financing of the purchase or production of scientific and research apparatus required in order to implement these projects;

b) research projects not eligible for co-financing from international funds that are implemented within international programmes or initiatives announced within bilateral or multilateral collaboration or research projects implemented with the use of large international research facilities by Polish research teams;

Act on National Centre for Research and Development (Act of 30 April 2010 on National Centre for Research and Development, Journal of Laws, No. 96, Item 616 as

amended)

Art. 27.

1. The Centre shall manage and finance or co-finance strategic research and development work programmes.

2. Strategic research and development work programmes shall be financed from science funding in accordance with the annual financial plan for the Centre referred to in Article 48 Section 1.

3. The Centre may implement research or development work programmes that have not been established in the National Research Programme referred to in Article 4 of the Act of 30 April 2010 on the Principles of Financing Science and other Centre tasks financed with funds from sources other than the state budget.

Art. 30.

1. The Centre's tasks shall also include:

1) supporting commercialisation of research or development work and other forms of their transfer to the economy;

2) initiating and implementing programmes that include the financing of research or development work and measures serving to prepare the results of research or development work for implementation;

3) initiating and implementing programmes that include the financing of applied research referred to in Article 2 Item 3 Letter b of the Act of 30 April 2010 on the Principles of Financing Science;

4) participating in the implementation of international research or development programmes, including programmes co-financed from foreign sources.

2. The Centre shall support the development of academic staff, including, without limitation, by financing programmes targeted at persons who start their scientific careers within the meaning of Article 2 Item 3 of the Act of 30 April 2010 on the National Science Centre (Journal of Laws No. 96/2010, Item 617).

3. In the performance of the tasks referred to in Sections 1 and 2, the Centre may cooperate with domestic and foreign entities, including, without limitation, as a partner

<p>in joint venture agreements and, with the Minister's consent, a partner or shareholder in companies with their registered offices in the territory of the Republic of Poland or abroad.</p>			
<p>24. Working conditions</p> <p>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, <i>inter alia</i> , 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.</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>
<p>This issue is regulated partly by the national (Act on the Polish Academy of Science, Law on Academic Degrees and Title, Labour Law (Art. 15. Healthy and safe working conditions. Employers are obliged to ensure healthy and safe working conditions for their employees.), Law on Higher Education (Article 118a 1. Academic staff employed in public higher education institutions in positions referred to in Article 110 on a part-time basis with a minimum 50% of full-time working hours, for a fixed or indefinite period, shall be selected in an open competition procedure. The conditions and procedures for such a competition shall be laid down in the statutes)</p> <p>Act on principles of the financing science (Journal of Laws, No. 96/2010, Item 615 as amended)</p> <p>Art. 18.</p> <p>1. The financing of activities set forth in the Charters shall include:</p> <p>i) tasks associated with ensuring conditions for participation of disabled researchers and participants in doctoral studies in the execution of research and developmental works;</p>	<p>This issue is regulated by:</p> <ul style="list-style-type: none"> - Ordinance No. R-12/2012 by Rector of the Lublin University of Technology of 29 March 2012 on the Labour Regulations - the LUT Statute: § 108. The working hours of a university teacher are determined by the scope of his research and organisational teaching duties (weekly working hours at the seat of the university cannot be lower than 24 hours). - Rector's Ordinance appointing the Rector's Plenipotentiary for Disabled Persons Affairs (Rector's Ordinance No. R-45/2011 of 6 July 2011) - Senate Resolution No. 16/2015/IV – Doctoral Studies Regulation §7, 8 and 10. - Ordinance No. R-22/2008 of 18 April 2008 on adopting detailed regulations of training of workers, students and doctoral students in terms healthy and safe working conditions and fire protection. 	<p>None</p>	<p>None</p>

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 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
<p>The issue is regulated by the Polish law:</p> <p>Labour Law Art. 10. The right to work. § 1. Everyone has the right to choose their work freely. No one, except for the cases specified by the law, can be prevented from exercising their profession. § 2. The State determines the minimum remuneration for work. § 3. The State pursues the policy with the goal of full productive employment.</p> <p>Law on Higher Education (2005 as amended) Art. 118 1. The employment relationship of academic staff shall be secured on the basis of an appointment or a contract of employment. Only academic staff who hold the academic title of <i>professor (professor)</i> shall be employed by appointment. Employment by appointment shall be on a full-time basis. 2. The employment relationship with academic staff in a public higher education institution shall be established and terminated by the Rector in compliance with the procedure laid down in the statutes, subject to Article 121, section 4. Article 118a 1. Academic staff employed in public higher education institutions in positions referred to in Article 110 on a part-time basis with a minimum 50% of full-time working hours,</p>	<p>LUT respects these principles in Ordinance No. R-12/2012 of the Rector of the Lublin University of Technology of 29 March 2012 on the Labour Regulations and in the Statute of LUT. Circular letter No. 1/2012 of the Rector of the Lublin University of Technology 16 January 2012 concerning the period of employment of a person without a doctoral degree in a position of <i>asystent (assistant)</i> and the period of employment of a person without a degree of <i>doktor habilitowany</i> [a postdoctoral degree] in a position of <i>adiunkt (assistant professor)</i>.</p>	<p>Adjusting the contracts for the new rules of Labor Law and the Law on Higher Education</p>	<p>2018, February – 2018, October / Rector, Human Resources Dept.</p>

for a fixed or indefinite period, shall be selected in an open competition procedure. The conditions and procedures for such a competition shall be laid down in the statutes.

2. The competitions referred to in section 1 and in Article 72, section 1, Article 75, section 1 and Article 76, section 1 shall be advertised on the web pages of appropriate higher education institutions, offices providing administrative support services to the minister responsible for higher education and the relevant minister supervising those institutions as well as on the web pages of the European Commission dedicated to the mobility of researchers and the advertising of research positions.

3. An academic staff member who has attained the age of retirement may be reemployed in the pre-retirement position at a given higher education institution without a competition procedure.

4. The provisions on the competition procedure shall not apply in the case of employment for a specified period of an academic teacher:

1) assigned to work at the university on the basis of an agreement concluded with a foreign scientific institution;

2) being a beneficiary of a national competition advertised by the National Science Centre and the National Centre for Research and Development, or an international competition for implementation of a research project related to the area of education;

3) employed for the duration of execution of the project funded:

a) with funds from the European Union,

b) by another entity awarding the grant;

4) for the same position, if the previous employment contract was concluded for a period of no less than three years.

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
<p>The issue is regulated by the national Law on Higher Education, and the Polish Labour Law.</p> <p>Law on Higher Education (2005 as amended) Part. III. Chapter 5 Remuneration and Other Benefits of Employees of Higher Education Institutions</p>	<p>LUT respects these principles in Ordinance No. R-12/2012 of the Rector of the Lublin University of Technology Rector of 29 March 2012 on the Labour Regulations.</p> <p>Ordinance No. R-15/2015 of the Rector of the Lublin University of Technology of 16 February 2015 concerning the rates of pay for overtime and commissioned hours and supervising diploma dissertations for the University on the basis of civil law contracts.</p> <p>Ordinance No. R-21/2015 of the Rector of the Lublin University of Technology of 21 December 2015 concerning the rules for the conclusion of civil law contracts with individuals at the Lublin University of Technology.</p>	None	None

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>The issue is regulated by the Polish Labour Law:</p> <p>Art. 112. The principle of equality of employees. Employees have equal rights in respect of the same</p>	LUT respects the regulations of the Polish Law.	None	None

<p>performance of the same duties; this applies in particular to the equal treatment of men and women in terms of employment.</p> <p>Art. 113. Prohibition against discrimination in employment. Any discrimination, direct or indirect, in employment particularly because of sex, age, disability, race, religion, nationality, political opinion, trade union membership, ethnic background, religious denomination, sexual orientation and because of being employed on permanent or temporary contract basis or on full time/part time basis is inadmissible.</p> <p>and Law on Academic Degrees and Title, and Degrees and Title in the Arts by The Degrees and Titles Committee Article 33 1b. All Committee activities shall be governed by the principles of fairness, impartiality and transparency and guided by the principle of the balanced participation of women and men.</p>			
<p>28. Career development</p> <p>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.</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who/</p>
<p>Article 65 of the Constitution of the Republic of Poland; The Act on Employment Promotion and Labour Market Institutions (Journal of Laws of 2008 No. 69, item 415); 1. Everyone shall have the freedom to choose and to pursue his/her occupation and to choose his/her place</p>	<p>The Statute of the Lublin University of Technology §2, section 7. The tasks of the scientific centre mentioned in section 6 include: item 7) obtaining and carrying out international research projects, joint domestic research projects and projects financed from the European funds.</p>	<p>Adjusting the contracts for the new rules of Labor Law and the Law on Higher</p>	<p>2018, February – 2018, October / Senate Commission of HR Development /</p>

<p>of work. Exceptions shall be specified by the statute. 5. Public authorities shall pursue policies aiming at full, productive employment by implementing programmes to combat unemployment, including the organisation of and support for occupational advice and training, as well as public works and economic intervention.</p> <p>Code of GOOD PRACTICE IN HIGHER EDUCATION INSTITUTIONS developed by the Foundation of Polish Rectors adopted by the Plenary Assembly of the Conference of Rectors of Polish Higher Education Institutions on 26 April 2007: 7. <i>Concern about research quality.</i> The strength of the university is determined by its creative, original and high quality research. The Rector supports it, ensuring appropriate conditions for conducting such research, avoiding overloading academic teachers with teaching duties and supporting researchers by looking for proper financing, as well as inspiring and facilitating their collaboration. The Rector should also be concerned about the development conditions of the young research staff, and in particular doctoral students.</p>	<p>Career development strategy for researchers at all stages of their career is indirectly recorded in the principles of promotion of employees (in LUT Statute and relevant Ordinance)</p>	<p>Education</p> <p>Creating a general strategy to support young and experienced researchers in career development.</p> <p>Expanding workload of Career Office into career consultancy for doctoral students and young researchers</p>	<p>Office of International Collaboration and Scientific Affairs</p>
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29. Value of mobility

Employers and/or funders must recognize the value of geographical, intersectorial, 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 with in 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
<p>Treaty on the European Union (TEU) Article 3 section 2 Treaty on the Functioning of the European Union (TFEU)</p>	<p>The Statute of the Lublin University of Technology § 1a. The Lublin University of Technology is especially entitled to: 2) cooperate</p>	<p>Improvement of rules and</p>	<p>2017, November – 20418, September</p>

<p>Articles 20, 26 and 45–48.</p> <p>Law on Higher Education (2005 as amended)</p> <p>Article 6</p> <p>1. A higher education institution in particular shall have the right to: 1) undertake scientific research and development activities and determine their direction, 2) cooperate in research and development activities with other, including foreign, academic and scientific bodies, on the basis of agreements, with the purpose of acquiring funding from conducting research, including its commercialisation, and fostering the mobility of researchers, 3) foster research conducted by young researchers, in particular through competitions financed from the resources provided for in Article 13 of the Act of 30 April 2010 on Funding Science (Journal of Laws No. 96, item 615 and of 2011, No. 84, item 455),</p> <p>Article 31 section 4</p> <p>1. A higher education institution may establish research centres by agreements with other higher education institutions, also with scientific institutes of the Polish Academy of Sciences, research institutes including foreign research entities and international institutes conducting research and development activities...</p> <p>4. The tasks of a research centre shall be to: 1) conduct, support and coordinate research and development activities; 2) initiate and coordinate the participation of higher education institutions and other scientific research entities in international research programmes; 3) initiate the organisation of, and supervise regional research laboratories; 4) collaborate with the academic community in providing partnership based doctoral programmes. 5) foster the mobility of research staff at higher education institutions, research institutes, and scientific institutes of the Polish Academy of Sciences ; 6) develop fellowship programmes for holders of a degree of <i>doctor (Ph.D/D.Sc.)</i>, awarded by an institute of the centre concerned; 7) attract and support international research projects, joint domestic projects and projects with European funding.</p> <p>Article 42</p>	<p>with other academic and scientific entities, including foreign ones, carrying out scientific research and development activities on the basis of agreements in order to obtain funds from the implementation of scientific research as well as research commercialisation and in order to support mobility of researchers;</p> <p>§ 2.</p> <p>6. On the basis of an agreement the University can create a scientific centre as a joint enterprise with other universities, scientific institutes of the Polish Academy of Sciences and research institutions, including foreign scientific entities and international institutes conducting scientific research.</p> <p>7. The tasks of the scientific centre mentioned in section 6 include:... 2) initiating and coordinating the participation of the University and other scientific entities in international research programmes; 5) supporting mobility of the academic staff working at the University, scientific institutes of the Polish Academy of Sciences and research institutes;</p> <p>6) developing internship programmes after obtaining a doctoral degree in the institutes of the centre;</p> <p>The International Relations Office and Scientific Affairs of LUT and the Office for International Education of LUT are appointed to coordinate mobility and international cooperation.</p>	<p>procedures for the international mobility in accordance with national legislation</p> <p>Developing new procedures for industrial internship as an instrument encouraging mobility</p> <p>Monitoring of international and intersectoral mobility</p>	<p>/ Senate Commission of HR Development</p> <p>Deputy Rector for Scientific Affairs</p>
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1. Subject to section 2, the minister responsible for higher education shall determine, by a regulation, the conditions for persons undertaking research, teaching and training assignments abroad and specific entitlements on such assignments, and in particular: 1) types of education and training which may be undertaken, and the eligibility requirements for applicants; 2) types of financial support for persons on assignment abroad, including grants and reimbursable travelling expenses, 3) periods for which persons on assignment abroad are eligible for payments and the rules pertaining to such payments; 4) conditions and procedures for cancelling assignments abroad; 5) entitlements of employed persons during an assignment abroad – while considering the need to ensure the maximum possible access to education, training and scientific research abroad. 2. The conditions and procedures for staff, doctoral students and students of a higher education institution undertaking assignments abroad for the purposes referred to in section 1 shall be laid down by the senate of the institution concerned.

Article 134

1. Following any seven-year period of employment in a given higher education institution, appointed academic staff may be granted a paid sabbatical leave for scientific pursuits amounting to a maximum one year.

4. With the consent of the Rector, academic staff may be granted an unpaid leave for research activities.

Law on the National Science Centre (Act of 30 April 2010 r., Journal of Laws No. 96, item 617 as amended)

Chapter 3

Article 20. 1. The tasks of the Centre shall include:

- 1) financing basic research conducted in the form of:
- b) research projects not eligible for co-financing from international funds that are implemented within international programmes or initiatives announced within bilateral or multilateral collaboration or research projects implemented with the use of large international research facilities by Polish research teams;
- d) doctoral scholarships and job placements following the

award of an academic degree of <i>doctor (Ph.D./D.Sc.)</i> .			
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
Article 65 of the Constitution of the Republic of Poland ; Article 126 and 127 of the Treaty on the European Union (signed in Maastricht on 7 February 1992); The Act on Employment Promotion and Labour Market Institutions (Journal of Laws of 2008 No. 69, item 415); Ordinance of the Minister of Labour and Social Policy on the standards and the conditions of labour market services (Journal of Laws No. 177, item 1193)	Career counselling for University graduates is conducted by the Academic Career Centre. Employees are informed electronically of training, internship and scholarship opportunities by the Promotion and Projects Office (regular newsletter sent by the Office)	Establishing team advisors for the support of young researchers in career planning	2016, December - 2018, October / Academic Career Center
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
The Copyright and Related Rights Act (Act of 4 February 1994 r. about copyright and neighboring rights (Journal of Laws of 1994 No. 24, item 83, Journal of Laws of 2006 No. 90, item 631, No. 94, item 658, No. 121, item 843, of 2007 No. 99, item 662, No. 181, item 1293, of 2009 No. 157, item 1241, of 2010); Law on Higher Education (2005 as amended) Art. 86f section 1	LUT respects the following regulations of Polish Law. The Statute of the Lublin University of Technology: § 21. The Senate shall adopt the regulations concerning the management of copyright and industrial property rights, the regulations concerning commercialisation of scientific research and development as well as the regulations of management of the research infrastructure which all determine: 1) the rights and duties of the University staff, the students and doctoral students, concerning the protection and use of copyright, related rights and industrial	None	None

<p>In the case of commercialisation a researcher shall be entitled to receive from a public university at least:</p> <p>1) 50% of the funds received by the university from direct commercialisation, reduced by no more than 25% of the costs directly related to commercialisation incurred by the university or a special purpose vehicle;</p> <p>2) 50% of the funds obtained by the special purpose vehicle from indirect commercialisation, reduced by no more than 25% of the costs directly related to this commercialisation incurred by the university or the special purpose vehicle.</p> <p>2. In the case of commercialisation made by an employee the university shall be entitled to 25% of the funds obtained by the employee, reduced by no more than 25% of the costs directly related to this commercialisation incurred by the employee.</p>	<p>property rights;</p> <p>2) the principles of remuneration of the authors;</p> <p>3) the rules and procedures of the commercialisation of research and development results;</p> <p>4) the rules of using the University property for commercialisation of the scientific research and development as well as for providing scientific research services, and § 114 1. An academic teacher is appraised on the basis of his/her achievements [whose scope is categorised into teaching, research (or artistic) and organisational activities], on the basis of proper performance of his/her duties as referred to in Art. 111 of the Act, on the basis of abiding the copyright law, related laws, and industrial property law.</p> <p>Resolution number 14/2015/IV of the Senate of LUT of 30 April 2015 about adoption of regulations of copyrights and related rights and industrial rights management at the Lublin University of Technology.</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 recognized and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc., or to publish their own research results independently from their supervisor (s).

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>The Copyright and Related Rights Act (Act of 4 February 1994 on copyright and related rights (Journal of Laws of 1994 No. 24 item 83, Journal of Laws of 2006 No. 90, item 631, No. 94, item 658, No. 121, item 843, of 2007 No. 99, item 662, No. 181, item 1293, of 2009 No. 157, item 1241, of 2010); REGULATION OF THE MINISTRY OF SCIENCE AND HIGHER EDUCATION of 1 September 2011 on appraisal criteria of a person applying for a degree of <i>doktor habilitowany</i> [a postdoctoral degree] (Journal of Laws No. 196, item 1165:</p>	<p>The Statute of the Lublin University of Technology: § 21. The Senate shall adopt the regulations concerning the management of copyright and industrial property rights, the regulations concerning commercialisation of scientific research and development as well as the regulations of management of the research infrastructure which all determine: 1) the rights and duties of the University staff, the students and doctoral students, concerning the protection and use of copyright, related rights and industrial property rights; § 114 1. An academic teacher is appraised on the basis of his/her achievements [whose scope is categorised into teaching, research (or artistic) and organisational</p>	<p>None</p>	<p>None</p>

<p>§ 2. Wherever a reference is made to co-authorship, it should be understood as clearly defined individual contribution of a postdoctoral candidate to the authorship in question; also expressed as a percentage.</p>	<p>activities], on the basis of proper performance of his/her duties as referred to in Art. 111 of the Act, on the basis of abiding the copyright law, related laws, and industrial property law.</p> <p>2. Appraisal criteria and sources of evidence to be met included in the specimen of the appraisal sheet (consisting of an introduction and a proper sheet for particular positions) are defined in Annex No 4 to the Statute.</p> <p>In the abovementioned criteria points for publications and patents are divided among the co-authors regardless of their scientific degree, period of employment or order of surnames.</p> <p>Resolution No. 14/2015/IV of the Senate of the Lublin University of Technology of 30 April 2015 about adoption of regulations of copyrights and related rights and industrial rights management at the Lublin University of Technology.</p>		
<p>33. Teaching</p> <p>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 researcher.</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>
<p>Law on Higher Education (2005 with amendments) Article 111: 1. Research-and-teaching staff shall be required to: 1) teach and mentor students, and provide academic and methodological supervision of student formative and summative assignments and the elaboration of degree theses; 2) undertake research and development work, and actively advance their scientific or artistic output; 3) participate in the discharge of organisational tasks within the higher education institution. Article 130</p>	<p>Teaching constitutes essential means for the structuring and dissemination of knowledge and is considered a valuable option within the researchers' career paths. The national law defines the number of compulsory teaching hours for early-stage researchers, doctors and professors (Senate Resolution No. 41/2014/VIII). Teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems (The Statute of LUT and Senate Resolution No. 41/2014/VIII). Doctoral studies include such subjects as teaching methodology and teaching techniques. Doctoral students are trained in teaching skills (Senate Resolution No. 8/2012/II and the programme of doctoral studies). The time dedicated by senior members of staff to the training of early-stage researchers is not taken into account as part of their teaching commitment in the Polish law but a doctoral seminar is included in the LUT programme of doctoral studies (15 hour per</p>	<p>None</p>	<p>None</p>

<p>1. The working hours of academic staff members shall be determined by the responsibilities and duties of their teaching, research and administrative tasks.</p> <p>2. The rules for determining the responsibilities and duties of academic staff, the particular types of courses to be taught within such duties, including the workload for each position, and the rules for calculating teaching hours, shall be laid down by the senate.</p> <p>3. The annual teaching load shall be:</p> <p>1) between 120 and 240 teaching hours for research-and-teaching staff,...</p> <p>Regulation of the Ministry of Science and Higher Education of 1 July 2013 (Journal of Laws of 23 July 2013, item 841):</p> <p>§4. 4. Electives developing teaching abilities, of a total duration corresponding to at least 5 ECTS credits, shall prepare doctoral students to carry out their responsibilities as university teachers;</p> <p>§5.2. Doctoral studies programme shall prepare doctoral students to carry out their professional duties and shall lead to achieving learning outcomes in the field of abilities connected with teaching methodology and techniques of teaching, including the application of the latest technologies to university education.;</p> <p>§ 6. 1. A doctoral student shall be obliged to take part in an internship (in the form of teaching assignments) of no fewer than 10 hours and no more 90 hours per year.</p>	<p>semester).</p>		
<p>34. Complaints/ appeals</p> <p>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.</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>

<p>Law on Higher Education and Labour Code contain the appropriate procedures of complaints and appeals.</p> <p>Law on Higher Education (2005 as amended)</p> <p>Article 139</p> <p>1. Academic staff shall be liable to disciplinary action if their work performance or their conduct is considered to breach accepted professional and ethical standards...</p> <p>4. Disciplinary action is a two-instance procedure performed by disciplinary committees for academic teachers.</p> <p>Article 142</p> <p>1. Judgements in disciplinary cases involving academic staff shall be given:</p> <p>1) in the first instance, by the institutional disciplinary committee for academic staff which shall be composed of:...</p> <p>a) three members, if the disciplinary spokesman demands the penalty referred to in Article 140, section 1, subsections 1 to 3;</p> <p>b) five members, if the disciplinary spokesman demands a penalty referred to in Article 140, section 1, subsection 4;</p> <p>2) in the second instance, by the disciplinary committee for academic staff at the Higher Education Council which shall be composed of:...</p> <p>3. The competent composition of the disciplinary committee referred to in section 1 shall include a minimum one student...</p> <p>Article 143</p> <p>1. The disciplinary committee referred to in Article 142, section 1, subsection 1, shall be an elected body. The procedure for elections shall be laid down in the statutes.</p> <p>Labour Code</p> <p>Art. 242.</p> <p>§ 1. An employee may pursue claims arising out of his/her employment relationship before a court.</p> <p>§ 2. Before submitting a case to court, an employee may demand initiation of conciliation proceedings before a conciliation commission.</p> <p>Art. 244.</p>	<p>In compliance with national rules and regulations, the disciplinary committee and the disciplinary spokesman are appointed for four-year terms in LUT. Moreover employees may ask the Dean to intervene, in the case of approaching employee-supervisor crises.</p> <p>Doctoral students have provided confidential and informal assistance in resolving work-related conflicts by head of doctoral studies.</p>	<p>None</p>	<p>None</p>
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<p>§ 1. Conciliation commissions shall be appointed in order to settle disputes concerning claims of employees connected with their employment relationships. Art. 262.</p> <p>§ 1. Claims arising out of employment relationships shall be considered by:</p> <p>1) labour courts - constituting separate organisational units of district courts; and</p> <p>2) labour and social insurance courts – constituting separate organisational units of voivodeship courts, referred to as labour courts.</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
<p>Law on Higher Education contains provisions on representation in collective bodies of scholars.</p> <p>Article 60</p> <p>1. Subject to section 2 below, the collective bodies of a public higher education institution shall be the senate as well as the councils of its academic units.</p> <p>8. The electoral bodies of a public higher education institution shall be electoral colleges.</p> <p>9. Academic staff, doctoral students, students and non-academic staff shall be represented in the collegial and electoral bodies of higher education institutions.</p> <p>Article 61</p> <p>1. The composition of the senate shall be defined in the statutes.</p> <p>2. The statutes of a public higher education institution shall lay down procedures for the election, and the percentile</p>	<p>LUT researchers and doctoral students are represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution. The LUT Statute and Rector’s Ordinances describe the procedure for the election of representatives and their number in the faculty councils, the Senate, and committees (the Statute Chapter III A and Chapter IV).</p>	<p>None</p>	<p>None</p>

share in the senate, of representatives of academic staff, doctoral students, students and non-academic staff, without prejudice to section 3.

3. Student and doctoral student representatives in the senate of a higher education institution shall account for a minimum 20% of its membership. In a given higher education institution the number of representatives of students and doctoral students shall be in proportion to their total number in both groups, with each of the two groups having a minimum one representative.

4. In a public university higher education institution, academic staff holding the academic title of *professor (professor)* or a degree of *doktor habilitowany* [a postdoctoral degree] shall comprise more than a half of the statutory membership of the senate, but not more than three fifths.

Article 67

1. The composition of the council of an academic unit shall be defined in the statutes.

2. The head of an academic unit shall be the chairperson of its council.

3. The statutes shall lay down procedures for the election, and the percentile share, of representatives of academic staff, doctoral students, students and non-academic staff in the council of an academic unit, without prejudice to sections 4 and 5.

4. Student and doctoral student representatives on the council of an academic unit of a higher education institution shall account for a minimum 20% of its membership. In a given academic unit the number of representatives of students and doctoral students shall be in proportion to their total number in both groups, with each of the two groups having a minimum one representative.

5. In a university higher education institution, academic staff holding the academic title of *professor (professor)* or a degree of *doktor habilitowany* [a postdoctoral degree] shall account for more than a half of the statutory membership of the council of an academic unit.

6. Meetings of the council of an academic unit shall be attended, in an advisory capacity, by one representative from each trade union operating in the institution.			
<p>36. Relation with supervisors</p> <p>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.</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>
<p>Ordinance of the Minister of Science and Higher Education of 24 October 2014 on doctoral studies and doctoral scholarships: §8. 1. The university organisational unit or the scientific unit shall provide a doctoral student with scientific care and support performed by a scientific supervisor in independent research or artistic work throughout the whole doctoral study period.</p>	<p>Researchers in their training stage shall have supervisors. In practice, they collaborate with supervisors and other researchers in the department, present their research findings at seminars, prepare publications as co-authors, etc. A good practice at LUT is Including young scientists in research teams. Doctoral students have a duty to submit annual reports on progress of their research (Senate Resolution No. 16/2015/IV – Doctoral Studies Regulation §7.2 and Rector’s Ordinance No. R-49/2015). The faculty head has a duty to provide scientific care according to par.71 p. 2.4 of the Statute.</p>	<p>None</p>	<p>None</p>
<p>37. Supervision and managerial duties</p> <p>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.</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>
<p>Law on Higher Education (2005 as amended) Article 111: 1. Research-and-teaching staff shall be required to: 1) teach and mentor students, and provide academic and</p>	<p>Senior researchers dedicate particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They perform these tasks to the highest professional standards. Senior researchers build up a constructive and positive relationship with</p>	<p>None</p>	<p>None</p>

<p>methodological supervision of student formative and summative assignments and the elaboration of degree theses.</p> <p>2) undertake research and development work, and actively advance their scientific or artistic output;</p> <p>3) participate in the discharge of organisational tasks within the higher education institution.</p> <p>Ordinance of the Minister of Science and Higher Education of 24 October 2014 on doctoral studies and doctoral scholarships:</p> <p>§8. 1. The university organisational unit or the scientific unit shall provide a doctoral student with scientific care and support performed by the scientific supervisor in independent research or artistic work throughout the whole doctoral study period.</p> <p>2. The scientific supervisor may be an academic teacher or an academic of the scientific unit holding at least a degree of <i>doktor habilitowany</i> [a postdoctoral degree] in a given or related scientific field or a degree of <i>doktor habilitowany</i> in arts in a given or related artistic field as well as have scientific output published during the last 5 years or artistic achievements from the last 5 years.</p>	<p>early-stage researchers as supervisors of doctoral dissertations and mentors of doctoral students as well as advisers in projects for young researchers. The best researchers and teams shall receive Rector's awards.</p> <p>Candidates for the senior researcher position should prove their skills in supervising and leadership in project coordination. They should present a plan of research.</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
<p>Law on Higher Education (2005 as amended) Article 132</p> <p>1. The performance of all academic staff shall be subject to periodical appraisal, in particular with regard to the proper discharge of their duties referred to in Article 111 and</p>	<p>Mandatory employee appraisals of professors shall be held every four years and of the other researchers every two years (the details in the relevant university regulations). Researchers take part in conferences and workshops financed by projects and funds for statutory activities of faculties. They all have access to free e-reading and virtual library collections. The library buys new publications in</p>	<p>None</p>	<p>None</p>

<p>respect for copyright and related rights and industrial property rights.</p> <p>2. Performance appraisal shall be conducted at least every two years by the entity indicated in the statutes or at the request of the head of the academic unit in which an academic staff member is employed. An academic staff member holding the academic title of <i>profesor (professor)</i> who has been appointed to their position, shall be appraised at least every four years. The criteria and procedures for the conduct of the performance appraisal shall be laid down in the statutes while allowing for the opinion of outside experts to be sought.</p> <p>3. When conducting the appraisal of an academic staff member with regard to the discharge of their teaching duties, the entity referred to in section 2 shall include in its consideration the assessment provided by students and doctoral students at the completion of a course of study. The rules for the conduct and use of such an assessment shall be laid down in the statutes of a higher education institution.</p>	<p>English and Polish. The library catalogue and books of orders are available online. The Office for Development and Cooperation organizes trainings and workshops on application procedures and EU project implementation, and offers the assistance in preparing applications and project management.</p>		
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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
<p>Labour Code: Art. 17. Employers are obliged to enable employees to improve their professional qualifications. There is a regulatory limit in the Law on Higher Education - the law does not provide job placement (professional technical experience) for researchers.</p>	<p>The rules on training are described in the Law on Higher Education, the Statute of LUT and the Rector's Ordinances. All researchers have access to research and teaching training offered by scientific, educational, business and other organisations and institutions in Poland and abroad. LUT collaborates with other universities and institutes (the list of International Research Programmes, agreements, and projects is on the LUT web pages). Postgraduate and specialist training courses are conducted at the faculties,</p>	<p>None</p>	<p>None</p>

	<p>according to the university regulations. The Careers Office organises an annual “Job Fair” not only for students. Participation in training shall be in consultation with superiors. Employees are required to submit a report after each training.</p> <p>The International Relations Office (IRO) of the Lublin University of Technology (LUT) is responsible for the strategy and planning in the field of international relations and coordinates the university international work. It provides expert guidance related to international affairs. In addition, the Office is responsible for organising and financing of foreign journeys of the university staff.</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>Law on Higher Education, Law on Academic Degrees and Title, and Degrees and Title in the Arts govern the selection of supervisors and tutors.</p> <p>Law on Higher Education (2005 as amended) Article 201 The minister responsible for higher education shall determine, by a regulation, the requirements and procedures for the organisation of doctoral programmes, the provision of and attendance at such programmes, as well as the awarding of an increased level of doctoral scholarship from the grant for the promotion of excellence and the level of the minimum increase to the value of the doctoral scholarship, including: 3) requirement to provide academic supervision and teaching by staff with original research published within the previous 5 years;</p> <p>Ordinance of the Minister of Science and Higher Education of 24 October 2014 on doctoral studies and doctoral scholarships:</p>	<p>LUT is aware of the importance of appropriate supervision for the development of early-stage researchers, especially doctoral Students and postdoctoral fellows. The university is included in the national law system for higher education. Internal legal acts – the LUT Statute, the Rector’s Ordinances and Doctoral Study Regulation contain detailed tutoring rules and supervisor duties.</p> <p>The Statute § 41. 1. The Dean shall manage the faculty and represent it before other governing bodies of the Lublin University of Technology and shall be the superior of employees of the faculty. 3. The powers of the Dean shall involve the tasks referred to in section 1 and section 2, and they shall involve in particular: 6) monitoring operations aiming at development of research staff at the faculty;</p> <p>§ 71. 2. The tasks of the head of the chair shall include in particular: 3) organising scientific and commercial research activity; 4) facilitating the development of research personnel.</p>	<p>None</p>	<p>None</p>

<p>§8. 1. The university organisational unit or the scientific unit shall provide a doctoral student with scientific care and support performed by the scientific supervisor in independent research or artistic work throughout the whole doctoral study period.</p> <p>2. The scientific supervisor may be an academic teacher or an academic of the scientific unit holding at least a degree of <i>doktor habilitowany</i> [a postdoctoral degree] in a given or related scientific field or a degree of <i>doktor habilitowany</i> in art in a given or related artistic field as well as have scientific output published during the last 5 years or artistic achievements from the last 5 years.</p> <p>§9. Classes within doctoral studies may be conducted by academic teachers and researchers of the scientific unit who have current scientific output published during the last 5 years or artistic achievements from the last 5 years.</p>			
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