TEMPLATE 2 – GAP ANALYSIS - OVERVIEW

Case number:

Name Organisation under review:

Organisation's contact details:

SUBMISSION DATE:

DATE ENDORSEMENT CHARTER AND CODE:

GAP ANALYSIS

The Charter and Code provides the basis for the Gap analysis. In order to aid cohesion, the 40 articles have been renumbered under the following headings. Please provide the outcome of your organisation's GAP analysis below. If your organisation currently does not fully meet the criteria, please list whether national or organisational legislation may be limiting the Charter's implementation, initiatives that have already been taken to improve the situation or new proposals that could remedy the current situation.

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?	Implementation: ++ = **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, list any national/regional legislation or organisational regulation currently impeding implementation	Initiatives undertaken and/or suggestions for improvement:
Ethical and Professional Aspects			
1. Research freedom	++		- Statute of UTP - UTP's idea, mission and strategy - Code of good practices for academic institutions - Code of ethics for research workers
2. Ethical principles	++		- Statute of UTP - Code of ethics for academic teachers - Code of ethics for students - Code of ethics for PhD students - Code of ethics for UTP's non-academic staff
3.Professional responsibility	-/+	- Informations about conducted researches which are available for reserachers before starting reserach tasks are on insufficient level	- Implementiation of self-control mentality in the field of scientific honesty (e.g. trough trainings and workshops) - Improving knowledge about research results (e.g. data bases)

4. Professional attitude	++		- Rector's Decrees, inter alia about acounting funds for researches, organizational rules of scientific-research work at the UTP, implementation the procedure of conducting projects co-financed by structural funds - Statute of UTP - UTP's 2011-2020 Strategy - Internal grants' regulations - Activity of university authorities in the field of organizing periodic meetings about research funding sources - Administartive and formal support by UTP's Science Division. Research Support Office and Regional Center of Patent Information in the field of coordination tasks funding from Ministry of Science and Higher Education
5. Contractual and legal obligations	-/+	- The lack of rules concerning internal regulations of UTP, involving promotion of science or academic teachers' work results appraisal	- Appointment of a Commitee for internal regulations and change the rules of scientific promotion and appraisal system after previous verification of UTP Rector's instructions in this field
6. Accountability	-/+	- Poor knowledge of law and administrative procedures among researchers	- Sending via e-mails to all employees once a year a link (newsletter) to the internal website of UTP- called INTRA. Website includes informations about UTP's inner instructions and regulations.
7. Good practice in research	++		- UTP's work regulations - Rector's Decrees, e.g. Instruction of health and safety at work with chemical substances and its mixutures, decree about rights and duties of managers, staff and

			- students in the field of health and safety at work - Health & safety training courses - Processing of personal data training courses - Electronic information system
8. Dissemination, exploitation of results	-/+	- UTP's researchers are sparsely engaged with publication of scientific papers in generally available and reputable data bases - The lack of initiative on promoting comercialization model of research results	- Trainings and workshops in the field of Open Access - Increase the number of scientific papers publication in Kuyavian-Pomeranian voivodeship's Digital Library - Implementation of mechanisms supporting publications in Open Access magazines - Appointment of committies for intelectual property at UTP's faculties - Dissemination of researches results commercialization model, presentation of case studies
9. Public engagement	++		- Rector's Decrees in the field of organisation of conferences and campaigns - Resolution of UTP's Senate on academic teachers' duties - Organizational rules of UTP's Information and Promotion Division - UTP's 2011-2020 Strategy - Promoting activity is one of the criteria in academic teachers' work results appraisal - UTP's Children's University, University of the Third Age, Festival of Science - Cooperation with schools, organisation of Open Days, Days of Science. conferences
10. Non discrimination	-/+	- Maternity leaves are not included in periodic appraisal of researchers' performance	- Adjustment of periodic appraisal rules to the specifity of maternity leaves

11. Evaluation/ appraisal systems	-/+	- The limitations of assesment systems are results of transffering the rules of evaluation of an academic facility onto individual employee appraisal which is used by the univeristy supervision unit	- Recognition the priority of assesment of researchers teams over the appraisal of the individual employee - Standarization the level of appraisal requirements to specifity of particular scientific disciplines - Less discretionary interpretation of appraisal system rules
Recruitment and Selection			
12. Recruitment	++		- Rector's Decree about rules of academic teachers' recruitment - Statute of UTP - UTP's work regulations - Conducting of vacancy competitions
13. Recruitment (Code)	++		- Rector's Decree about rules of academic teachers' recruitment and rules of academic teachers' employing - Statute of UTP - UTP's work regulations - Publishing job offers on the UTP's faculties websites, including all essential informations and closing date to submit an aplication
14. Selection (Code)	-/+	- Selecting candidates at the stage of staff recruitment process is ineffective	- Reinforcement to the role of the Rector's Commission - Increasing the participation of external exprets in the assesment of candidates' competences
15. Transparency (Code)	-/+	- After recruitment process knowledge about candidates' strenghts and weaknesses is insufficient	- Introducing the procedure of providing information about recruitment process results and causes of not being employed

16. Judging merit (Code)	++		- Rector's Decrees about rules of academic teachers' and non-academic staff recruitment, drafting the university recruitment commission - Statute of UTP - Resolutions of UTP's Senate - Description and official publishing vacancy competitions
17. Variations in the chronological order of CVs (Code)	++		- Rector's Decrees, inter alia about rules of academic teachers' and non-academic staff recruitment, competenceis of the university recruitment commissions' members - Resolutions of UTP's Senate
18. Recognition of mobility experience (Code)	++		- Rector's Decrees, e.g. decree about rules of academic teachers' recruitment assumes that one of the criteria in candidates' appraisal is mobility experience - Statute of UTP - High value of internships at leading science centres in Poland or abroad in the field of researchers' development - Feedbacks from internships, workshops, conferences and other forms of gaining experience are included in competitions' analysis
19. Recognition of qualifications (Code)	++		- Majorly, this area is currently regulated by national Higher Education Act therefore internal regulations in this field doesn't exist - Support by UTP's Science Department
20. Seniority (Code)	++		- Rector's Decree about rules of vacancy competitions

			- Resolutions of UTP's Senate - Organization rules of the university recruitment commissions'
21. Postdoctoral appointments (Code)	++		- Rector's Decrees - Statute of UTP - Resolutions of UTP's Senate
Working Conditions and Social Security			
22. Recognition of the profession	++		- Rector's Decreee about doctoral degree conferral procedure - Statute of UTP - Resolutions of UTP's Senate - Company Social Benefits Fund
23. Research environment	++		- Rector's Decrees and circular letters - Resolutions of UTP's Senate - Rules of research results commercialization and dissemination - Statutory researches and statuatory researches for young researchers
24. Working conditions	++		- Rector's Decrees, inter alia about drafting and competencies of Rector's plenipotentiary to people with disabilities - UTP's work regulations - Health and safety at work rules - Sheltered workshop - Periodic health examinations - Company Social Benefits Fund
25. Stability and permanence of employment	++		- Rector's Decrees and resolutions of UTP's Senate about rules of employing research workers and salary system - Statute of UTP

			- UTP's work regulations - Employment contract, nominations
26. Funding and salaries	++		- Rector's Decrees and resolutions of UTP's Senate about rules of employing research workers and salary system - UTP's work regulations
27. Gender balance	++		- Rector's Decrees and resolutions of UTP's Senate in the field of employment conditions - Statute of UTP - UTP's work regulations
28. Career development	++		- Statute of UTP - Resolutions of UTP's Senate - UTP's strategy and mission - New quality at UTP
29. Value of mobility	++		- Rector's Decrees, inter alia about academic teachers' appraisal - UTP's work regulation - Terms of use statutory subventions - Eramsus Programme Guide - Good practices at work - Promoting of mobility among academic teachers
30. Access to career advice	++		- Rector's Decree - Resolutions of UTP's Senate - Information and Career Planning Centre
31. Intellectual Property Rights	++		- Rector's Decrees, inter alia about organizational rules of Regional Centre for Innovation and Technology Transer,

			intellectual property laws, activity of Science Division, activity of patent agent - Resolutions of UTP's Senate - Rules of protection and making use of intellectual goods created at UTP - Rules of research results commercialization and dissemnation - Paten agent's conslutations and support
32. Co-authorship	++		- Rector's Decree - Resolutions of UTP's Senate - Rules of protection and making use of intellectual goods created at UTP - Declaration of originality - Rules of research results commercialization and dissemnation
33. Teaching	-/+	- Among senior reserachers there were reported some cases of development stagnation	- Senior reserachers should take part in training courses and conferences
34. Complains/ appeals	++		- Rector's Decrees, inter alia about dealing with complaints - Statute of UTP - Resolution of UTP's Senate - UTP's work regulations - Disciplinary spokesman
35. Participation in decision-making bodies	++		- Rector's Decrees - Statute of UTP - Resolutions of UTP's Senate - Rector's Commissions and Senate's Commissions

			- Various groups of staff and representation of trade unions are participating in decision-making bodies' activity
Training and Development			
36. Relation with supervisors	++		- Rector's Decree about academic teachers' duties and supervisors duties - Statute of UTP - Resolution of UTP's Senate - Internal regulations about grant financing to young reserachers and other statuatory activity - Internal rules of providing quality education
37. Supervision and managerial duties	++		- Rector's Decree about academic teachers' duties - Statute of UTP - Resolutions of UTP's Senate - Internal rules of providing quality education
38. Continuing Professional Development	-/+	- Some of senior reserchers are not engaged in scientific development and they're relucant to improve their qualifications - Funds intended for career development are insufficient and initiative for removing this limitation is weak	- Need of development stimulation - Seeking instruments for effective resolution of financial barriers - Alifelong learning and development
39. Access to research training and continuous development	++		- Rector's Decree - Statute of UTP - Resolutions of UTP's Senate - Internal regulations about statutory activity financing - Internal training courses and workshops

			- Internal system of providing information about available career development opportunities - The only obstacle of career development is financial barrier
40. Supervision	++		- Statute of UTP - Resolutions of UTP's Senate - Faculty Council's decisions - Declaration of research supervision