

GAP ANALYSIS

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Name of the organisation under review: Warsaw University of Technology (WUT)

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GAP ANALYSIS

European Charter for Researchers and Code of Conduct for the Recruitment of Researchers : GAP analysis overview			
Status: to what extent does this organisation meet the following principles?	+ = fully implemented +/- = almost but not fully implemented -/+ = partially implemented - = insufficiently implemented	In case of -, -/+, or +/-, please indicate the actual “gap” between the principle and the current practice in your organisation. If relevant, please list any national/regional legislation or organisational regulation currently impeding implementation.	Initiatives already undertaken and/or suggestions for improvement.
Ethical and professional aspects			
1. Freedom of research	+/+		
2. Ethical rules	+/+		
3. Professional liability	+/+		
4. Professional attitude	+/-	G4: Knowing the goals of the academic community and methods of funding research.	IG4.1: Determination of strategic areas of research at WUT in various scientific disciplines compared to priority and strategic areas of research in the EU and Poland. IG4.2: Analysis of efficiency of acquiring funds for research from national and international programmes.
5. Contractual and legal liabilities	+/-	G5: Knowing and understanding the rules of effective and lawful expenditure of research funds.	IG5.1: Organisation of information meetings for researchers who popularize knowledge, arising,

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			i.a., from the following legal acts: » internal acts, » national legal acts, » contractual obligations towards donors.
6. Responsibility	+/+		
7. Good practice in research	+/+		
8. Popularisation, application of results	+/+		
9. Social involvement	+/-	G9: Actions aimed at popularisation of scientific knowledge in the society.	IG9: Development and publication in the research section of the University website of annual action plans for promotion of R&D results.
10. No-discrimination rule	+/+		
11. Employee appraisal systems	+/+		
Recruitment and selection			
12. Recruitment	+/+		
13. Recruitment (Code)	+/+		
14. Selection of staff (Code)	+/-	G14: Diversification of composition of selection committees in terms of experience, qualifications, disciplines and gender.	IG14.1: Development of criteria on composition of selection committees. IG14.2: Implementation and publication. IG14.3: Monitoring of the number of female job applicants to WUT.

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15. Transparency (Code)	+/+		
16.Evaluation of accomplishments (Code)	+/-	G16: Evaluation of accomplishments of job applicants to WUT taking into account quantitative and qualitative criteria.	IG16.1: Development of evaluation criteria for job applicants with regard to their research accomplishments. IG16.2: Implementation and publication.
17.Deviation from the chronological order in CVs (Code)	+/-	G17: Selection committees take into account varied career paths.	IG17.1: Development of evaluation criteria for job applicants, taking into account experience gained in various units in view of competition requirements. IG17.2: Monitoring of male/female job applicants from outside of WUT. IG17.3: Implementation and publication.
18.Recognition of mobility experience (Code)	-/-	G18: Recognition of researchers' spatial, interdisciplinary and intersectoral mobility by selection committees.	IG18.1: Development of evaluation criteria for job applicants, taking into account the value of mobility. IG18.2: Monitoring of foreign male/female job applicants. IG18.3: Implementation and publication.
19. Recognition of qualifications (Code)	-/-	G19: Appropriate evaluation of academic and professional qualifications by WUT selection committees, especially with regard to professional mobility.	IG19: Analysis of proceedings of selection committees with regard to appropriate evaluation of applicants in terms of their academic and professional qualifications.
20. Years of service (Code)	+/+		

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21. Positions for employees with the doctoral degree (Code)	+/-	G.21: Clear rules and guidelines for recruitment and appointment of researchers with the doctoral degree.	IG21.1: Development of framework criteria determining requirements for job applicants with the doctoral degree, taking into account, i.a., determination of the maximum time period in the position. IG21.2: Development of professional promotion criteria.
Work conditions and social protection			
22. Job recognition	+/+		
23. Research environment	-/-	G23: Research infrastructure.	IG23.1: Development and publication in the research section of the university website of the catalogue of WUT research infrastructure with rules and methods of its use (electronic version).
24. Work conditions	+/+		
25. Stability and permanent employment	+/-	G25: Stable employment conditions and compliance with rules laid down in EU directives.	IG25.1: Analysis of key elements of scientific development of academic staff.
26. Funding and remuneration	+/+		
27. Gender balance	-/-	G27: Policy of equal chances and gender balance in all bodies functioning in the WUT structure.	IG27: Development of a strategy for increasing gender balance in the Warsaw University of Technology bodies.

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<p>28. Professional career development</p> <p>29. Relations with the research supervisor</p> <p>30. Supervision and management obligations.</p> <p>31. Research supervision</p>	<p>+/- -/+</p> <p>-/+</p> <p>-/+</p>	<p>G28: Supervisors' support for scientific development of his/her subordinates.</p>	<p>IG28.1: Development of recommendations on supporting scientific development.</p> <p>IG28.2: Development of a schedule of consultations with an academic supervisor who supports young researchers.</p> <p>IG28.3: Publication of the electronic version of Recommendations and Schedule of consultations in the research section of the university website.</p>
<p>32. Value of mobility</p>	<p>+/-</p>	<p>G32: Support for spatial, virtual, interdisciplinary and intersectoral mobility of researchers.</p>	<p>IG32.1: Analysis of the influence of researchers' mobility on scientific accomplishments.</p> <p>IG32.2: Determination of recommendations taking into account foreign stays in promotion procedures and periodical employee appraisal.</p>
<p>33. Access to career counselling</p>	<p>- /-</p>	<p>G33: Researchers' access to career counselling at each stage of their careers and support in finding jobs, and also opportunity of professional development.</p>	<p>IG33.1: Widening the Careers' Office activities with an offer of professional development opportunities for WUT researchers.</p>
<p>34. Intellectual property law</p>	<p>+/-</p>	<p>G34: Legal protection for WUT researchers in terms of intellectual property law, including copyright.</p>	<p>IG34: Organisation of information meetings of the WUT academic community on legal protection connected with intellectual property law, including copyright.</p>
<p>35. Co-authorship</p>	<p>+/-</p>	<p>G35: Taking into account team accomplishments in assessment of research work.</p>	<p>IG35.1: Analysis of publication activities of WUT employees in terms of co-authorship in relation to the criteria of academic accomplishments.</p>

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36. Teaching	-/-	G36: Researchers' teaching obligations do not interfere with research.	IG36.1: Amendments to » Resolution no. 94/XLIX/2017 of the WUT Senate on the annual teaching workload of academic teachers and the rules of calculating the number of hours taught in the academic year 2017/2018, » Resolution no. 128/XLVIII/2013 of the WUT Senate on adoption of the appraisal system for WUT employees.
37. Complaints/appeals	-/-	G37: WUT has an Employee Relations Representative, who provides help in case of conflicts.	IG37.1: Development of a timetable of office hours of Employee Relations Representatives appointed with the Rector's Regulation no. 59/2014 on preventing mobbing and discrimination at the Warsaw University of Technology. The electronic version of the timetable will be published on the University website. It will include places, dates and hours when the Representatives are available. IG37.2: Creation of a register of complaints on the recruitment proceedings.
38. Influence on decision-making bodies	+/+		
Training and development			
39. Further professional development	+/+		

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40. Access to scientific training and continuous development	+/-	G40: Support of careers of young researchers by providing access to training, and open lectures and seminars.	IG40: Preparation of an electronic version of a brochure that includes data on scientific trainings organised by all WUT units.
Any other problems			