



Medical University of Białystok

**Human Resources Strategy for Researchers
including provisions of the European Charter
for Researchers and the Code of Conduct
for the Recruitment of Researchers**

Internal Analysis



Internal 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 recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere.

The Senate of Medical University of Białystok (further MUB) issued Position no. I/2015 on adopting the MUB Code of Researcher Ethics which constitutes an enclosure to Resolution no. 10/2012 dated on 13th December 2012 passed by the General Assembly of the Polish Academy of Sciences.

The MUB Senate passed the Code of Ethics pursuant to Resolution no. 55/11 dated on 13th June 2011 in which freedom is considered to be one of the identified fundamental values acclaimed by the University (VALUES point 3). A special meaning in academic community was attached to freedom of speech, conscience and research. Freedom of study was recognized as a guarantee of their progress, vitality, creativeness and openness. The MUB workers should obey DUTIES included in the MUB Code of Ethics.

The MUB as a public university is obliged to follow provisions of the act Law on Higher Education with its implementing acts. According to article 4 of this act, "Higher education institutions shall be governed by the principles of academic freedom in teaching, scientific research (...)".

The MUB creates an atmosphere of openness, each researcher may have a bottom-up initiative, submit their project ideas for interior (statutory work) and exterior competitions, while students and postgraduate students may file a project motion funded by a specific grant for young researchers.

The MUB workers respect constraints of research freedom which is conditioned on the use of procedures of the Bioethics Committee and the Local Bioethics Committee for Research on Animals as to gaining their approval.

Freedom of research is guaranteed by supervisory actions taken by the Vice-Rector for Scientific Affairs who reviews filed project proposals, approves projects to be implemented and routinely monitors the process of their implementation.

The University provides formal structures which guarantee that scientific research will be inviolate: Vice-Rector for Scientific Affairs, Rector, the University Teacher Disciplinary Board, the Doctoral Student Disciplinary Board and the Student Disciplinary Board.

Relevant legislation, existing institutional rules and/or practices:

Position no. I/2015 of the MUB Senate on adopting the MUB Code of Researcher Ethics which constitutes an enclosure to Resolution no. 10/2012 dated on 13 December 2012 passed by the General Assembly of the Polish Academy of Sciences

Resolution no. 55/11 of the MUB Senate dated on 13 June 2011 on adopting the MUB Code of Ethics

Act of 27 July 2005 Law on Higher Education (Official Journal of Laws of 2012, No.572, as amended) with implementing acts

Actions required:

Ongoing monitoring

2. Ethical principles

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

Under position no. I/2015 dated on 25 February 2015, the MUB Senate adopted the MUB Code of Researcher Ethics which constitutes an enclosure to resolution no. 10/2012 dated on 13 December 2012 passed by the General Assembly of the Polish Academy of Sciences.

The Code of Ethics deems that adhering to recognized research principles and virtues is the main obligation of the whole academic community. "The Code defines criteria of an appropriate practice in conducting research and sets procedures for proceedings which should be used in case of a threat to research reliability." The Code rests on basic and general ethical principles recognized in "our cultural circle as natural and universally applicable." The Code obliges an employer to take care that their employees adhere to basic norms regulated in it. The employer is obliged to adopt and apply

transparent principles of good research practice. The code defines lack of reliability in research, general principles of conduct in case of detecting unreliability, and gives tips as to the methods of conduct in cases dealing with unreliability in research. Employees, students, PhD students bear disciplinary liability.

The MUB Senate adopted the MUB Code of Ethics on the basis of Resolution no. 55/2011 dated on 13 June 2011 which also defines ethical values and obligations recognized by the University. According to the Code, “supervisors and employees should be aware of ethical values adopted by the university and adhere to them while conducting delegated tasks. Supervisors should support and promote the idea of adhering to ethical values, set a good example in their daily conduct and decisions made.” Moreover, “each member of the community of Medical University of Białystok is obliged in their conscience to reliable adherence to this MUB Code of Ethics, and in case of the breach of the Code, they honourably agree to be assessed by the Rector, or people appointed by him.” It is an obligation to act in accordance with “principles of general ethics, good morals, strive for justice and impartiality, oppose all forms of discrimination on the basis of race, religion, or ideology, strictly adhere to applicable laws, or norms specified by relevant codes of work ethics, and actively react to manifestations of severe infringements of ethical principles in the place of work and in social life.”

Relevant legislation, existing institutional rules and/or practices:

Position no. I/2015 dated on 25 February 2015 of the MUB Senate on adopting the Code of Researcher Ethics which constitutes an enclosure to Resolution no. 10/2012 dated on 13 December 2012 passed by the General Assembly of the Polish Academy of Sciences

Resolution no. 55/2011 dated on 13 June 2011 of the MUB Senate on adopting the MUB Code of Ethics

Actions required:

Ongoing monitoring

3. Professional responsibility

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

According to the MUB Code of Ethics, one of MUB obligations is to „Boost social level of understanding towards science achievements and medical techniques." Employees should also "Obey principles of just division of intellectual property to their employees and other co-authors."

The Code of Researcher Ethics adopted by the MUB Senate identifies reliability of research achievements: "providing appropriate sources and honest acknowledgment of other researchers' share" (point 9 – reliability) is one of the universal principles and ethical values in research work. Point "GOOD PRACTICE IN RESEARCH" defines good authorial and publishing practices (point 3.3.). These practices include: reliability, transparency and accuracy in publishing, proper citation. The Code condemns the exaggeration of the significance of research results and their practical use while contacting the society and the media. Inappropriate practices in the form of appropriation of the authorship of another person is condemned in the Code. The Code specifies also general rules of conduct in case of detecting dishonesty: charges should be properly explained, while facts and circumstances examined in detail. The failure to disclose dishonesty, or attempts to cover it up "may also be classified as a blatant infringement of basic ethical principles in research." "Guidelines in case of infringement of honesty principles in research," which constitute an enclosure to the Code, clearly specify the way of conduct that should be followed when dishonesty is detected.

In 2015 the MUB Senate passed a resolution on adopting Regulation which deals with managing copyright, related rights and industrial property rights as well as with rules of commercialization of research results and research and development at MUB. Provisions of the Regulation also relate to co-authors of intellectual works results (§ 3 point 3). According to § 6 point 1 c) of the Regulation, integrity of the content and the form of the work as well as its honest use is guaranteed to the author by moral rights.

Provisions of the Regulation relating to authors of intellectual works results are also used in relation to co-authors. Co-authors of the results of intellectual works are obliged to appoint a representative to represent their interests before the University (§ 3 point 3).

If an invention, a utility model, or an industrial design are results of author's cooperation, to whom provisions of the Regulation are applicable, with a person who is not subjected to the provisions of the Regulation, rights to the project will be owned by the University in proportion to the intellectual share of the University's employee (§ 10 point 4). The document specifies also the way of conduct with other parties: "when results are achieved during realization of the project worked on by the team consisting of people who are not the University's employees, the manager of the team is responsible for concluding agreements dealing with property rights." (§ 19 point 2).

The issue of plagiarism is mentioned in „Antiplagiarism Bylaw” of MUB which was adopted on the basis of the MUB Rector’s Regulation dated on 1 January 2014. The document specifies the mode and the rules of antiplagiarism procedure in relation to all bachelor thesis, master’s and doctoral thesis written at the university as well as the use of antiplagiarism system – plagiat.pl.

Relevant legislation, existing institutional rules and/or practices:

Resolution no. 55/2011 dated on 13 June 2011 of the MUB Senate on adopting the MUB Code of Ethics

Position no. I/2015 dated on 25 February 2015 of the MUB Senate on adopting the Code of Researcher Ethics which constitutes an enclosure to Resolution no. 10/2012 dated on 13 December 2012 passed by the General Assembly of the Polish Academy of Sciences

Resolution no. 80/2015 dated on 29 June 2015 on adopting Regulation which deals with managing copyright, related rights and industrial property rights as well as with rules of commercialization of research results and development works at MUB

Regulation no. 81/13 dated on 12 December 2013 of MUB Rector on adopting “Antiplagiarism Bylaw” at MUB

Actions required:

Ongoing monitoring

4. Professional attitude

Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.

Main aims of research environment, main directions in the development, and goals governing the University management as well as teaching, research, clinical, professional and promotional activities are specified in MUB Development Strategy for years 2013-2020 adopted by the MUB Senate in the Resolution dated on 28 June 2012. The document is publicly available on the website of the MUB Public Information Bulletin: <http://bip.umb.edu.pl/arttykul/65/58/misja-i-strategia-uczelnia>

Regulation no. 54/13 of the MUB Rector dated on 14 August 2013 regulates MUB principles which deal with conducting research, developmental works and tasks connected with them by young researchers and members of postgraduate studies. The document specifies rules concerning filing an application, realization, settlement of projects carried out by young researchers and members of postgraduate studies (e.g. according to § 3 point 4 of the

Regulation, “in justified cases, realization of a research project may be prolonged after getting an approval of the Vice-Rector for Scientific Affairs”).

Information about open competitions and available funding sources are present on the University’s website, section Science: Announcements and Science: Horizon 2020. Moreover, researchers are informed by email about important competitions by the Office for Science and International Cooperation. Emails and information on the website include contact data (name and surname, email address and telephone) to a person from the Office for Science and International Cooperation who will provide information about a given competition and offer assistance for researchers in filing applications for a given competition.

Disbursement in the frame of projects financed by interior funds occurs according to an agreement concluded with a funder.

Interior provisions, such as Regulation no. 18/13 of the MUB Rector dated on 26 February 2013, regulate principles governing establishment of an indirect costs index connected with conducting research.

Researchers carrying out grants are in a close contact with the Vice-Rector for Scientific Affairs and the Office for Science and International Cooperation which deals with administrative management of grants. Employees of the Office for Science and International Cooperation are responsible for ongoing monitoring of the research conduct, while principal investigators of the projects are obliged to inform the Vice Rector of any delay, redefinition, or early termination of the project. The Office for Science and International Cooperation takes care that all formal requirements are met in such situations.

Existing principles and institutional practices make it easier for young researchers to develop. Thanks to the adherence to principles included in bylaws and applicable internal regulations, researchers consciously and actively participate in scientific life of the University and gain professional attitude towards their profession.

Relevant legislation, existing institutional rules and/or practices:

Resolution no. 54/2012 of the MUB Senate dated on 28 June 2012 on adopting the MUB Development Strategy

Regulation no. 54/13 of the MUB Rector dated on 14 August 2013 on principles dealing with conducting research, development works and tasks connected with them by young researchers and members of PhD studies

Regulation No. 18/13 of the MUB Rector dated on 26 February 2013 on establishment of an indirect costs index, as amended

Actions required:

Ongoing monitoring

5. Contractual and legal obligations

Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions. This includes Intellectual Property Rights regulations, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis, publications, patents, reports, new products development, etc.) as set out in the terms and conditions of the contract or equivalent document.

In the moment of employment, all didactic and scientific employees of the University are being acquainted with rules of work concerning employer's and employees' obligations connected with work routine at the University in accordance with the MUB Labour Bylaw, with amendments, adopted by the MUB Rector in Regulation no. 70/10 dated on 29 December 2010. Each conduct of a University's researcher should be based on respect towards these rules.

University's employees have access to all legal documents regulating terms and conditions of work as well as trainings at the university through the MUB Public Information Bulletin.

A researcher, who joins a competition for funding research project from exterior sources (also from sponsors), each time should gain prior approval of a relevant Vice Rector to join a competition, and thereby to carry out the project in the future. An application for a research project is signed by a researcher and a principal investigator of the project as the University's representative. The signatures guarantee that the parties are familiar with terms and conditions of a competition, requirements concerning contracts which will be conducted in the future, and they accept them.

While achieving their scientific goals, researchers are obliged to obey the Bylaw on managing copyright, related rights and industrial property rights as well as with rules of commercialization of research results and research and development at MUB, and rules stemming from the Bylaw on using the MUB research infrastructure adopted by the Senate in Resolution no. 81/15 dated on 29 June 2015.

Ongoing monitoring of the adherence to rules and procedures included in bylaws, realization of contracts for research funding, and disbursement of funds for statutory activities falls within the competence of the Vice-Rector for Scientific Affairs and heads of research units. The University provides its researchers with institutional help in adhering to the law through support offered by the Office for Science and International Cooperation, the Bureau for Protection of Intellectual Property and Technology Transfer, and the Legal Office.

Relevant legislation, existing institutional rules and/or practices:

Resolution no. 80/2015 dated on 29 June 2015 on adopting the Bylaw on managing copyright, related rights and industrial property rights as well as with rules of commercialization of research results and development works at MUB

Regulation no. 70/10 of the MUB Rector dated on 29 December 2010 on adopting the MUB Labour Bylaw, as amended

Act of 26 June 1974 the Labour Code (Official Journal of Laws of 2014, No.1502, as amended)

Actions required:

Ongoing monitoring

Organization of trainings

6. Accountability

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

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

MUB is a unit subjected to the Public Finance Act, thus spending all funds should happen in accordance with the rules of the Act, such as publicity, transparency, efficiency, legality.

The adherence to these rules is guaranteed by the revision of the realization process and orders made by principal investigators of projects. Revision is conducted by the administration of the University.

Simultaneously, researchers and the University are subjected to different audits organized by Funders, or public institutions (Internal Revenue Service, The Supreme Chamber of Control, relevant ministries, etc.); therefore, principal investigators of projects closely cooperate with administrative units so as to prepare documentation properly. Formal-legal documentation as

well as substantive one, closely connected with the conducted research, is stored in right folders and copied to an external drive.

Researchers conducting research on humans or animals are required to gain a proper approval from bioethics or ethics committee. An approval from a proper ethical committee is gained prior to the beginning of a research task and is a prerequisite of project financing.

Research and organizational activities are carried out in concord with an annual plan approved by the Senate.

Research, including collecting data, are conducted according to the best standards. Publishing project results in the best, highly punctuated international journals is a proof of this fact.

Relevant legislation, existing institutional rules and/or practices:

Regulation no. 11/11 of the MUB Rector dated on 7 March 2011 on establishment of internal control rules at MUB.

Regulation no. 56/2003 of the MUB Rector dated on 9 December 2013 on adopting the Internal Control Bylaw.

Actions required:

Ongoing monitoring as to the adherence to binding standards

Improvement of existing procedures of data collection and storage supervised by the Vice-Rector for Scientific Affairs and the Bursar.

7. Good practice in research

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

According to binding laws, each employee of the University is obliged to, prior to starting work and cyclically during work duration, attend a health and safety at work training and a fire fighting training. Regular safety checks in the areas required by the law are held by Occupational Health and Safety Inspectorate and State Sanitary Inspectorate.

All employees of the University are obliged to protect personal data and all sensitive data which deal with projects carried out at the University as well as all confidential information concerning projects.

The Centre for Experimental Medicine functions at the University, it has GLP certificate acknowledging a good laboratory practice, which gives evidence of the highest quality of offered services and guarantees that the highest standards in research are met.

These standards concern for example: the quality of used materials, providing appropriate research facilities, possessing equipment of the highest quality used for research.

Relevant legislation, existing institutional rules and/or practices:

Regulation no. 52/13 of the MUB Rector dated on 18 July 2013 on adopting the instruction for managing the IT system dealing with processing personal data at MUB

Certificate of good laboratory practice – the Centre for Experimental Medicine

Regulation no. 7/07 of the MUB Rector dated on 28 February 2007 on organization of fire protection at MUB organization units

Actions required:

Ongoing monitoring

8. Dissemination, exploitation of results

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

MUB respects terms and conditions of contracts concluded with funders dealing with publications or commercialization of research financed thanks to them.

As units of the University are assessed parametrically, an emphasis is put on research publications in the best scientific journals in the world with the highest indexes of impact and citation.

A wide policy of intellectual protection of gained goods is led, while leading also a wide policy of commercialization.

In order to optimally use and disseminate goods gained in research, contracts for scientific and commercial cooperation are concluded with proper scientific and economic parties.

The University promotes research with innovative character since their results are more adequate to the needs of market, economy and human development.

Relevant legislation, existing institutional rules and/or practices:

The MUB Charter – adopted by the MUB Senate in Resolution no. 70/2015 dated on 29 June 2015

Resolution no. 80/2015 dated on 29 June 2015 on adopting the Bylaw on managing copyright, related rights and industrial property rights as well as with rules of commercialization of research results and development works at MUB

Resolution no. 55/2011 of the MUB Senate dated on 13 June 2011 on adopting the MUB Code of Ethics

Resolution no. 66/2014 of the MUB Senate dated on 25 June 2014 on agreeing to join Polish Innovative Medical Cluster PIKMED

The Metalworking Cluster – Declaration of strategic partners concluded on 7 November 2014

Cooperation agreement in the framework of National Center for Research, Education and Monitoring of Fertility Problems – declaration to start cooperation dated on 12 March 2013

Actions required:

Ongoing monitoring

Initiating cooperation with business partners and its intensification

9. Public engagement

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

MUB initiates a lot of popular science and promotional activities directed to local society and young researchers starting their scientific careers.

In the framework of these actions, researchers may be proud of such activities:

1. Presentation of the University during the MUB Open Days where the University promotes open directions and the possibility of professional and scientific development;
2. Active popularization of actions undertaken during annual Science Festivals open to all people interested;
3. Organization of open events, such as: Night of Museums during which people may visit an old building of the University – Branicki Palace, but there are also organized such attractions as chemical experiments, exhibitions showing the history of surgery, dentistry, ophthalmology, radiology, gynaecology, anatomy and pharmacy, demonstrations of creating prescription drugs conducted by students of Young Pharmacy;

4. Periodical organization of the University of a Healthy Preschooler at the Faculty of Health Sciences which provides preschoolers lots of attractions connected with a potential profession of an electroradiologist. The teaching methods include: an introductory chat, a multimedia presentation, integrative games - drawing, putting together puzzles, quizzes, stage productions;
5. Periodical organization of the University of a Healthy Senior at the Faculty of Health Sciences which main aim is to broaden the knowledge about health among people aged 60 and more;
6. Faculty of Pharmacy regularly collaborates with high schools; lectures in schools are conducted by MUB employees and special classes for high school students are organized at the University.
7. Interviews with the media, newspapers as well as local and national televisions, connected with the work of the University, the latest discoveries in medicine and pharmacy.

The MUB researchers conduct a number of research projects funded from national and foreign sources which result in numerous publications available in highly punctuated journals, open access type, both national and foreign. Publications of MUB researchers are available in the library at the University as well as in journals published by the University, e.g. *Advances in Medical Sciences*. The articles from this journal are available online and in a printed version.

The University organizes numerous trainings and open lectures in the framework of different projects for people who are interested in science. Lectures are conducted by prominent researchers coming from Poland and abroad.

All the information about current events at the University are available in a periodical titled *Physician of Białystok (Medyk Białostocki)*. The articles are available online on MUB website and in a printed version at the University.

MUB may be proud of its headquarters which is a Branicki Palace, a monument, at the same time, a symbol of the region. MUB headquarters is visited by numerous tourists during the year. Constantly enriched Museum of the History of Medicine and Pharmacy is located in the University's building – Branicki Palace. For individual tourists, who would like to visit Branicki Palace and the Museum, the University provides an opportunity to sightsee with a guide.

As a research unit, MUB supports PhD students, young and experienced researchers in gaining funding for their research from national and international external units. Gained grants are often realized in cooperation with other scientific units, but also with nongovernmental organizations, foundations and business partners.

MUB offers a wide range of research services to society which stem from their research activity. So as to set an example, units functioning at the University and offering such services are: the Centre for Experimental Medicine and the Clinical Research Centre. The University prepares specialized opinions and expertise for external parties.

Research results are presented by researchers during numerous conferences and scientific conventions organized in the country and abroad.

Each faculty of the University organizes postgraduate education with an offer for participants outside the University, which addresses the needs of the market.

Relevant legislation, existing institutional rules and/or practices:

The MUB Charter – adopted by the MUB Senate in Resolution no. 70/2015 dated on 29 June 2015

Bylaw for first- and second- cycle studies and uniform MA studies at MUB – Resolution no. 40/2015 of the MUB Senate dated on 23 April 2015

Resolution no. 38/2016 of the MUB Senate dated on 29 April 2016 on adopting changes in the Bylaw for first- and second- cycle studies and uniform MA studies at MUB

Bylaw for Doctoral Studies at MUB adopted by The MUB Senate in Resolution no. 41/2015 dated on 23 April 2015 – binding force since the beginning of the academic year 2015/2016

Bylaw for Environmental Doctoral Studies in English at MUB adopted by the MUB Senate in Resolution no. 42/15 dated on 23 April 2015 (binding force since the beginning of the academic year 2015/2016)

Bylaw for Student Self-Government adopted by The MUB Senate in Resolution no. 3/2008 dated on 31 January 2008

Resolution no. 2/2016 of the MUB Senate dated on 21 January 2016 on stating by the Senate compliance of the changes made in the Bylaw for Student Self-Government at MUB with the University's Charter and the Act on Higher Education

Regulation no. 22/2011 of the MUB Rector dated on 31 May 2011 on creating the Museum of the History of Medicine and Pharmacy in the structure of the Independent Studio of the History of Medicine and Pharmacy at the Faculty of Medicine with the Division of Dentistry and Division of Medical Education in English

Actions required:

Ongoing monitoring of social needs and expectations by Deans, Vice Rectors, academic teachers

Active promotion and support of academic employees' social engagement

Simulation of researchers' activity so that they are more effective in promotion of their research results in mass media

10. Non discrimination

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

MUB introduced procedures against discrimination, mobbing and sexual harassment. The procedure was adopted by the Rector in the Regulation as the Bylaw Against Mobbing, Discrimination and Sexual Harassment. These regulations are applicable to employees, students and PhD students. All the provisions included specify University's obligations as the Employer so as to build positive relations between MUB employees. The Rector appointed a Commission which duties are indicated in the Bylaw.

Introducing an interior procedure does not exclude the ability to seek judicial redress by students, or PhD students.

Additionally, Labour Regulation, in section Employer's Duties, says that the Employer is obliged to oppose discrimination in employment, especially on the basis of gender, age, disability, race, religion, nationality, political ideas, trade union membership, ethnic origin, religious convictions, sexual orientation, or employment for a definite or an indefinite period, or on full-time or part-time basis.

Relevant legislation, existing institutional rules and/or practices:

Regulation no. 2/15 of the MUB Rector dated on 20 January 2015 on adopting the Bylaw Against Mobbing, Discrimination and Sexual Harassment at MUB

Labour Regulation introduced in Regulation no. 70/10 of the MUB Rector dated on 29 December 2010, as amended

Actions required:

Ongoing monitoring

Employment and special support in looking for external grants for women – researchers after giving birth/ raising children.

Ongoing monitoring of signals suggesting that there is possibility of mobbing

11. Evaluation/ appraisal systems

Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee.

All academic teachers are assessed, in particular, in respect of the performance of duties and adhering to copyright and related rights as well as industrial property rights. Assessment is done at least once in two years, or on a request of an organization unit's head in which an academic

teacher is employed. In case of an academic teacher with the academic title of professor, employed on the basis of appointment, the assessment is done at least once in four years.

Periodical assessment of academic teachers is done by: the Faculty Commission for the Evaluation of the Teaching Staff, the University Commission for the Evaluation of the Teaching Staff (assessing academic teachers with the academic title of professor, visiting scholars, associate professors and members of Faculty Commissions and the Senate (assessing members of the University Board)).

The Senate and Commissions for the Evaluation of the Teaching Staff conduct assessment of academic teachers based on opinions prepared by direct supervisors, opinions of scientific supervisors in case of a person preparing their doctoral thesis, and surveys filled in by academic teachers, including four areas:

I Research Activity,

II Didactic Work,

III Organizational Work for the University,

IV Improvement and professional achievements.

While assessing fulfilment of academic teachers' didactic duties, surveys filled by students and PhD students after each cycle of classes are also taken into account.

In the event of gaining two negative assessments by an academic teacher, the Rector may terminate the employment by notice, whereas in case of two further negative assessments, the Rector terminates the employment by notice.

The assessment of an academic teacher is public to them, the Dean and a direct supervisor.

The head of the organization unit is additionally assessed by the University Teacher Disciplinary Board on the basis of a Survey – assessment of organizational units' directors.

Relevant legislation, existing institutional rules and/or practices:

The MUB Charter – adopted by the MUB Senate in Resolution no. 70/2015 dated on 29 June 2015

Regulation no. 33/15 of the MUB Rector dated on 6 July 2015 on conducting (...) periodical evaluation of academic teachers employed at MUB

Actions required:

Ongoing monitoring of research progress

Ongoing monitoring of organizational and personal constraints obstructing researchers' promotion

II Recruitment

12. Recruitment

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

In the process of recruiting scientific and didactic employees, an open competition procedure is used. In cases mentioned in the act Law on Higher Education, competition procedure is not used. Advertisements for competitions include requirements concerning knowledge and qualifications of a candidate. It makes it possible to choose a right researcher for a position on the basis of their scientific achievements, experience, and possible didactic practice. Part-time employment does not require a competition procedure, however, a given Faculty Council has to issue an opinion.

Researchers whose research careers has been discontinued, mostly for parenthood reasons, return to their work at the University.

Relevant legislation, existing institutional rules and/or practices:

Act – the Law on Higher Education of 267 July 2005

The MUB Charter – adopted by MUB Senate in Resolution no. 70/2015 dated on 29 June 2015

Actions required:

Ongoing monitoring of young researchers' careers

13. Recruitment (Code)

Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development

prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

Recruitment for the position of an academic teacher is made on the basis of the Act – Law on Higher Education as well as regulations included in the Statute and its enclosures. The Charter specifies rules and the mode of employing and recruiting academic teachers. Enclosure no. 11 to the Charter also includes rules and the mode of the competition procedure that is done before delegating a function of a head of a faculty, clinic, unit, centre, independent laboratory, studio. Advertisements are prepared in particular departments in conformity with a universally accepted pattern approved by the Rector's Regulation.

Qualification requirements necessary for a given position are set by a head of a unit. Four-week time limit for submission of applications is usually used, starting from the date of the advertisement's publication, however, the time limit is not specified in interior regulations. The form of submitting applications is strictly determined by the Rector's Regulation. The University uses "Procedure governing rules of delegating MUB employees or employing people to deal with tasks connected with realization of research projects funded or co-funded from other sources than defined in par. 94 section 1 of the act Law on Higher Education, or increasing their remunerations from these sources" which was adopted by the Rector in Regulation no. 14/14 dated on 19 February 2012. The form of employment of a person qualified to take part in a project and their remunerations are based on this regulation and funder's requirements.

There are no interior regulations governing rules of recruiting grant holders or employees for realization of research projects.

Relevant legislation, existing institutional rules and/or practices:

Act of 26 June 1974 The Labour Code (Official Journal of Laws of 2014, No.1502, as amended)

Act of 27 July 2005 Law on Higher Education (Official Journal of Laws of 2012, No. 572), as amended)

The MUB Charter – adopted by the MUB Senate in Resolution no. 70/2015 dated on 29 June 2015

Regulation no. 40/12 of the Rector dated on 4 September 2012 (as amended) on specifying documents' and statements' patterns in competition procedures for a position of academic teachers and a director of a scientific-didactic unit and a scientific unit at MUB.

Information system on higher education POLON

The MUB Code of Ethics adopted by the Senate in Resolution no. 55/2011 dated on 13 June 2011

The MUB Development Strategy adopted by the Senate in Resolution no. 54/2012 dated on 29 June 2012

Regulation no. 14/14 of the MUB Rector dated on 19 February 2014 on Procedures governing rules of delegating MUB employees or employing people to deal with tasks connected with realization of research projects funded or co-funded from other sources than defined in par. 94 section 1 of the act Law on Higher Education, or increasing their remunerations from these sources

Actions required:

Ongoing monitoring of internal regulations concerning recruitment

Preparation of internal legal acts regulating rules of recruiting employees and grant holders for realization of research projects

Creating more conducive and encouraging conditions which may attract employees from outside the University, from the country and abroad

14. Selection (Code)

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

Selection of candidates for the positions of academic teachers is done by regular selection committees present at each faculty. Committees are appointed for the entire term of office of the Faculty's authorities. Committees consist of the Dean of a given Faculty (or a delegated Vice-Rector) as a chairman, a head of a given unit and three members chosen among professors and assistant professors. In special cases, committees conduct face-to-face interviews with candidates.

Rules and the mode of the competition procedure conducted before delegating a function of a head of a faculty, clinic, unit, center, independent laboratory, and studio are defined in enclosure no. 11 to the Charter.

Relevant legislation, existing institutional rules and/or practices:

The MUB Charter – adopted by the MUB Senate in Resolution no. 70/2015 dated on 29 June 2015

Regulation no. 40/12 of the Rector dated on 4 September 2012 (as amended) on specifying documents' and statements' patterns in competition procedures for a position of academic teachers and a head of a scientific-didactic unit and a scientific unit at MUB

Resolution no. 20/2015 of the MUB Senate dated on 25 February 2015 on terms and conditions of recruitment for full-time doctoral studies at the Faculty of Medicine with the Division of Dentistry

and Division of Medical Education in English, at the Faculty of Pharmacy with the Division of Laboratory Medicine and at the Faculty of Health Sciences for the academic year 2015/2016

Actions required:

Ongoing monitoring and update of internal regulations concerning recruitment

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.

Information about the rules of recruitment at MUB and applications' patterns are available on the University's website. Advertisements are located in different places: University's website, website of the Ministry of Science and Higher Education, website of the European Commission on a European portal for mobile researchers Euraxess. Advertisements are also present on information boards at the University. Each advertisement consists of the description of minimal requirements, the number of vacancies is also given (or stems from its content). The pattern of the advertisement is strictly specified by the Rector's Regulation. After the recruitment, information about the results is sent to all candidates.

Relevant legislation, existing institutional rules and/or practices:

Act of 26 June 1974 The Labour Code (Official Journal of Laws of 2014, No.1502, as amended)

Act of 27 July 2005 Law on Higher Education (Official Journal of Laws of 2012, No. 572), as amended)

The MUB Charter – adopted by the MUB Senate in Resolution no. 70/2015 dated on 29 June 2015

Regulation no. 40/12 of the Rector dated on 4 September 2012 (as amended) on specifying documents' and statements' patterns in competition procedures for a position of academic teachers and a director of a scientific-didactic unit and a scientific unit at MUB

The MUB Code of Ethics adopted by the Senate in Resolution no. 55/2011 dated on 13 June 2011

The Code of Students' and PhD Students' Ethics adopted by the MUB Senate in Resolution no. 5/2012 dated on 27 February 2012

Actions required:

Ongoing monitoring

Defining clear criteria for people join the competition

16. Judging merit (Code)

The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, and knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

MUB complies with the principles of multidimensional assessment of scientific experience of researchers with whom MUB cooperates or starts scientific cooperation.

The outline of the assessment forms was presented in point 11 Evaluation/ appraisal systems of this survey.

Each assessment includes such areas as: scientific activity, teaching, organizational work for the University, development and professional achievements.

Substantive assessment of employees' work is done also during:

- assessment of their scientific careers' development – obtaining academic degrees and titles is determined by qualitative and quantitative achievements (e.g. one of the criterion is having a given number of publications written by the candidate as a first or second author in journals included in ICR list.).
- granting funds for research projects conducted in the framework of statutory activities – assessment of employee's achievements has an impact on the amount of funds granted for a project.
- assigning functions, special tasks and awards at the University, etc.
- the criteria of employment of new employees at the University always include a quantitative dimension in the context of qualitative parameters. In case of any doubts, quality has a higher value than quantity.

Relevant legislation, existing institutional rules and/or practices:

The MUB Charter – adopted by the MUB Senate in Resolution no. 70/2015 dated on 29 June 2015

Enclosure no. 13 to the MUB Charter – Rules and criteria of periodical evaluation of academic teachers

Resolution no. 297/12 dated on 12 September 2012 of the Medical Faculty Council with the Division of Dentistry and Division of Medical Education in English on appointing the Faculty Commission for the Evaluation of the Teaching Staff

Resolution no. 120/12 dated on 3 September 2012 of the Pharmacy Faculty Council with the Division of Laboratory Medicine on appointing the Faculty Commission for the Evaluation of the Teaching Staff

Resolution no. 138/12 dated on 24 September 2012 of the Board of the Faculty of Health Sciences on appointing the Faculty Commission for the Evaluation of the Teaching Staff

Actions required:

Ongoing monitoring

Monitoring of defining clear criteria for academic teachers' evaluation

Allowing technical employees who are active in the field of science to change their form of employment and/or be promoted/ have an access to funds for research

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

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

According to the Act – Law on Higher Education, the MUB Charter and the practice existing at the University that concerns all the employees, the University does not discourage the use of maternity leaves, paternity leaves, parental leaves, or childcare leaves and breaks from work stemming from obtaining sickness benefits, or rehabilitation benefits because of inability to work. When it comes to academic teachers employed on the position of assistants without a PhD degree and adjuncts without a post-doctoral degree, it means that their term of employment is prolonged on the position of an assistant or an adjunct, proportionally to the time of their excusable absence at work mentioned above. The University makes it also possible for people who have not gained PhD or post-doctoral degrees to join a competition for a didactic position (an instructor, a lecturer, a senior lecturer) and continue their employment in case of winning the competition. An academic teacher may also use their paid health leave if their health status requires that they should abstain from work, but it may improve.

University's employees obtain an approval for additional employment and lots of them have their own businesses.

Relevant legislation, existing institutional rules and/or practices:

Act of 26 June 1974 The Labour Code (Official Journal of Laws of 2014, No.1502, as amended)

Act of 27 July 2005 Law on Higher Education (Official Journal of Laws of 2012, No. 572), as amended)

The MUB Charter – adopted by the MUB Senate in Resolution no. 70/2015 dated on 29 June 2015

Actions required:

Ongoing monitoring

18. Recognition of mobility experience (Code)

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

MUB encourages its employees' mobility as an important tool in their professional development and broadening scientific knowledge.

Experience gained during foreign journeys is recognized in assessment of scientific achievements while conducting a procedure for academic titles and degrees and periodical evaluation of employees. It has also impact on assessment of researcher's scientific potential while awarding internal research grants.

MUB employees do on average 500 foreign journeys for short and long terms and 2000 national journeys connected with their sector and the development of their research careers. Usefulness, characteristic and correctness of each journey is each time verified and approved by right University's authorities.

Since 2004 MUB has an ERASMUS Charter. In 2007 the University gained so called Extended ERASMUS Charter. The University has contained its mobility policy in ERASMUS POLICY STATEMENT FOR 2014-2020 which states that:

„Medical University of Białystok, as one of the main assumptions of the development strategy, aims at leading an active cooperation with numerous research facilities, universities and clinical hospitals in the world (...) Specific objectives of the University's strategy include successive

expansion of mobility of students, academic teachers and other employees. (...) The main strategic aim in respect of employees' journeys will be planned recruitment of beneficiaries which will take into account the university's needs, planned trainings, and systematic exchange of scientific and professional experience between employees from different units. The choice of partnership which will lead to improvement of education's quality is an essential element. (...)"

Thanks to the above, the University implements four categories of mobility: study visits, students' internships, visits of academic teachers in order to conduct classes, and training visits of the University's employees. Employees of the University actively participate in visits in the framework of this Programme:

In the academic year 2014/2015, the University gained a subsidy for the implementation of the above actions in the total amount of 59 364 euro, including 47 459 euro for students' visits, 6320 for employees' visits and 5585 euro for exchange organization.

In the academic year 2015/2016, the University gained 54 450 euro, including 34 800 euro for students' visits, 8800 for employees' visits and 10 850 euro for exchange organization.

6 employees of the University took part in training visits in 2015. The trainings lasted a couple of weeks in institutions dealing with health protection in Belgium, Great Britain, Italy and the Netherlands.

Relevant legislation, existing institutional rules and/or practices:

The MUB Charter – adopted by the MUB Senate in Resolution no. 70/2015 dated on 29 June 2015

Regulation no. 54/13 of the MUB Rector dated on 14 August 2013 on rules existing at MUB governing conduct of research and development as well as tasks connected with them by young researchers and members of doctoral studies

Resolution no. 14/14 of the MUB Senate dated on 4 March 2014 on the change of Resolution no. 32/2013 of the MUB Senate dated on 24 April 2013 on specifying terms and the mode of delegating employees, students and PhD students abroad for scientific, didactic and training reasons

Resolution no. 19/2015 of the MUB Senate dated on 25 February 2015 on adopting "Journeys Bylaw in the framework of Erasmus+ Programme", as amended (Senate's Resolutions no. 9/16, 40/16 and 71/2016)

Regulation no. 21/13 of the MUB Rector dated on 1 March 2013 on domestic business journeys of MUB employees and other domestic journeys of academic teachers, as amended

Resolution no. 81/11 of the MUB Senate dated on 20 December 2011 on adopting the Bylaw on the Programme of Medical University's Students' Mobility (MOSTUM) at MUB

Organizing doctoral and environmental studies, using distance learning option, Erasmus Programme, the Programme of Medical University's Students' Mobility (MOSTUM)

Erasmus+ Charter 2014-2020 and Erasmus Policy Statement for 2014-2020

Actions required:

Ongoing monitoring

Further encouragement of increasing mobility among employed researchers

19. Recognition of qualifications (Code)

Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.

Recognition of academic and professional qualifications at MUB is governed by the Act – Law on Higher Education and its implementing acts. People whose higher education diplomas require validation may acquaint themselves with proper information placed on the University's website pursuant to Regulation no. 31/16 of the MUB Rector on principles governing validation of foreign higher education diplomas.

Validation of academic titles gained in different countries is governed by the Act - Law on Academic Degrees and Title and Degrees and Title in the Arts.

Relevant legislation, existing institutional rules and/or practices:

Act of 27 July 2005 Law on Higher Education (Official Journal of Laws of 2012, No. 572), as amended) with its implementing acts

Regulation no. 31/16 of the MUB Rector dated on 9 June 2016 on principles governing validation of foreign higher education diplomas.

Act of 14 March 2003 Law on Academic Degrees and Title and Degrees and Title in the Arts (Official Journal of Laws of 2016, No. 882)

Actions required:

Ongoing monitoring of actions allowing mobility and employees' development

20. Seniority (Code)

The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained

at an early stage of a long career, the pattern of lifelong professional development should also be recognised.

Basic qualifications required for a position of an academic teacher are defined in the Act – Law on Higher Education and the MUB Charter. Additional qualifications are specified by a head of a given unit in cooperation with the Faculty's Dean. The University employs scientific-didactic employees on different positions, from an assistant to a professor. Qualifications for a position of an assistant are correspondingly lower than for a position of a professor. Each candidate should fulfil at least minimal qualification requirements. References and opinions from previous employers are not requested.

Relevant legislation, existing institutional rules and/or practices:

Act of 27 July 2005 Law on Higher Education (Official Journal of Laws of 2012, No. 572), as amended) with its implementing acts

The MUB Charter – adopted by the MUB Senate in Resolution no. 70/2015 dated on 29 June 2015

Actions required:

Ongoing monitoring

Broad verification of qualifications on the basis of the submitted documents

21. Postdoctoral appointments (Code)

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

The MUB Charter determines the rules of employment of academic teachers with PhD degrees. A candidate for a position of an adjunct, apart from having a PhD degree, should possess a right score when it comes to IF and the Polish Ministry of Science and Higher Education points, and, in case of clinical disciplines, a right specialization. A total term of employment at this position (according to the Act – Law on Higher Education) cannot exceed 8 years, including employment at the other university. Academic teachers most often gain their doctoral degrees while being

employed on a position of an assistant. However, it is a transitional position which constitutes one of the stages of the scientific career's development.

Academic teachers who have PhD degrees, but do not fulfil other statutory criteria which allow them to be promoted for a position of an adjunct, remain at the same position, or may join a competition for a didactic position.

Relevant legislation, existing institutional rules and/or practices:

Act of 27 July 2005 Law on Higher Education (Official Journal of Laws of 2012, No. 572), as amended) with its implementing acts

The MUB Charter – adopted by the MUB Senate in Resolution no. 70/2015 dated on 29 June 2015

Actions required:

Ongoing monitoring

Elimination of disproportions and barriers in dynamic scientific growth by motivating people who are at the right scientific stage (score/grants/patents) to start a promotion procedure

Elimination of disproportions in scientific growth and the procedure of promotion between scientific-didactic employees and technical specialists

III Working conditions and social security

22. Recognition of the profession

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

The University recognizes scientific-didactic employees as professionals. An emphasis is put on encouraging employees on the positions of assistants and adjuncts, but also PhD students. Three faculties run doctoral studies. Moreover, Interdisciplinary Doctoral Studies in English have existed for a couple of years.

All young researchers may count on support in their careers' development thanks to delegating to academic internships, international conferences, symposiums. PhD students may be offered scholarships and maintenance grants.

Professionalism is taken into account at each developmental stage and during promotion.

Relevant legislation, existing institutional rules and/or practices:

Act of 27 July 2005 Law on Higher Education (Official Journal of Laws of 2012, No. 572), as amended) with its implementing acts

Regulation no. 21/13 of the MUB Rector dated on 1 March 2013 on domestic business trips of MUB employees and other domestic trips of academic teachers, as amended

Actions required:

Ongoing monitoring

23. Research environment

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

MUB supports its staff through a number of institutional and legal facilities and an open attitude towards current researchers' needs.

The University has numerous rooms equipped with up-to-date equipment which is used to conduct pioneer research. Equipment is available for both experienced and young researchers who may conduct their research supervised by patrons. Equipment used for research was bought i.e. thanks to numerous grants given by external units. The use of specialist research equipment is regulated by a dedicated Bylaw.

Current research is planned with regard to possessed equipment and the need for it in particular research. Applications for internal grants take into account possessed resources, but also indicate in a comprehensive manner what new equipment is needed for research.

The University secures conditions for conducting research by indirect costs planned in project applications in the amount not higher than direct costs of projects.

Pursuant to funders' conditions, a part of indirect costs is left to project principal investigators who may use them for modernization of laboratories, their adaptation, or other needs.

Conducted research is a part of a common scientific strategy of the University and directions stemming from a national scientific policy. They are conducted by compound research teams, simultaneously in different fields. The University encourages researchers' work by creating professional offices which govern projects from a formal and legal side, offering support in protection of intellectual rights, legal help and developing research network.

Research problems and scientific strategies are concerns of Vice-Rector for Scientific Affairs. While implementing new research techniques, researchers may train themselves in the best centers. Funds for this aim are secured on the level of particular research projects, general funds of the University, and projects gained specially to achieve it.

The University is a leader of projects which allow researchers to increase their qualifications through participation in trainings in the form of “distance learning.” Examples of such project are i.e.:

1. “Development of an educational offer with the use of a ‘distance learning’ technique at MUB” directed to people who want to gain and increase their qualifications in highly required areas on the labour market, e.g. biostatistics.
2. “Implementation of developmental programme at MUB with the use of the Center of Medical Simulation” which aim is to improve the quality of students’ education at MUB on directions: medical, medical and dental, nursing, obstetrics by preparing and implementing the University’s Development Strategy and creating the Center for Medical Simulation.

Relevant legislation, existing institutional rules and/or practices:

Resolution no. 9/13 of the MUB Senate dated on 5 March 2013 on joining the realization of a project titled “Development of an educational offer with the use of a ‘distance learning’ technique at MUB”

Resolution no. 81/2015 of the MUB Senate dated on 29 June 2015 on adopting the Bylaw on using research infrastructure at the Medical University of Białystok

Actions required:

Ongoing monitoring and satisfying the needs of the scientific research environment, increasing the offer directed to researchers by gaining new grants financed by national institutions and funds coming from EU

24. Working conditions

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

MUB ensures proper and safe working conditions to all its employees according to provisions of the labour code and rules on safety and health at work. The University takes care of creating proper and friendly conditions for scientific work by developing new infrastructure in the form of new buildings and equipment. New buildings are equipped with all the facilities for the disabled – elevators, driveways, toilets. The University takes into consideration recommendations of Occupational Medicine Clinic – granting e.g. health leaves. Researchers and scientific-didactic employees perform their duties in the form of the performance working time, which allows for elastic time management, except for didactic duties which are done according to strict teaching quota connected with their position and function. Employees of a scientific-technical character may take advantage of flexible working hours in the framework of a basic system. Both PhD students and employees – regardless of sex – take advantage of all parental rights they have a right to. Moreover, social care, through the system of subsidies to family holidays, especially children, and a recently introduced subsidy to nursery schools and preschools constitute a system of support for young employees (researchers). 24-hour access to electronic library resources allows flexible working hours.

Relevant legislation, existing institutional rules and/or practices:

Act of 26 June 1974 the Labour Code (Official Journal of Laws of 2014, No.1502, as amended)

Act of 27 July 2005 Law on Higher Education (Official Journal of Laws of 2012, No. 572), as amended) with its implementing acts

Act of 27 August 1997 The Disabled Professional and Social Rehabilitation and Employment Act (Official Journal of Laws of 1997, No. 123, item 776)

Act of 27 June 1997 Occupational Health Services (Official Journal of Laws of 1997, No. 96, item 593)

The MUB Charter – adopted by the MUB Senate in Resolution no. 70/2015 dated on 29 June 2015

Working Arrangements at MUB – adopted by the MUB Rector in Regulation no. 70/10 dated on 29 December 2010

Bylaw on Administration of the Social Benefits Fund – adopted by the MUB Rector in Regulation no. 38/14 dated on 10 June 2014

Actions required:

Ongoing monitoring

25. Stability and permanence of employment

Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to

improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in the EU Directive on Fixed-Term Work.

The University leads an employment policy which stays in conformity with the employment law. In order to provide stable working conditions, scientific-didactic employees with great achievements and experience, both in their scientific and didactic work, employees with an academic title of a professor and an assistant professor are employed, in the vast majority, for an indefinite period. Scientific-didactic employees with a PhD degree were so far employed for maximum 8 years, which allowed to engage in scientific work in order to achieve next stage of the career. However, because of the change in the labour law, the University has introduced clear rules governing employment contracts for a definite period of time, according to an amendment of the Labour Code introduced in 2016 and recommendations of the Ministry of Science and Higher Education, which leads to increase in the stability of all academic teachers' employment.

The University does not discriminate employees on the basis of the type of the contract, allowing all employees an access to trainings, and therefore, the development of their scientific careers.

Relevant legislation, existing institutional rules and/or practices:

Act of 26 June 1974 The Labour Code (Official Journal of Laws of 2014, No.1502, as amended)

Act of 27 July 2005 Law on Higher Education (Official Journal of Laws of 2012, No. 572), as amended) with its implementing acts

MUB Charter – adopted by the MUB Senate in Resolution no. 70/2015 dated on 29 June 2015

Actions required:

Ongoing monitoring and abiding to the rules included in internal legal acts

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.

MUB provides its employees with salaries pursuant to binding provisions. The system of salaries at the university is transparent. Basic salaries for academic teachers are differentiated depending on their position and academic title, so they take into account scientific development and work input. Additionally, the University pays other parts of remuneration, e.g. length-of-service allowances, jubilee awards, retirement benefits, according to rules specified in provisions. After concluding an employment contract, all employees are declared to social insurance and health insurance, consistently with legal provisions, which allows them to take advantage of benefits stemming from these insurances, e.g. sickness benefits, maternity allowances, care allowances. Researchers engaged in research projects receive extra salaries in accordance with the procedure created at the University. Special achievements in research work are also additionally awarded. Furthermore, all employees may take advantage of social care, subsidies to holidays, cultural and sport activities, nursery schools and preschools, according to rules clearly specified in the bylaw.

Relevant legislation, existing institutional rules and/or practices:

Act of 26 June 1974 The Labour Code (Official Journal of Laws of 2014, No.1502, as amended)

Act of 27 July 2005 Law on Higher Education (Official Journal of Laws of 2012, No. 572), as amended) with its implementing acts

Ordinance of the Minister of Science and Higher Education of 11 December 2013 on the conditions for the remuneration and eligibility for other work-related benefits of employees of a public higher education institution

Act of 13 October 1998 on Social Security System

Working Arrangements at MUB – adopted by the MUB Rector in Regulation no. 70/10 dated on 29 December 2010

Regulation no. 14/14 of the MUB Rector dated on 19 February 2014 on Procedures governing rules of delegating MUB employees or employing people to deal with tasks connected with realization of research projects funded or co-funded from other sources than defined in par. 94 section 1 of the act Law on Higher Education, or increasing their remunerations from these sources

Bylaw on rules, procedures and qualification criteria governing granting Rector's awards to MUB academic teachers – adopted by the MUB Senate in Resolution no. 52/2016 dated on 30 May 2016

Bylaw on Administration of the Social Benefits Fund – adopted by the MUB Rector in Regulation no. 38/14 dated on 10 June 2014

Actions required:

Ongoing monitoring

Creating motivational systems for gaining external sources for research projects

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.

On the basis of an evaluation of the employment situation at the University it is stated that women constitute 62%, in the group of teachers – heads of units approximately 50%. Some positions are mostly occupied by women, e.g. assistants. In the process of recruitment and promotion for further career stages, a policy of equal chances is used. However, an emphasis is put on preserving right criteria relating to employees' qualifications. The principle of gender equality is also approved at the University in the context of conducted research projects, but not at the expense of quality, objectivity, or a conflict of interests.

Relevant legislation, existing institutional rules and/or practices:

Act of 26 June 1974 The Labour Code (Official Journal of Laws of 2014, No.1502, as amended)

Working Arrangements at MUB – adopted by the MUB Rector in Regulation no. 70/10 dated on 29 December 2010

Actions required:

Ongoing monitoring

28. Career development

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

A career path, which is required for a given position connected with promotion, is defined by the MUB Charter. The criteria for promotion do not discriminate employees employed for fixed-terms, since substantive aspects are taken into account, namely scientific and didactic achievements, experience of the candidate. The career path of an employee takes also into

account the possibility of entrusting managerial functions to people who have great scientific and didactic achievements, but also have organizational skills. They may be appointed for managerial functions after conducting a competition procedure.

Relevant legislation, existing institutional rules and/or practices:

Act of 27 July 2005 Law on Higher Education (Official Journal of Laws of 2012, No. 572), as amended) with its implementing acts

The MUB Charter – adopted by the MUB Senate in Resolution no. 70/2015 dated on 29 June 2015

Actions required:

Defining employment criteria and the development of career paths for scientific positions

Intensification of information activities when it comes to issues having impact on scientific development of employees

Promotion and development of the cooperation between the University and research/business units in the aspect of consultancy and the development of employees' career paths

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 within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation.

MUB supports and promotes employees' mobility in geographical, intersectorial, inter- and trans-disciplinary and virtual dimension 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.

Experience gained during journeys is taken into account while assessing scientific achievements for the procedure of granting academic degrees and titles and for employees' periodical evaluation. It also has an impact on the evaluation of the scientific potential while awarding internal research grants.

It must be emphasised that the University encourages all forms of employees' exchange by gaining developmental projects specially dedicated to this purpose, i.e.:

Higher quality of education as a key to MUB development – almost 230 study visits, trainings and internships;

Implementation of MUB developmental programme – 355 students received subsidies for domestic and foreign optional apprenticeships up to 4 weeks;

Development of an educational offer with the use of „distance learning” technique at MUB – which allowed to accomplish two editions of PhD studies in English in the field of biostatistics with the use of a distance learning technique.

MUB implements an intense strategy when it comes to cooperation with the best research centers and business partners in the world by employing researchers and specialists as visiting professors. In years 2009-2016 the University has hosted 63 visiting professors during 20 visits, creating therefore an opportunity to make contacts and develop the whole academic community.

MUB implements numerous research developmental projects with its research and business partners in an interdisciplinary dimension. Terms and conditions of the cooperation are each time regulated in detailed consortium contracts which take into account applicable laws, requirements of financing institutions, and parties' interests.

Therefore, MUB evaluates individually and each time a possibility of the transfer of sources and legal obligations stemming from it in the context of the planned mobility, understood in a wide sense, acting always in the best interest of an employee.

Relevant legislation, existing institutional rules and/or practices:

Bylaw on foreign guests reception, the uniform text introduced by the MUB Rector in Regulation no. 37/14 dated on 27 May 2014

Actions required:

Ongoing monitoring

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.

The Career Office functions at MUB Since 2010. Its main aim is preparing students and graduates to the entry and mobility in the competitive labour market.

One of the main tasks of the Career Office is providing students and graduates of the University with information about the labour market and possibilities of increasing their professional qualifications; collecting, classifying and sharing offers of work, internships, apprenticeships; running a database of students and graduates who are interested in finding a job; helping employers in recruiting right candidates for vacancies and internships; offering to students and graduates comprehensive and professional help in the entry on the labour market and finding right employment; taking actions in order to professionally activate students and graduates, helping students and graduates in choosing their career paths; creating stable cooperation with employers; monitoring careers of graduates.

The Career Office offers to students and graduates a wide choice of free workshops, trainings and lectures on methods of finding work and preparing for the process of recruitment, setting up a business activity, developing soft competences.

Students and graduates have a possibility of individual meetings with a professional counsellor. The meeting with the counsellor may involve, i.e.: verification of a professional potential, defining a personality profile, helping in preparation of application documents, evaluation of professional preferences, creating an Individual Action Plan/Individual Career Path.

On 15 January 2013 MUB was registered as a unit running an employment agency under the number 9028. Duties of the employment agency are taken by MUB Career Office.

The employment agency at MUB runs an activity in offering services of job assistance and career counselling. The services of the employment agency are directed to all people interested who want to take advantage of such support.

Relevant legislation, existing institutional rules and/or practices:

Regulation no. 50/2012 of the MUB Rector dated on 18 October 2012 on establishing the Career Office

Actions required:

Ongoing monitoring

Systematic development of activities

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.

MUB created and implemented rules of intellectual property rights' protection and commercialization of research results. Rules approved by the MUB Senate regulate:

- rights and obligations of employees, students, PhD students and the University connected with protection and the use of copyright and industrial property rights,
- rules and procedures of commercialization of research results and the use of the subject of the rights in science and for commercial purposes,
- rules of remuneration and awarding authors.

In order to efficiently manage the University's intellectual property, MUB created specialized units. The Bureau for Protection of Intellectual Property and Technology Transfer works since 2013. The basic task of the Bureau is to offer support to the University's employees in the process of research results commercialization. This task is realized mostly through: an analysis of the commercial potential of the research results, leading the process of granting protection of rights to research results, preparation of initial valuation and substantive evaluation of research results, preparing an analysis of profitability of the commercialization process, preparation of sales and offer documentation, market research and identification of key customers interested in participation in the commercialization process, establishment and maintenance of contacts with business partners, active promotion of projects and leading actions promoting the idea of research results commercialization among employees, PhD students and students. In the year 2014 MUB set up a company "Laboratory of Molecular Imaging and Technology Development" sp. z o.o. [Ltd.] which acts as a special purpose entity.

Relevant legislation, existing institutional rules and/or practices:

Resolution no. 80/2015 of the MUB Senate dated on 29 June 2015 on adopting the "Bylaw on managing copyrights, related rights and industrial property rights as well as rules of commercialization of research results and developmental works at MUB"

Resolution no. 39/2015 of the MUB Senate dated on 23 April 2015 on approving "Qualification criteria for granting Rector's awards to MUB academic teachers"

Resolution no. 98/12 of the MUB Senate dated on 19 November 2012 on creating the Bureau for Protection of Intellectual Property and Technology Transfer at the Faculty of Medicine with the Division of Dentistry and Division of Medical Education in English at MUB

Resolution no. 78/14 of the MUB Senate dated on 29 September 2014 on expressing consent to creating MUB Laboratory of Molecular Imaging and Technology Development in the form of a limited liability company.

Actions required:

32. Co-authorship

Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research.

Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc., or to publish their own research results independently from their supervisor(s).

The University's employees respect the rules concerning co-authorship of research publications. The University gives individual employees an access to realization of its own research projects conducted thanks to subsidies to statutory activities. Each researcher, also a young one, as a principal investigator of his own research project may have an impact on an originating research publication, fairly assessing the share of individual co-authors.

The sequence of co-authors in research work is an essential element in the procedure of assessment of scientific achievements while granting academic degrees and titles, assessing scientific achievements of employees applying for research grants, and examining applications for Rector's research awards. The directors of units and the Vice Rector for Scientific Affairs supervise co-authorship rules in publications.

MUB complies with rules and practices stemming from Position no. I/2015 of the MUB Senate dated on 25 February 2015 on adopting the Code of Researcher Ethics which constitutes an enclosure to Resolution no. 10/2012 dated on 13th December 2012 passed by the General Assembly of the Polish Academy of Sciences.

Point 3.3

"4) authorship of a research publication must be based on a creative and essential input into research, thus on significant participation in initiating research ideas, creating concepts and designing research, on fundamental participation in collecting data, analysis and interpretation of gained results and on an essential participation in drafting and writing of articles, or their critical correction from the point of view of their intellectual content;

5) *gaining funds, giving an access to equipment and training in its use for collecting data, or a general supervision over a research group – are not enough for co-authorship. All authors take full responsibility for the content of publications, if not specified otherwise (...) It is encouraged that the participation of given authors should be defined in affiliations.*

6) *the sequence of names should be compliant with a custom binding in a given scientific discipline and be accepted by all co-authors on an early stage of preparation of the publication;”*

Relevant legislation, existing institutional rules and/or practices:

Resolution no. 39/2015 of the MUB Senate dated on 23 April 2015 on approving “Qualification criteria for granting Rector’s awards to MUB academic teachers”

Resolution no. 2/2015 of MUB Senate dated on 14 January 2015 on adopting Rules on scoring publications registered in a database “Bibliography of MUB employees’ publications”, as amended

Position no. I/2015 of MUB Senate dated on 25 February 2015 on adopting the Code of Researcher Ethics which constitutes an enclosure to Resolution no. 10/2012 dated on 13th December 2012 passed by the General Assembly of the Polish Academy of Sciences.

Actions required:

Ongoing monitoring

33. Teaching

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

One of the basic tasks of MUB is i.e. educating and raising students. The scope of didactic duties for scientific-didactic employees, didactic employees and PhD students is determined by the MUB Senate pursuant to provisions of the act Law on Higher Education – Resolution no. 63/13 of the MUB Senate dated on 27 June 2013 on individual settling of didactic duties of MUB academic teachers, as amended (Resolutions no. 81/2013, 5/2014, 53/2016). Simultaneously, young researchers – participants of PhD studies, according to the Bylaw on Doctoral Studies (Resolution no. 39/2016 of the MUB Senate dated on 29 April 2016), have a possibility to lesser

the amount of didactic duties, stemming from the above Resolution, and realize them in the form of co-teaching the class if they are:

- a) principal investigators of research projects funded from outside sources – up to 90 hours per an academic year for one project;
- b) co-investigators of research projects funded from outside sources – up to 90 hours per an academic year for one project, with an exception that when two or more postgraduate students are co-performers of the same project, the total amount of practice done by postgraduate students in the form of co-performance is not bigger than 90 hours and it may be divided by the project's principal investigator according to the engagement into the project,
- c) their research supervisors/promoters are principal investigators of EU research projects in the Framework of the Programme Horizon 2020 (...) – up to 90 hours per an academic year for one project to be shared by postgraduate students who are supervised by the project's principal investigator.

The Bylaw on Interdisciplinary PhD Studies in English at MUB (Resolution no. 42/2015 of the MUB Senate dated on 23 April 2015) – 6) a PhD student participates in an apprenticeship by taking part in conducting the classes – in the amount of 10 hours per year.

The execution of didactic duties and their quality are evaluated during periodical assessments of academic teachers' work and in students' surveys. Didactic achievements, including distinguishing of the best academic teachers by students, are also a basis for granting MUB Rector's awards.

Conducting classes in the framework of teaching quota is remunerated as a part of the employment, whereas conducting classes in the number exceeding the teaching quota is paid extra.

Relevant legislation, existing institutional rules and/or practices:

The MUB Charter – adopted by the MUB Senate in Resolution no. 70/2015 dated on 29 June 2015

Resolution no. 39/2015 of the MUB Senate dated on 23 April 2015 on approving "Qualification criteria for granting Rector's awards to MUB academic teachers"

Resolution no. 63/13 of the MUB Senate dated on 27 June 2013 on individual settling of didactic duties of MUB academic teachers, as amended (Resolutions no. 81/2013, 5/2014, 53/2016)

Resolution no. 39/2016 of the MUB Senate dated on 29 April 2016 on the Bylaw on Doctoral Studies

Resolution no. 42/2015 of the MUB Senate dated on 23 April 2015 on adopting the Bylaw on Interdisciplinary PhD Studies in English at MUB

Actions required:

Ongoing monitoring

34. Complains/ appeals

Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.

At the University there was adopted Regulation no. 11/12 of the MUB Rector dated on 2 February 2012 on organization of acceptance, consideration and dealing with complaints and motions at MUB. It determines basic rules of accepting, considering and dealing with complaints and motions filed by the University's employees, providing confidence and fair treatment of all the employees. Complaints may be filed by both administrative and scientific staff. Complaints should be filed to a person responsible for a given working group.

Filed complaints are registered in the Central Register of Complaints.

The University's Charter, in accordance with the act – Law on Higher Education, contains provisions regulating rules of academic teachers' assessment in the context of executing their duties, including scientific development and obeying copyrights, related rights and industrial property rights.

In order to execute tasks connected with the assessment of staff there were appointed the Faculty Commission for the Evaluation of the Teaching Staff and the University Commission for the Evaluation of the Teaching Staff.

The Assessment of the Commission may be appealed by the academic teacher to the University Commission for the Evaluation of the Teaching Staff when the assessment was prepared by the Faculty Commission for the Evaluation of the Teaching Staff. The Senate accepts the appeals filed from the assessments of the University Commission for the Evaluation of the Teaching Staff.

When the Senate prepares an assessment of the members of the University Commission for the Evaluation of the Teaching Staff, an academic teacher, and their direct supervisors, may file a motion to reconsider the assessment. The appeal and the motion for reconsideration are filed within 14 days, starting from the day of acquainting an academic teacher with the assessment of the Commission, or the Senate. The appeal should be considered within a month from being received. The member of the Senate or the Commission is excluded from the proceeding if its concerns their spouse, relative by blood or marriage up to the second degree, or persons related to them due to adoption, custody or guardianship. The term of office of members assessing is as long as the term of the University's authorities.

The University's Charter also includes rules of disciplinary liability for conduct contrary to the duties of an academic teacher.

Academic staff is liable to disciplinary measures for conduct contrary to the duties of an academic teacher, or detracting from the dignity of the teaching profession. The Disciplinary Ombudsman is appointed to start the investigation on its own initiative.

The types of disciplinary sanctions or the mode of the proceeding are determined in the act – Law on Higher Education. The University Teacher Disciplinary Board is elected. The election of the Board, its chairman and a deputy chairman, is done by the Senate, on the Rector's request, for the term of office. All groups of academic teachers should be taken into consideration during the election process. Adopting a mandate of a Commission's member is a right and an obligation of an academic teacher.

The Rector appoints a Disciplinary Ombudsman for the term of four years. The Disciplinary Ombudsman is a position that may be occupied by an academic teacher with at least a title of an assistant professor. Rights and obligations of the Ombudsman are defined in the act – Law on Higher Education.

MUB introduced the Bylaw Against Mobbing, Discrimination and Sexual Harassment at MUB. Regulations concern both students and PhD students. The Rector appoints the Commission which scope of actions is defined in the above Bylaw. The introduced internal procedure does not exclude pursuing claims before the court by students and postgraduate students.

Relevant legislation, existing institutional rules and/or practices:

Regulation no. 11/12 of the MUB Rector dated on 2 February 2012 on organization of acceptance, consideration and dealing with complaints and motions at MUB.

The MUB Charter – adopted by the MUB Senate in Resolution no. 70/2015 dated on 29 June 2015

The Commission for the Evaluation of the Teaching Staff - Regulation included in MUB Charter

The University Teacher Disciplinary Board– Regulation included in MUB Charter

Regulation no. 2/15 of the MUB Rector dated on 27 January 2015 on adopting the Bylaw Against Mobbing, Discrimination and Sexual Harassment at MUB

Regulation no. 3/15 of the MUB Rector dated on 27 January 2015 on adopting the Bylaw Against Mobbing, Discrimination and Sexual Harassment of Students at MUB

Act of 27 July 2005 Law on Higher Education (Official Journal of Laws of 2012, No. 572), as amended) with its implementing acts

Actions required:

Ongoing monitoring

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.

MUB takes care of the representativeness of different working groups in collective bodies and in ad hoc commissions appointed by the Rector.

The most important collective bodies of the University are the Senate and Faculty Councils.

The election to collective and individual bodies of the University are done by electors chosen from all working groups, students and postgraduate students.

The Senate consists of: the Rector as the chairman, Vice Rectors, Deans, professors, assistant professors, representatives of academic teachers, employees who are not academic teachers, representatives of trade unions running at the University, students and PhD students. Additionally, the Rector invites representatives of different working groups, depending on resolutions being passed. The Senate consists of 36 people.

Main tasks of the Senate are: defining main directions of the University's actions, passing development strategies for the University, passing the Charter, Bylaws on studies and resolutions on issues connected with organization and functioning of the University.

The Faculty Council consists of: the Dean as the chairman, Vice Rectors, professors and assistant professors, representatives of other academic teachers, students and PhD students, representatives of employees who are not academic teachers. Main tasks of the Faculty Council are: filing motions on issues concerning organization and functioning of the Faculty and defining main directions of the Faculty development.

Employees of the University may file motions to the Senate or the Faculty Council, according to their competences stemming from the provisions of the Charter, the act – Law on Higher Education. They may also meet the authorities of the University during their business hours.

Relevant legislation, existing institutional rules and/or practices:

The MUB Charter – adopted by the MUB Senate in Resolution no. 70/2015 dated on 29 June 2015

Bylaw on electing members of the Electoral College, single-person authorities, representatives to collective authorities, or people having other elected functions at MUB adopted in Resolution no. 1/2016 dated on 21 January 2016 on approving the Bylaw on electing members of the Electoral College, single-person authorities, representatives to collective authorities, or people having other elected functions at MUB and the Calendar of Elections for 2016-2020, as amended, Resolution no. 24/2016 dated on 23 February 2016 and 34/2016 dated on 23 March 2016

Actions required:

Ongoing monitoring

IV Training

36. Relation with supervisors

Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, and deliverables and/or research outputs.

Each Faculty has different doctoral studies. Since the University implements the programme KNOW, it also has Interdisciplinary PhD Studies in English.

The heads of units and doctoral studies supervise correctness of relations and cooperation between a young researcher/ a PhD student and a supervisor.

A supervisor must be an academic teacher with an academic degree of at least an assistant professor who is active in research, has scientific achievements gained during last five years, employed by the University for a full period of time, whose employment would not terminate before the planned termination of the doctoral studies of a PhD student, and supports individual research work since the beginning of the doctoral studies.

The University makes sure that supervision will be provided for the whole term of the doctoral studies. Candidates for supervisors may file their candidacies to the heads of units with a statement informing that there is a possibility of conducting classes and research for a PhD student.

Tasks of a supervisor/promotor include in particular:

- assessing a PhD student after each semester when it comes to his research, acceptance of semester reports dealing with implementation of an individual programme of studies,
- supervising implementation of an individual programme of studies by a PhD student,
- securing, in cooperation with the Vice-Rector for Scientific Affairs, funds for conducting research by a PhD student,
- securing the place for conducting research by a PhD student and gaining a written acceptance from the head of the unit in which research will be done,
- securing the place for conducting classes by a PhD student and gaining a written acceptance from the head of the unit in which classes will be conducted,
- giving opinions about PhD student's motions concerning prolongation of the doctoral studies, granting or refusing an approval for studying according to an individual plan and a study programme, going on domestic and foreign conferences connected with the doctoral work,
- defining, in cooperation with the director of the doctoral studies, terms and conditions of studying according to an individual organization of studies,
- accepting completed research according to an individual programme of studies and the programme of doctoral studies.

A PhD student is embraced by a substantive care of a supervisor, who is appointed by the faculty in which a PhD student is studying, up to the moment of embarking on a doctorate.

After embarking on a doctorate, a PhD student is embraced by the care of a promotor who is appointed by a given Faculty Council. The promotor is a research supervisor.

A supervisor, in justified cases, may be changed by the Head of the Doctoral Studies.

Relevant legislation, existing institutional rules and/or practices:

Ordinance of the Minister of Science and Higher Education of 13 April 2016 on doctoral studies and doctoral scholarships (Official Journal of Laws of 2016 No. 558)

Bylaw on MUB Doctoral Studies adopted by the MUB Senate in Resolution no. 41/2015 dated on 23 April 2015

Schedule of a competition proceeding for full-time doctoral studies for an academic year 2016/2017 adopted by the MUB Senate in Resolution no. 20/2016 dated on 23 February 2016

The MUB Charter – adopted by the MUB Senate in Resolution no. 70/2015 dated on 29 June 2015

Actions required:

Ongoing monitoring

37. Supervision and managerial duties

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

Scientific-didactic employees employed at MUB are entitled, on the basis of their contracts, to devote some of their time, except for their scientific and didactic activities, to organizational and managerial activities.

When it comes to these duties, they are supported by the authorities and structures of the University in an active acquisition of research projects, serving functions and executing expert tasks in national institutions and authorities as well as in international structures. People who are supported by the University and encouraged to cooperate with outside units have necessary experience and skills in a given discipline and right interpersonal competences. Evaluation of these competences and achievements is done by right authorities of the University: the Senate, the Faculty Councils, given Commissions, Vice Rectors' and Deans' authorities.

Internal relations and cooperation of employees starting their careers with individual employees are supervised by the University. When the University's help is needed, the University offers it through right Commissions by taking intervention measures.

Relevant legislation, existing institutional rules and/or practices:

The MUB Charter – adopted by the MUB Senate in Resolution no. 70/2015 dated on 29 June 2015

Regulation no. 11/11 of the MUB Rector dated on 7 March 2011 on defining the rules of the internal control at MUB

Regulation no. 54/13 of the MUB Rector dated on 14 August 2013 on principles dealing with conducting research and development and tasks connected with them by young researchers and members of doctoral studies

Actions required:

Ongoing monitoring

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.

Employed researchers have many opportunities for continual scientific growth, expanding knowledge, skills and qualifications. Internal regulations allow University's employees to participate in congresses, trainings, workshops, conferences and other forms of increasing their knowledge. Because of the specificity of medical universities, doctors complement their qualifications in a very wide extent by gaining specializations in a given medical discipline. Programs of specializations schedule trainings lasting several years, often outside MUB. The University grants paid training leaves for this purpose.

Assessment of academic staff constitutes motivation for expanding qualifications as well as an impact on scientific and clinical achievements, a possibility of promotion.

Relevant legislation, existing institutional rules and/or practices:

Act of 27 July 2005 Law on Higher Education (Official Journal of Laws of 2012, No. 572), as amended) with its implementing acts

The MUB Charter – adopted by the MUB Senate in Resolution no. 70/2015 dated on 29 June 2015

Regulation no. 21/13 of the MUB Rector dated on 1 March 2013 on domestic business journeys of MUB employees and other domestic journeys of academic teachers, as amended

Resolution no. 14/14 of the MUB Senate dated on 4 March 2014 on amending Resolution no. 32/2013 of the MUB Senate dated on 24 April 2013 on defining terms and conditions of delegating abroad employees, PhD students and students for scientific, didactic and training purposes

Regulation no. 22/13 of the MUB Rector dated on 1 March 2013 on international business trips of employees

Actions required:

Ongoing monitoring

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.

MUB encourages its researchers and PhD students continual professional development in different forms. The most common form of improving qualifications of researchers being doctors is participation in long-term specialization trainings. The University grants these employees days off without retaining the right to remuneration. When gaining specializations by the University's employees improves the quality of students' education, the University covers the costs of training employees in other research and didactic centers. Academic teachers file a motion to get an approval to participate in scientific conferences, symposiums, congresses, specialist courses. Usefulness of different trainings is approved by direct supervisors who, according to the Charter, are responsible for creating conditions for continual scientific and professional growth, not only their own, but also of their employees. The University also obliges its academic teachers to take part in trainings required by law, especially connected with safety and hygiene at work and increasing the quality of education in the field of didactics and the education process. The University covers the costs of these trainings.

An access to trainings for researchers is regulated by legal provisions and should be maintained within budgetary possibilities of the University.

Relevant legislation, existing institutional rules and/or practices:

Act of 26 June 1974 The Labour Code (Official Journal of Laws of 2014, No.1502, as amended)

Regulation no. 21/13 of the MUB Rector dated on 1 March 2013 on domestic business journeys of MUB employees and other domestic journeys of academic teachers, as amended

The MUB Charter – adopted by the MUB Senate in Resolution no. 70/2015 dated on 29 June 2015

Resolution no. 14/14 of the MUB Senate dated on 4 March 2014 on amending Resolution no. 32/2013 of the MUB Senate dated on 24 April 2013 on defining terms and conditions of delegating abroad employees, PhD students and students for scientific, didactic and training purposes

Regulation no. 22/13 of the MUB Rector dated on 1 March 2013 on international business trips of employees

Actions required:

Ongoing monitoring

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.

Supervision at MUB is realized in two dimensions: during cooperation with a principal investigator of a research project while conducting research and during realization of the programme of doctoral studies through performing the duties of a supervisor, or a promotor.

Research at the University is conducted in the framework of research projects funded from external and internal sources. Granting funds from both sources is conditioned on scientific achievements of a research project's principal investigator. It has an impact on the value of funding and the possibility of its implementation. Thus, the principal investigator of the project guarantees substantive competences to implement the research project through his experience. He supervises the work of other co-workers invited to cooperate in the implementation of the grant, offers his knowledge, expertise and commitment to a less experienced part of the team.

While choosing promotors or supervisors for doctoral or postdoctoral thesis, given commissions take into account experience, knowledge and possible commitment of the proposed researcher in supervision of a given process.

Duties of supervisors and promotors are defined in the Bylaw on MUB Doctoral Studies adopted by the MUB Senate in Resolution no. 41/2015 dated on 23 April 2015 in § 14:

“1. A PhD student is embraced by a substantive care of a supervisor, who is appointed by the faculty in which a PhD student is studying, up to the moment of embarking on a doctorate.

2. After embarking on a doctorate, a PhD student is embraced by the care of a promotor who is appointed by the given Faculty Council. The promotor is a research supervisor.

3. Tasks of a supervisor/ a promotor include in particular:

- 1) assessing a PhD student after each semester when it comes to his research, including acceptance of semester reports dealing with implementation of an individual programme of studies,
- 2) supervising implementation of an individual programme of studies by a PhD student,

- 3) securing, in cooperation with the Vice-Rector for Scientific Affairs, funds for conducting research by a PhD student,
- 4) securing the place for conducting classes by a PhD student and gaining a written acceptance from the director of the unit in which classes will be conducted.”

Relevant legislation, existing institutional rules and/or practices:

The MUB Charter – adopted by the MUB Senate in Resolution no. 70/2015 dated on 29 June 2015

Bylaw on MUB Doctoral Studies adopted by the MUB Senate in Resolution no. 41/2015 dated on 23 April 2015

Actions required:

Ongoing monitoring

Active promotion of good practice in academic supervision