



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**

Action Plan



Action plan

Human Resources Strategy for Researchers

incorporating the European Charter & Code of Conduct for the Recruitment of Researchers

The internal analysis carried out at the Medical University of Białystok showed no fundamental shortcomings or evident omissions in the areas subject to verification in the context of compliance with the European Charter & Code of Conduct for the Recruitment of Researchers.

Undoubtedly, focusing on providing quality and maintaining high standards, an ongoing analysis of compliance with the provisions of law should be carried out in each area, and new needs and circumstances that may reinforce them should be constantly monitored.

	Principle	Actions required	When	Who
I. Ethical and professional aspects				
1.	Research freedom	Ongoing monitoring	Until the end of 2018	Vice Rector for Scientific Affairs, Rector, University Disciplinary Committee for Academic Teachers, Disciplinary Committee for PhD Students, Disciplinary Committee for Students
2.	Ethical principles	Ongoing monitoring	Until the end of 2018	Vice Rector for Scientific Affairs, Deans
3.	Professional responsibility	Ongoing monitoring	Until the end of 2018	Vice Rector for Scientific Affairs, Deans
4.	Professional attitude	Ongoing monitoring	Until the end of 2018	Vice Rector for Scientific Affairs, Deans
5.	Contractual and legal obligations	Ongoing monitoring Organization of trainings	Until the end of 2018	Vice Rector for Scientific Affairs
6.	Accountability	Ongoing monitoring as to the adherence to binding standards; Improvement of existing procedures of data collection and storage supervised by the Vice Rector for Research and the Bursar.	Until the end of 2018	Vice Rector for Scientific Affairs, Bursar

7.	Good practice in research	Ongoing monitoring	Until the end of 2018	Rector, Chancellor
8.	Dissemination, exploitation of results	Ongoing monitoring Initiating cooperation with business partners and its intensification	Until the end of 2018	Vice Rector for Scientific Affairs, University Office for Intellectual Property Protection and Technology Transfer
9.	Public engagement	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.	Until the end of 2018	Deans, Vice Rectors, Academic Teachers
10.	Non discrimination	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.	Until the end of 2018	Rector, Deans
11.	Evaluation/ appraisal systems	Ongoing monitoring of research progress; Ongoing monitoring of organizational and personal constraints obstructing researchers' promotion.	Until the end of 2018	Rector, Deans, University Committee for Staff Evaluation, Faculty Committees for Staff Evaluation
II. Recruitment				
12.	Recruitment	Ongoing monitoring of young researchers' careers	Until the end of 2018	Deans, Heads of PhD Studies, Vice Rector for Scientific Affairs

13.	Recruitment (Code)	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 of MUB, from the country and abroad.	Until the end of 2018	Rector, Vice Rector for Scientific Affairs, Vice Rector for Student Affairs, Deans
14.	Selection (Code)	Ongoing monitoring and update of internal regulations concerning recruitment.	Until the end of 2018	Rector, Vice Rector for Scientific Affairs, Vice Rector for Student Affairs, Deans
15.	Transparency (Code)	Ongoing monitoring; Defining clear criteria for people joining the competition.	Until the end of 2018	Rector, Vice Rector for Scientific Affairs, Vice Rector for Student Affairs, Deans
16.	Judging merit (Code)	Ongoing monitoring; Monitoring of defining clear criteria for academic teachers' assessment; 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.	Until the end of 2018	Rector, Deans
17.	Variations in the chronological order of CVs (Code)	Ongoing monitoring	Until the end of 2018	Rector, Vice Rector for Scientific Affairs, Heads of PhD Studies
18.	Recognition of mobility experience (Code)	Ongoing monitoring; Further encouragement of increasing mobility among employed researchers.	Until the end of 2018	Rector, Vice Rector for Scientific Affairs, Vice Rector for Student Affairs, Deans, Heads of PhD Studies

19.	Recognition of qualifications (Code)	Ongoing monitoring of actions allowing mobility and employees' development	Until the end of 2018	Rector, Vice Rector for Scientific Affairs, Deans, Heads of PhD Studies
20.	Seniority (Code)	Ongoing monitoring; Broad verification of qualifications on the basis of the submitted documents.	Until the end of 2018	Rector, Deans, Competition committees
21.	Postdoctoral appointments (Code)	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.	Until the end of 2018	Rector, Deans, Faculty Councils
III. Working conditions and social security				
22.	Recognition of the profession	Ongoing monitoring	Until the end of 2018	Rector, Vice Rector for Scientific Affairs, Deans, Heads of PhD Studies, Anty-mobbing Committee, Recruitment Committee for PhD studies
23.	Research environment	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	Until the end of 2018	Rector, Vice Rector for Scientific Affairs, Deans, Chancellor
24.	Working conditions	Ongoing monitoring	Until the end of 2018	Rector, Chancellor, Deans, Rector's Plenipotentiary for the Disabled

25.	Stability and permanence of employment	Ongoing monitoring and abiding to the rules included in internal legal acts	Until the end of 2018	Rector, Vice Rectors, Deans, Chancellor
26.	Funding and salaries	Ongoing monitoring; Creating motivational systems for gaining external sources for research projects.	Until the end of 2018	Rector, Vice Rectors, Deans, Chancellor
27.	Gender balance	Ongoing monitoring	Until the end of 2018	Rector, Vice Rectors, Deans, Chancellor
28.	Career development	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.	Until the end of 2018	Rector, Vice Rector for Scientific Affairs, Deans
29.	Value of mobility	Ongoing monitoring	Until the end of 2018	Rector, Vice Rector for Scientific Affairs, Vice Rector for Student Affairs, project principal investigators, Rector's Plenipotentiaries
30.	Access to career advice	Ongoing monitoring; Systematic development of activities.	Until the end of 2018	Vice Rector for Student Affairs
31.	Intellectual Property Rights	Ongoing monitoring	Until the end of 2018	Rector, Vice Rectors, Deans
32.	Co-authorship	Ongoing monitoring	Until the end of 2018	Rector, Vice Rector for Scientific Affairs, Deans

33.	Teaching	Ongoing monitoring; Clear criteria for Staff assessment, training in teaching and conducting trainings.	Until the end of 2018	Vice Rector for Scientific Affairs, Deans
34.	Complains/ appeals	Ongoing monitoring	Until the end of 2018	Rector, Disciplinary Committee for Academic Teachers, Disciplinary Committee for PhD Students, Disciplinary Committee for Students, Anty-mobbing Committee, Disciplinary Ombudsman for PhD Students, Disciplinary Ombudsman for Academic Teachers, Disciplinary Ombudsman for Students
35.	Participation in decision-making bodies	Ongoing monitoring	Until the end of 2018	Electoral commissions, Senate, Faculty Councils
IV. Training				
36.	Relation with supervisors	Ongoing monitoring	Until the end of 2018	Heads of Organizational Units, Heads of PhD Studies, Deans
37.	Supervision and managerial duties	Ongoing monitoring	Until the end of 2018	Rector, Vice Rectors, Deans, Chancellor
38.	Continuing Professional Development	Ongoing monitoring	Until the end of 2018	Rector, Vice Rectors, Deans
39.	Access to research training and continuous development	Ongoing monitoring	Until the end of 2018	Rector, Vice Rector for Scientific Affairs, Deans
40.	Supervision	Ongoing monitoring; Active promotion of good practice in academic supervision.	Until the end of 2018	Vice Rector for Scientific Affairs, Heads of PhD Studies, Heads of Organizational Units