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I. Introduction

1. Information on the Medical University of Warsaw

The Medical University of Warsaw is one of the oldest medical schools in Poland. For over 200 years it has provided education and training in medicine and pharmacy at undergraduate and postgraduate levels. The university's programs meet the highest international standards of university-level education and are based on the principles of good clinical and pharmaceutical practice.

The academic staff at the Medical University of Warsaw have gained national and international reputations for their contributions to the science and practice of medicine.

Many of them hold the prestigious posts of National Consultants in different specialties.

The programmes satisfy the highest international standards of university-level education and are based on the principles of good clinical and pharmaceutical practice.

Degree courses in 14 areas of study and 1 specialty.

First-cycle undergraduate programmes: Audiophonology, Dental Hygiene, Dental Technology, Diagnostic and Therapeutic Radiography, Dietetics, Midwifery, Nursing, Paramedic Science, Physiotherapy, Public Health.

Second-cycle degree programmes (post-diploma): Dietetics, Midwifery, Nursing, Physiotherapy, Public Health.

Full-time degree programmes: Dentistry, Medical Laboratory Science, Medicine, Pharmacy.

The Medical University of Warsaw:

- has an international dimension based on its international educational standards and the exchange of scientific thought among higher education and research institutions,
- provides specialist referral, tertiary and general services as well as undergraduate and postgraduate teaching in its five affiliated teaching hospitals, which are also involved in scientific and clinical research and a number of clinical academic departments located in other hospitals in Warsaw,
- invests in the development of its research infrastructure and continues to expand its facilities.

The latest projects include the recently opened Library and Information Centre and ongoing work on the Centre for Preclinical Research. Also under construction is the Paediatric Hospital and Rehabilitation and Sports Centre, the most modern facility of its kind in Poland.

2. The University community

Community of the Medical University of Warsaw comprises approx. 2700 employees, including approx. 1,700 academic teachers, approx. 500 doctoral students and approx. 9,000 students, including approx. 650 foreigners. In addition, the University works closely with 3,700 people a year on the basis of civil law contracts and approx. 6600 people a year use various forms of postgraduate education at the Medical University of Warsaw.

Basic information about the structure of employment, age and sex of teachers and doctoral students at the University is shown in the following diagrams.

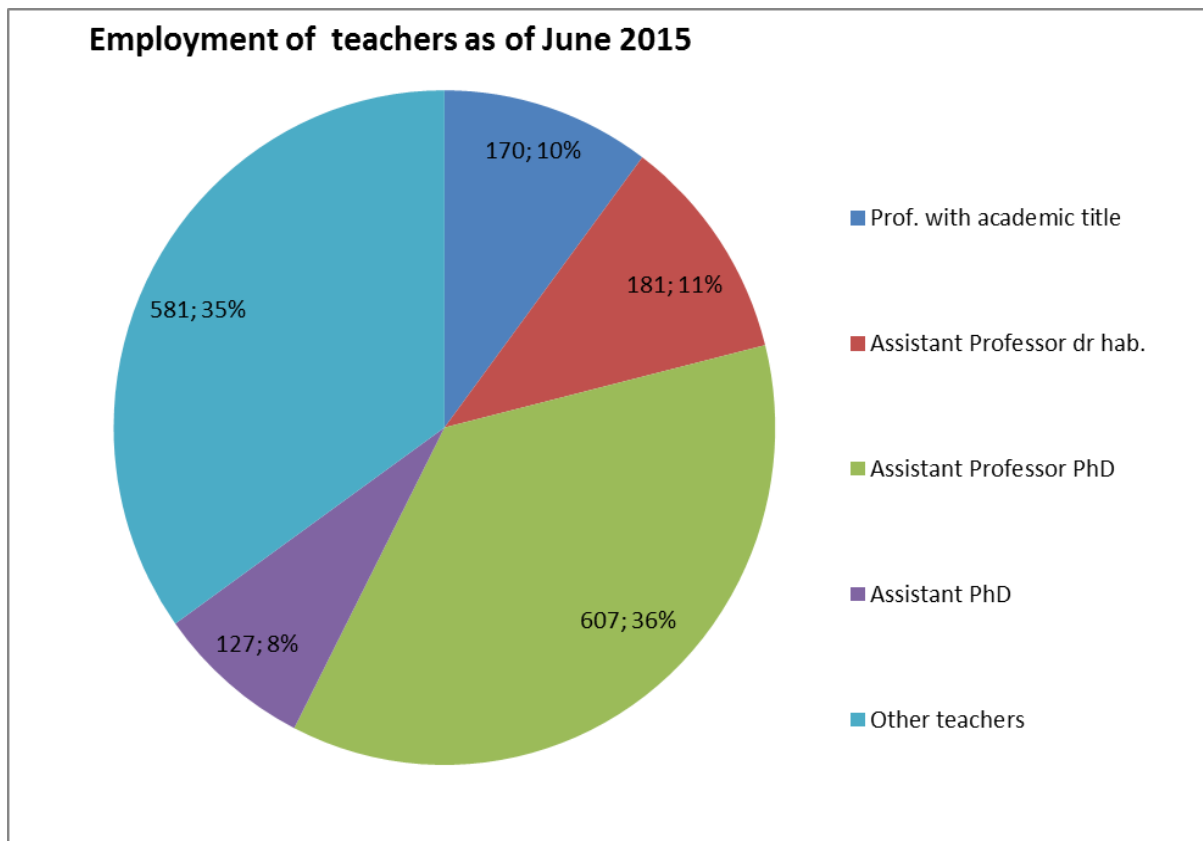


DIAGRAM 1 - EMPLOYMENT OF TEACHERS (NUMBER OF PERSONS AND PARTICIPATION IN %) AS OF JUNE 1, 2015.

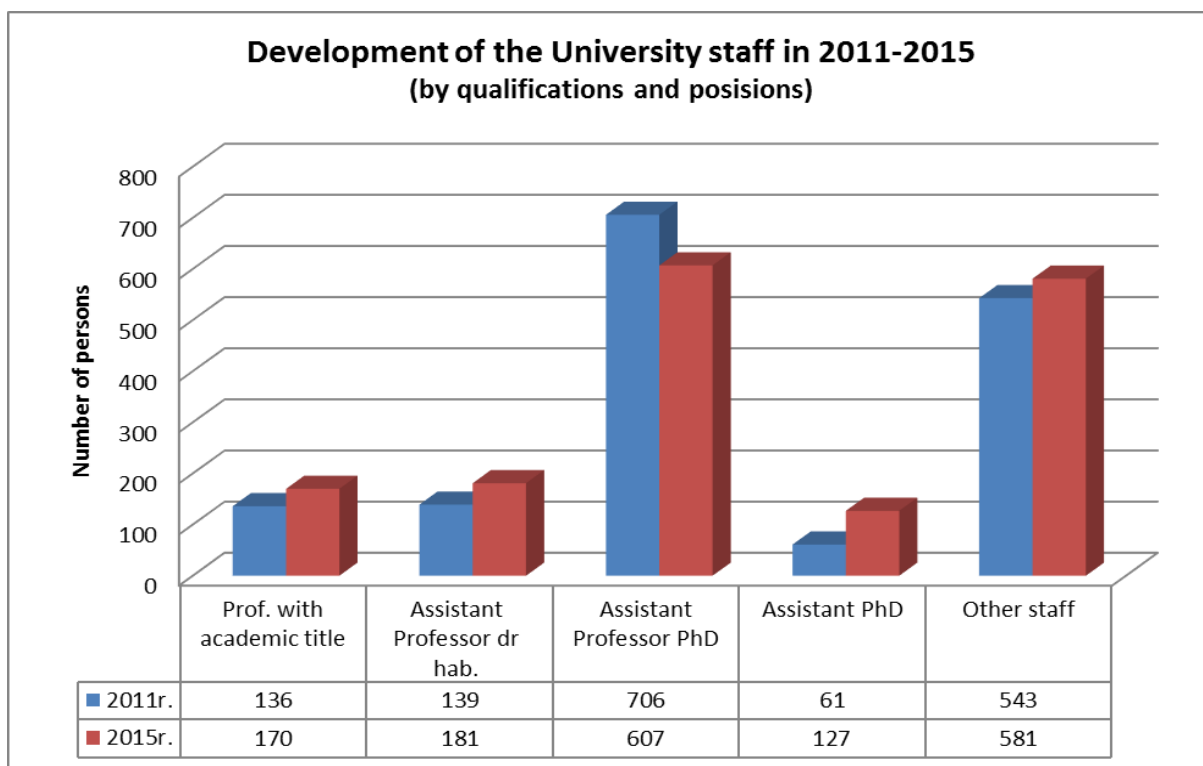


DIAGRAM 2 - DEVELOPMENT OF THE UNIVERSITY STAFF (TEACHERS) IN 2011-2015, AS OF 1.01.2011 AND 1.06.2015, IN PERSONS

Intensive academic development of staff of the University in 2011-2015 is the result of personnel policies consistently implemented by the University and departments authorities in recent years. The

University personnel policy framework has been defined in "Strategy for development of the Medical University of Warsaw for 2008-2012". In 2012, the Rector of the University appointed courses of action for the university community for the next four years, publishing "Strategy for development of the Medical University of Warsaw for 2012-2016", covering among other things the areas of scientific research, international cooperation and human resources development. During this period, the vigorous implementation of tasks began aimed at professional development, in particular scientific, of the staff of the University.

The result of these coherent actions is a significant increase in the number of teachers who raised their qualifications, for example an increase in the number of professors with academic title by 34 persons, i.e. 25% compared to 2011, and an increase in the number of lecturers with postdoctoral degrees by 42 people, which is approx. 30%. The increases in these groups occurred as a result of improving the qualifications of persons employed as assistant professors with a PhD. The decrease in the number of people in this group by 99 persons, i.e. 14% compared to 2011., is also connected with the change of positions of some of these employees to teaching positions (in the chart in the group of other employees). The growth in the number of assistants with a PhD is also significant: by 66 people, which is more than 108% compared to 2011.

A large part of the staff of the Medical University of Warsaw, namely more than 1,600 people at the end of 2014, carries out tasks in the area of research and development. The structure of employment of those persons and the sex and age structure are illustrated in the charts below.

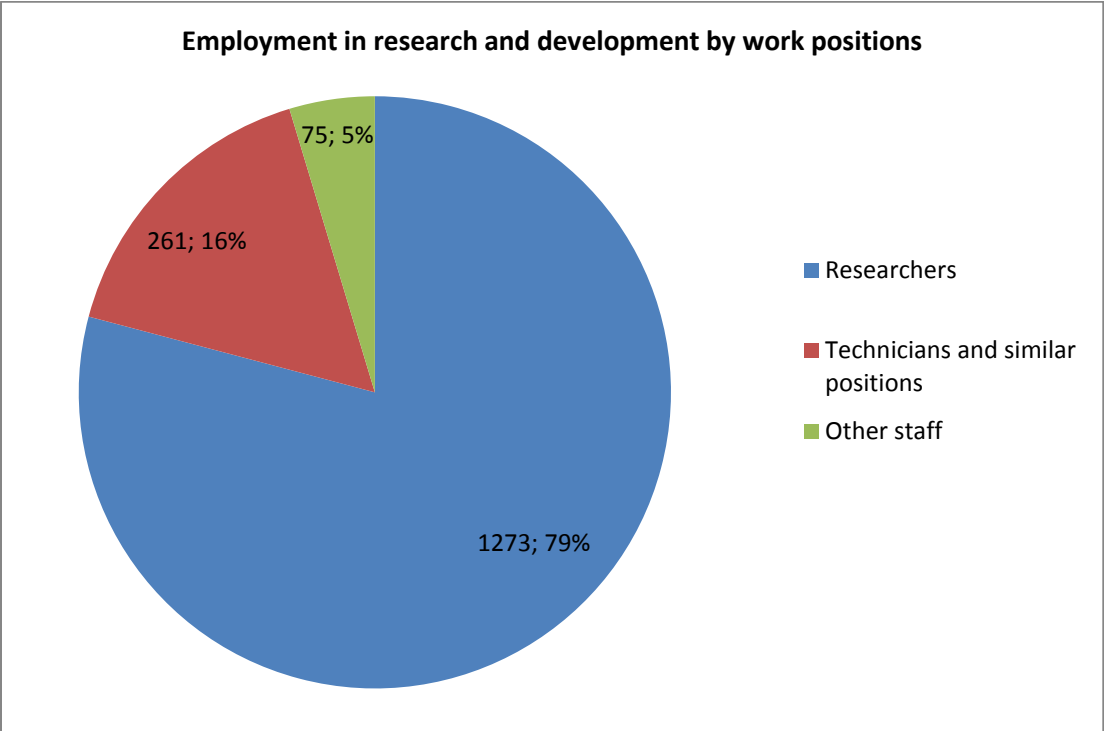


DIAGRAM 3 - EMPLOYMENT IN RESEARCH AND DEVELOPMENT, BY WORK POSITIONS, IN PERSONS, AS OF 31.12.2014.

Among those employed in the area of research and development 79% are employees of the scientific-research, 16% are technicians and people in positions of similar nature and 5% are those supporting the implementation of scientific tasks, e.g. administrative staff.

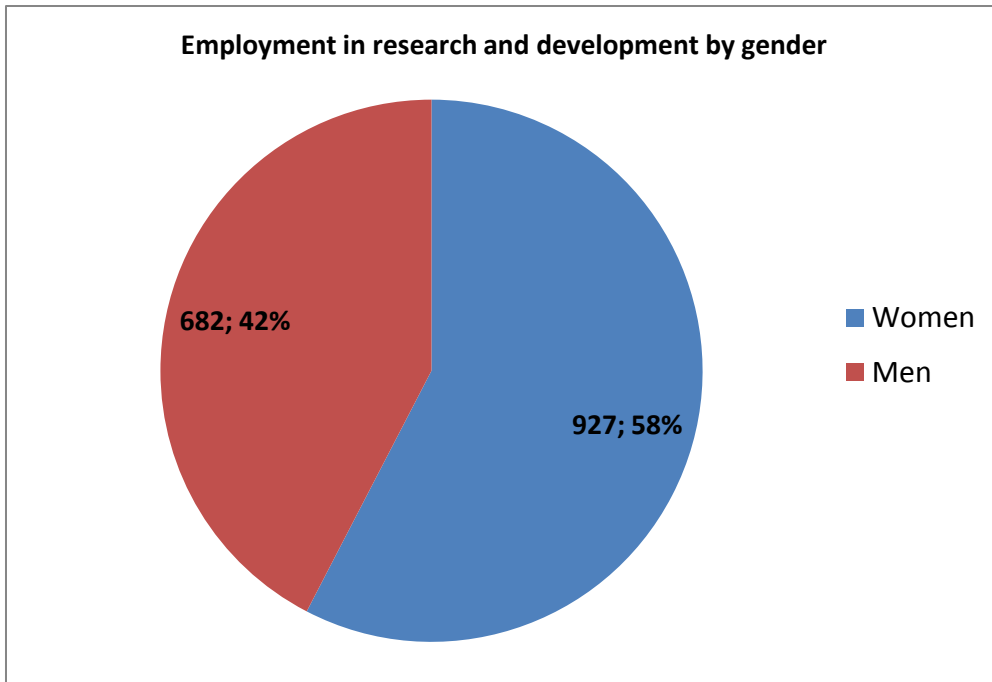


DIAGRAM 4 - EMPLOYMENT IN RESEARCH AND DEVELOPMENT, WOMEN AND MEN IN PERSONS, AS OF 31.12.2014.

In the group of persons employed in the R & D at the Medical University of Warsaw, 58% are women and 42% are men.

However, when it comes to the age structure of these people, the largest group: 32% are workers aged 35-44 and then 24% of people aged 45-54. People starting a career in research at our university full-time, represent 18% of employees in the age group 25-34.

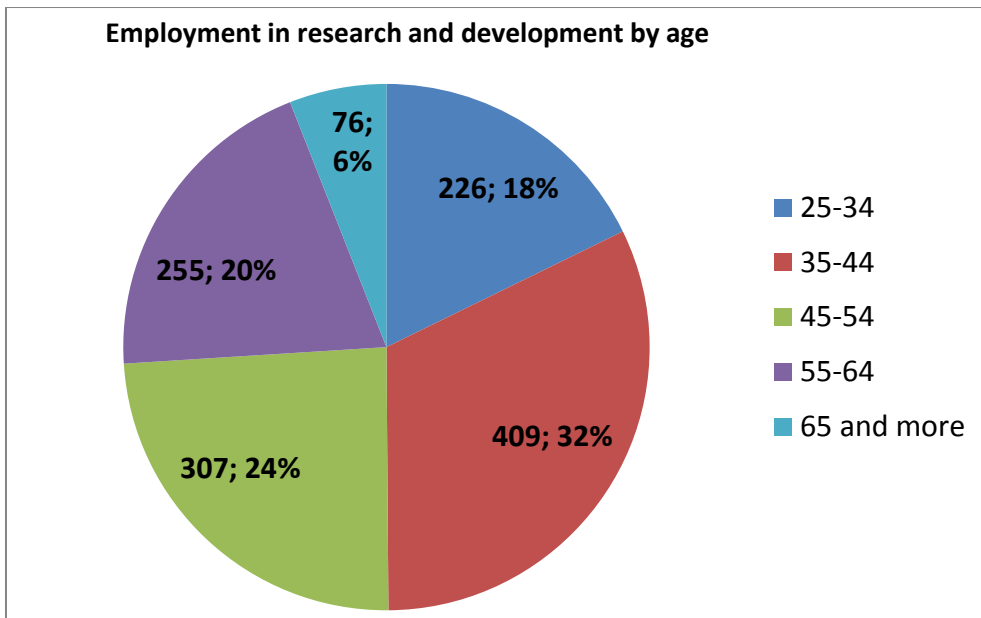


DIAGRAM 5 - EMPLOYMENT IN RESEARCH AND DEVELOPMENT, AGE STRUCTURE IN PERSONS, AS OF 31.12.2014.

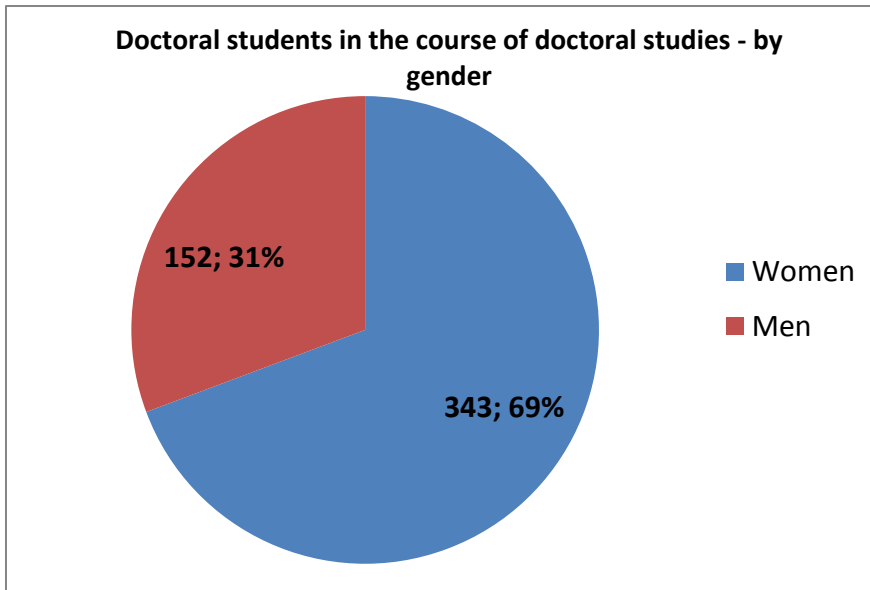


DIAGRAM 6 - GENDER STRUCTURE AMONG PEOPLE RAISING QUALIFICATIONS IN THE FORM OF DOCTORAL STUDIES AS OF 31.12.2014

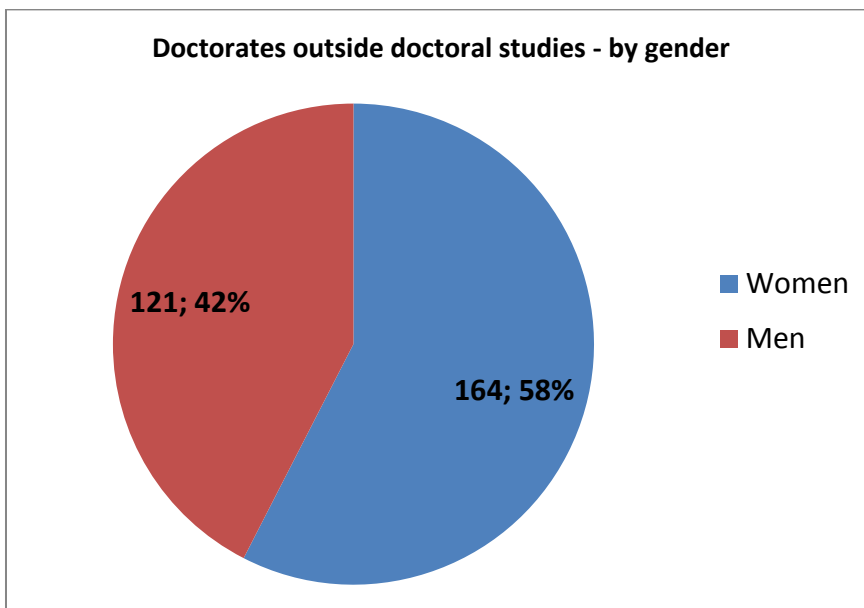


DIAGRAM 7 - GENDER STRUCTURE AMONG PEOPLE CARRYING OUT THE PROCEDURE FOR GRANTING A DEGREE OUTSIDE DOCTORAL STUDIES, AS OF 31.12.2014.

When it comes to development of professional qualifications through doctoral studies or implementation of PhD programme outside doctoral studies, women are more active in this scope.

II. Plan to implement the principles set out in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers

The work initiating the implementation of the principles laid down in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, started in the Medical University of Warsaw at the beginning of 2009, as a result of the adoption by the University Senate on 12 January 2009 of the "Development Strategy of the Medical University of Warsaw in 2008-2012". An important element of this document was a personnel policy, defining the orientations conducive to professional development of staff of the University, focused on improving the support system for researchers by the authorities and the administration of the Medical University and shift in a paradigm of scientific academic career. The directions of these activities were continued by the Vice-Rector for Personnel in the recent period, in line with the "Strategy of development of the Medical University of Warsaw for 2012-2016".

Most of the plans have been successfully realized, for example:

1. internal regulations and mechanisms have been introduced to improve administrative and financial support for projects, including improved operation of administrative departments handling projects to bring scientists the opportunity to apply for funds for research and to facilitate their use,
2. internal regulations concerning intellectual property have been introduced,
3. an electronic system has been introduced for collecting and publishing information about scientific accomplishments of academics,
4. a new system for periodically evaluating academic performance has been introduced, based on objective data,
5. incentive rules for granting salary increases was applied and rules for the granting of Rector's awards for scientific, educational and organizational achievements were amended,
6. clear criteria for promotion have been introduced.

The effects of consistent personnel policy and development of the university staff are presented in: Diagram 2 - development of the University staff (teachers) in 2011-2015, as of 1.01.2011 and 1.06.2015, in persons, page 4.

Given the severity of previous activities aimed at the development of academic staff and improvement of opportunities and conditions for implementation of research and development at the Medical University of Warsaw, Rector of the University at the beginning of May 2015 presented to the European Commission a statement of support for the principles laid down in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers and created conditions for full implementation of these principles at our University.

1. Analysis of the laws and regulations of the Medical University of Warsaw

The first stage of work to implement the principles laid down in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers was to analyse the European and Polish laws and internal regulations in force at the University, in terms of all the guidelines set out in the Charter and Code. This task was completed by a 25-person team of managers of administrative units of the University, representing the merits and competence in particular areas, to which the guidelines of the Charter and Code apply. Legal analysis was preceded by a practical workshop, which presents the purpose, scope and manner of accomplishing this task.

The result of the administrative team work was the document: Analysis of the law in respect to the guidelines of the Charter and the Code, forming material for further work of the implementation team.

2. Establishment of the Implementation Team

In early May 2015, Rector of the University appointed a team composed of members of the university community, to which he has set the task of finalizing the implementation of the principles laid down in the Charter and the Code at the University and ultimately obtaining the right to use the HR Excellence in Research logo by the University. The Team members included key employees of the University, dealing with issues of science, international cooperation, human resources management and legal and administrative aspects and doctoral students self-government representative. Competence and experience of these people correspond to the areas to which the principles of the Charter and Code apply.

The Team:

1. Vice-Rector for Human Resources
2. Vice-Rector for Science and International Relations
3. Chairman of the Senate Science Committee
4. Head of the Psychiatry Department and Clinic
5. Head of the Department of Medical Genetics
6. Head of the Department of Pharmaceutical Biology and Biotechnology of Medicinal Plants
7. Head of the Department of Oncological Prevention
8. President of Self-Government of Doctoral Students
9. Deputy Chancellor
10. Head of Human Resources
11. Legal Counsel, Legal Office

The team was established by resolution of the Rector of the Medical University No. 32/2015 of 12 May 2015. Team members began work with a detailed read of the guidelines laid down in the Charter and the Code, and the results of the analysis of laws and internal regulations in force at the Medical University of Warsaw, and as a result made a preliminary assessment of the state of progress of implementation and distinguished gaps requiring further action.

The team developed a plan to implement the principles set out in the Charter and the Code, including:

1. Developing and conducting a survey of researchers and PhD students in order to obtain information on the opinion of these groups regarding respect for the principles contained in the Charter and the Code at the Medical University of Warsaw – by the end of July 2015.
2. Analysis of the survey results by the implementation team and determining the most important areas requiring corrective action - by the end of August 2015.
3. Development of HR strategy and plan of corrective action - by the end of October 2015.
4. Submission of the HR Strategy and the corrective action plan to the European Commission - by November 15, 2015.

3. Survey of researchers

The aim of the survey was to obtain objective information on the current level of implementation at the Medical University of principles laid down in the Charter and the Code and the need to change certain areas in order to adapt them to the directions indicated by the European Commission.

Rules of the survey have been described by the Team set up to implement the principles set out in the Charter and the Code at the University.

Survey recipients were asked for an opinion on the 40 rules of the researchers, their employers and funders set out in the Charter and Code. Participants were asked to rate the extent to which different rules are applied in the operation of the Medical University of Warsaw. Respondents applied a six-point scale: 1 - definitely yes, 2 - yes, 3 - rather yes, 4 - rather not, 5 - no, 6 - definitely not. Individual rules were grouped into 4 blocks as follows:

In Ethical and professional aspects block, the following were evaluated:

- (1) research freedom
- (2) ethical principles
- (3) professional responsibility
- (4) professional attitude
- (5) contractual and legal obligations
- (6) accountability
- (7) good practice in research
- (8) dissemination, exploitation of results
- (9) public engagement
- (10) non-discrimination
- (11) employee appraisal system

In Recruitment block, the following were evaluated:

- (12) (13) recruitment (two aspects thereof)
- (14) selection
- (15) transparency
- (16) judging merit
- (17) variations in the chronological order of CVs
- (18) recognition of mobility experience
- (19) recognition of qualifications
- (20) seniority

- (21) postdoctoral appointments

In Working conditions and social benefits block, the following were evaluated:

- (22) recognition of the profession
- (23) research environment
- (24) working conditions
- (25) stability and permanence of employment
- (26) funding and salaries
- (27) gender balance
- (28) career development
- (29) value of mobility
- (30) access to career advice
- (31) Intellectual Property Rights
- (32) co-authorship
- (33) teaching
- (34) complaints/appeals
- (35) participation in decision-making bodies

In Training block, the following were evaluated:

- (36) relation with supervisors
- (37) supervision and managerial duties
- (38) continuing professional development
- (39) access to research training and continuous development
- (40) supervision

Under each of the blocks respondents had the opportunity to enter their observations or comments on the principles contained therein. The survey was supplemented by two further questions: on the place of the respondent in the structure of the University (Head of Unit, an independent researcher, doctor and PhD student) and seniority at the University (generally and currently occupied post). The purpose of collecting these data was the possibility of extending the analysis of data collected from the survey.

The implementation team agreed that the survey will be conducted among the 15% of randomly selected representatives of the university community:

1. Heads of Units
2. Independent researchers
3. Employees with a doctoral degree
4. Students of doctoral studies

The drawing was made using statistical package IBM SPSS Statistics 21. Drawing algorithm Mersenne Twister was used with random starting point setting.

The study included a total of 232 randomly selected people. In this group there were 23 heads of units, 31 independent researchers, 112 doctors and 66 PhD students. To all drawn persons, Human Resources Department sent a letter from Rector along with a copy of the survey, with an opportunity to participate in the survey electronically.

The survey was conducted in the second half of July 2015. A total of 99 surveys was collected, which means that less than 43% of those invited took part in it. Heads of units, followed by independent researchers and doctors responded relatively most often to the invitation. Among doctoral students only one in four took part in the survey.

The study used a rating scale from 1 - definitely yes to 6 - definitely not, meaning that the lower the calculated averages, the more positive the assessment.

4. Analysis of survey results

Overall average of evaluations collected during the survey was 2.23, which means that in the opinion of respondents, the Medical University of Warsaw in a large majority implements the rules and the requirements of the Charter and Code.

According to the respondents, the best implemented principles and requirements are those presented in the Ethical and professional aspects block. Average for all assessments concerning the principles and requirements contained in this block was 1.87. The least positive ratings were obtained by principles and requirements gathered in the Working conditions and social benefits block - the average ratings in this block was 2.49. The other two blocks of principles and requirements (Training and Recruitment) received similar average scores between the values indicated above.

Both the overall average grade and average scores for individual blocks were positive but at the same time varied, making it possible to isolate the requirements of the Charter and the Code, the use of which in our University can be improved.

The survey results indicated that the respondent's position in the structure of the University marginally affected the overall assessment of the degree of compliance with the principles of the Charter and the Code at the Medical University of Warsaw. Seniority in the Medical University of Warsaw and seniority in the position occupied by the respondent had no significant effect on the overall assessment.

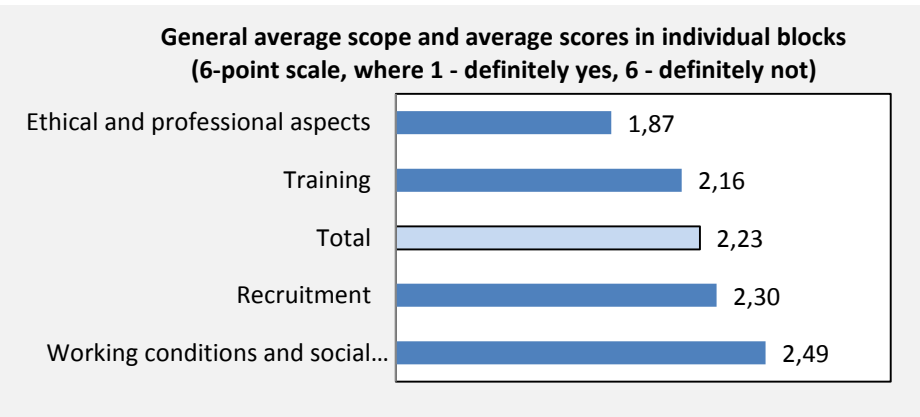


DIAGRAM 8 - AVERAGE SCORES OBTAINED IN INDIVIDUAL BLOCKS AND THE OVERALL AVERAGE

Survey results were analysed in detail by the Team for implementation of the principles contained in the Charter and Code. As a result of this analysis, the Team has identified principles which, according to survey respondents are not sufficiently respected in our University and steps should be taken to improve the implementation of these principles.

Below are the results of the analysis and highlighted areas of activity requiring improvement actions.

Ethical and professional aspects

Among the eleven principles and requirements contained in the Ethical and professional aspects block, the least reservations in the context of their application in the functioning of the Medical University of Warsaw, and therefore the most positive ratings were received by principle 2 (Ethical principles) and subsequently principle 1 (Research freedom). In this block, the lowest rated was principle 11 (staff evaluation systems).

The following table lists the principles and requirements contained in the Ethical and professional aspects block prioritized by the value of the average score. In addition, the number of scores of each of the presented principles was given.

| <i>principle</i> | <i>average</i> | <i>Number of responses</i> |
|--|----------------|----------------------------|
| (2) Ethical principles | 1.41 | 99 |
| (1) Research freedom | 1.58 | 98 |
| (10) Non-discrimination | 1.60 | 99 |
| (3) Professional responsibility | 1.72 | 99 |
| (6) Accountability | 1.79 | 99 |
| <i>the average score of Ethical and professional aspects block</i> | <i>1.87</i> | <i>99</i> |
| (4) Professional attitude | 1.88 | 99 |
| (7) Good practice in research | 1.92 | 97 |
| (8) Dissemination, exploitation of results | 2.03 | 99 |
| (5) Contractual and legal obligations | 2.05 | 98 |
| (9) Public engagement | 2.17 | 99 |
| (11) Employee appraisal system | 2.44 | 99 |

TABLE 1 - AVERAGE SCORE OF PRINCIPLES CONTAINED IN THE ETHICAL AND PROFESSIONAL ASPECTS BLOCK

Recruitment

The principles and requirements of the Recruitment block received an overall average of 2.30. It is similar to the average for the whole of 2.23.

Among the ten principles and requirements contained in the Recruitment block, relatively least reservations in the context of their application in the functioning of the Medical University of Warsaw, and therefore the most positive ratings were received by principle 13 (Recruitment 2). Subsequently, there was principle Rule 21 (Postdoctoral appointments). Respondents evaluated the use of Rule 19 (Recognition of qualifications) lowest.

The following table lists the principles and requirements contained in the Recruitment block prioritized by the value of the average score.

| <i>principle</i> | <i>average</i> | <i>Number of responses</i> |
|---|----------------|----------------------------|
| (13) Recruitment_2 | 2.10 | 99 |
| (21) Postdoctoral appointments | 2.17 | 98 |
| (20) Seniority | 2.22 | 97 |
| (12) Recruitment | 2.23 | 97 |
| (17) Variations in the chronological order of CVs | 2.28 | 97 |
| <i>the average score of Recruitment block</i> | <i>2.30</i> | <i>99</i> |
| (15) Transparency | 2.32 | 99 |
| (18) Recognition of mobility experience | 2.35 | 98 |
| (16) Judging merit | 2.39 | 98 |
| (14) Selection | 2.46 | 99 |
| (19) Recognition of qualifications | 2.49 | 96 |

TABLE 2 - AVERAGE SCORE OF PRINCIPLES CONTAINED IN THE RECRUITMENT BLOCK

Working conditions and social benefits

The principles and requirements of the Working conditions and social benefits block obtained a general average of 2.49, which means that the level of implementation at the Medical University of Warsaw is rated the most negatively.

Working conditions and social benefits block consisted of the most assessed principles - there were 14. Among them, relatively least reservations in the context of their application in the functioning of the Medical University of Warsaw, and therefore the most positive ratings were received by principle 31 (Intellectual property rights). Subsequently, there was principle 22 (Co-authorship). The least positively rated was principle 30 (Access to career advice).

| <i>principle</i> | <i>average</i> | <i>Number of responses</i> |
|--|----------------|----------------------------|
| (31) Intellectual Property Rights | 2.21 | 99 |
| (32) Co-authorship | 2.22 | 99 |
| (27) Gender balance | 2.25 | 99 |
| (22) Recognition of the profession | 2.36 | 98 |
| (24) Working conditions | 2.36 | 98 |
| (23) Research environment | 2.40 | 98 |
| (35) Participation in decision-making bodies | 2.45 | 98 |
| (29) Value of mobility | 2.46 | 99 |
| <i>the average score of Working conditions and social benefits block</i> | <i>2.49</i> | <i>99</i> |
| (25) Stability and permanence of employment | 2.51 | 97 |
| (34) Complaints/appeals | 2.62 | 97 |
| (26) Funding and salaries | 2.65 | 99 |
| (28) Career development | 2.68 | 99 |
| (33) Teaching | 2.76 | 99 |
| (30) Access to career advice | 2.96 | 97 |

TABLE 3 - AVERAGE SCORE OF PRINCIPLES CONTAINED IN THE WORKING CONDITIONS AND SOCIAL BENEFITS BLOCK

Training

Principles and requirements for the Training block received an overall average of 2.16, with an overall average of 2.23.

The Training block consisted of five principles assessed by the respondents. Among them, relatively least reservations in the context of their application in the functioning of the Medical University of Warsaw, and therefore the most positive ratings were received by principle 38 (Continuing professional development) and subsequently principle 36 (Relation with supervisors). The least favourably was rated application of the principle 39 (Access to research training and continuous professional development).

The following table lists the principles and requirements contained in the Training block prioritized by the value of the average score made by respondents.

| <i>principle</i> | <i>average</i> | <i>Number of responses</i> |
|---|----------------|----------------------------|
| (38) Continuing professional development | 2.02 | 99 |
| (36) Relation with supervisors | 2.03 | 98 |
| (37) Supervision and managerial duties | 2.16 | 99 |
| <i>the average score of Training block</i> | 2.16 | 99 |
| (40) Supervision | 2.26 | 99 |
| (39) Access to research training and continuous development | 2.28 | 99 |

TABLE 4 - AVERAGE SCORE OF PRINCIPLES CONTAINED IN THE TRAINING BLOCK

5. Proposals for improvement

Team for implementation of the principles laid down in the Charter for Researchers and the Code of Conduct for the Recruitment of Researchers completed a comprehensive assessment of how and to what extent the various principles of the Charter and the Code are applied in the Medical University of Warsaw. Assessment of the degree of compliance with the specific principles was based on previously conducted analysis of the laws and internal regulations of the Medical University of Warsaw and the results of the survey on researchers.

The result of the Team's work was to identify:

1. the principles, which are observed at MUW in a high degree and their use does not currently require any improving action, and
2. the principles, whose application in the Medical University of Warsaw is unsatisfactory and therefore actions should be taken aimed at improving their use.

In addition, the Team developed a proposal for the improvement actions, the implementation of which should provide a better, fuller application of the principles contained in the Charter and Code at our University, and pointed to the proposed timetable for implementation of these activities.

The conclusions of the Team relating to the specific principles laid down in the Charter and Code are presented below.

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 result of the survey:

- Average 1.58 (on a scale from 1 - definitely yes to 6 - definitely not), which is a very positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- Researchers at the Medical University of Warsaw are guided by the good of society and are committed to expanding the frontiers of scientific knowledge. They enjoy the freedom of thought and expression, following in their work the recognized ethical principles and practices.
- The Team found that undertaking improvement actions is not necessary.

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.

The result of the survey:

- Average 1.41 (on a scale from 1 - definitely yes to 6 - definitely not), which is a very positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- Researchers at the Medical University of Warsaw comply with recognized ethical principles and practices within the framework of research. They follow the laws governing these areas, in accordance with the provisions on animal experiments and on the protection of animals used for scientific or educational purposes. Respecting ethical principles in the implementation of scientific papers is evaluated by the two standing University committees: Rector's Bioethics Committee and the 2nd Local Committee for Experiments on Animals.
- The Team found that undertaking improvement actions is not necessary.

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.

The result of the survey:

- Average 1.72 (on a scale from 1 - definitely yes to 6 - definitely not), which is a very positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- Researchers at the Medical University of Warsaw are fully aware that their research must bring significant new value to society and all forms of plagiarism are prohibited. The University implements internal regulations on the dissertations anti-plagiarism procedure. All theses produced at the Medical University of Warsaw are checked and protected by online anti-plagiarism system Plagiat.pl. The University has Uberrima Fide certificate confirming successful verification of anti-plagiarism procedures.
- Researchers at Medical University of Warsaw know the regulations on intellectual property rights and co-ownership of data in the event of team papers. Polish law exhaustively regulates the professional responsibility and accountability for violating someone else's copyright or related rights in any way, falsifying research or research results or committing other scientific fraud.
- The Team found that undertaking improvement actions is not necessary.

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.

The result of the survey:

- Average 1.88 (on a scale from 1 - definitely yes to 6 - definitely not), which is a very positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- The objectives of the scientific community of our University are defined in "Strategy for development of the Medical University of Warsaw for 2012-2016". Researchers at the Medical University of Warsaw positively assess the availability of information on the

principles of research funding, necessary permits and formalities relating to the implementation of scientific research. They know the principles of conduct in the event of changes during the research project. The knowledge of these principles is ensured not only by laws but also the internal regulations of the University, for example regulations for projects at the Medical University of Warsaw. Before commencement of scientific work, researchers become familiar with the terms of their conduct as laid down in the principles of the program, project, co-financing agreement and other similar documents.

- The Team found that undertaking improvement actions is not necessary.

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.

The result of the survey:

- Average 2.05 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- Researchers at our University positively assess the knowledge of the regulations governing the working conditions and terms of training, including provisions on intellectual property rights as well as the requirements and conditions of funders of research. The University provides administrative and legal support for access to the earmarking provisions for research funding, provisions on the protection of intellectual property, industrial property, copyright and other governing these areas. The University has also introduced internal regulations, which aim to facilitate the execution of scientific work, for instance Regulations on projects at the Medical University of Warsaw, Regulations of the Preclinical Research Centre of the Medical University of Warsaw, Regulations on using the research infrastructure of the Medical University of Warsaw, Regulations on management of copyright and related rights and industrial property rights and the principles of commercialization at the Medical University of Warsaw. Scientific research is conducted in compliance with those regulations and the results of this research are presented in a form compatible with the designated initial assumptions.
- The Team found that undertaking improvement actions is not necessary.

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, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.

The result of the survey:

- Average 1.79 (on a scale from 1 - definitely yes to 6 - definitely not), which is a very positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- Researchers at the Medical University of Warsaw are fully aware of the responsibilities arising from their scientific research output, including responsibility for the effective use of public funds. They comply with the principles of sound, transparent and efficient financial management and cooperate with all regulators. Researchers at the Medical University of Warsaw are provided with comprehensive and professional support in handling administrative and financial aspects of their research, from the preparation of the application for funds for the project until the completion of the project and its full settlement. Organizing an efficient support was one of the strategic objectives of the University implemented and constantly perfected since 2009. Thanks to that, researchers at the Medical University of Warsaw can spend more time on scientific work.
- The Team found that undertaking improvement actions is not necessary.

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.

The result of the survey:

- Average 1.92 (on a scale from 1 - definitely yes to 6 - definitely not), which is a very positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- The scientific work at the Medical University of Warsaw are carried out in conditions of special concern for human safety, experimental animals as well as data obtained, processed and collected.

The University uses a wide spectrum of laws relating to work in safe and hygienic conditions, taking into account factors harmful to health. The proper observance of these principles is supervised by a team of professionals – specialists for safety and hygiene and occupational medicine specialist, who provides checkups to employees of the University. Principles of post-accident and post-exposure conduct have been determined in the form of internal regulations. Employees are provided with personal protective equipment and clothing, and co-funding of correcting glasses when working with visual display. There are first aid kits equipped with first aid measures. Periodic simulations aimed at improving fire safety are conducted. The University notes a very low number of accidents, for example in 2014 the number of people injured in accidents at work amounted to 9 people (of about 2700 employees), while there were no fatalities or serious accidents.

Researchers are familiar with and apply the requirements concerning the protection of personal data. Special protection, arising from the provisions on the protection of personal data and the code of medical ethics, covers the personal data of persons affected by research. Proper compliance with the principles on personal data protection is ensured by information security administrator, local administrators and data administrators.

The security of data collected and processed in information systems is provided by IT security officer and a team of IT specialists, in accordance with the internal principles on the protection of personal data and databases processed traditionally and in the IT systems of the University, in particular, security policies, instruction on information system management in the Medical University of Warsaw and instructions on the manner and procedure of processing classified information.

- The Team found that undertaking improvement actions is not necessary.

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.

The result of the survey:

- Average 2.03 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- Medical University of Warsaw authorities place great emphasis on the dissemination of research results through publications, commercialization or patents. They introduced a number of mechanisms aimed at encouraging and motivating researchers to disseminate research results, such as rankings scientific achievements, promotion criteria depending on the scientific development or work, remuneration and bonuses evaluation criteria, based on measurable results of scientific activities, such as points for publications according to the

scale set by the Ministry of Science and Higher Education, Impact Factor indicator, Hirsch indicator.

In addition, the University organizationally and financially supports active participation of our researchers in conferences, congresses and symposiums in the country and the world.

- The Team found that undertaking improvement actions is not necessary.

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.

The result of the survey:

- Average 2.17 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- Researchers at the Medical University of Warsaw with full knowledge take actions aimed at shaping a higher level of public awareness in the areas of medical, pharmaceutical and related sciences. One of the commonly used channels of educating the public is the media: our researchers are often involved in television or radio information programmes and give press interviews or publish popular science articles.

This objective is also fulfilled by the annual picnic organized by the authorities and the university community: "Medical University of Warsaw for Warsaw community", which this year was held for the seventh time. An all-day event, organized with great commitment, is a meeting of the residents of Warsaw with medicine. At dozens of thematic stands, participants have the opportunity to get accessible information from various fields of medicine and undergo basic diagnostic tests.

Current information on the most spectacular and innovative achievements of university staff is provided by the user-friendly MUW website.

- The Team found that undertaking improvement actions is not necessary.

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.

The result of the survey:

- Average 1.60 (on a scale from 1 - definitely yes to 6 - definitely not), which is a very positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- Issues of equal treatment and non-discrimination against researchers by the employer or funders due to gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political beliefs, social or material status gained a highly favourable score given in the survey of researchers at the Medical University of Warsaw. The University respects law on non-discrimination of employees and other members of the academic community. They have been transposed to the university in the form of internal regulations, including work regulations, the procedure for prevention of mobbing, discrimination and sexual exploitation and regulation of the Rector on non-discrimination and equal treatment of students, graduate students, post-graduate students and students of professional development courses. Employees who find themselves in situations of complex interpersonal relationships in the workplace can benefit from the assistance of trusted representative and the Rector's Anti-bullying Committee.
- The Team found that undertaking improvement actions is not necessary.

11) Employee appraisal system

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.

The result of the survey:

- Average 2.44 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive assessment of the application of this principle in the Medical University of Warsaw, however in the "Ethical and professional aspects" block this principle has obtained the highest average score, which means the lowest score in this block.

Opinion of the Team:

- Academic evaluation system based on subjective and non-comparable data functioned for many years at the University. The University and departments authorities have seen the need to amend the system in order for the outcome of work evaluation to be more objectified and take into account the measurable results of work of those evaluated and the evaluation of undergraduate and graduate students. The assumption of revision of the system for assessing academic work has been included in the Strategy for Development of Medical University of Warsaw. In 2012, parametric evaluation system for teachers was introduced in the 1st Faculty of Medicine. As a result of analysis of the advantages and disadvantages of this pilot solution, a team was created that developed a new parametric evaluation system for teachers. The system was introduced in early 2015, will be valid in all departments of the university since 2016. Parametric results of work assessment will be analysed by independent evaluation committees: the University committee and faculty committees that will propose the individual performance evaluations for individuals.

In addition, the University operates a separate system of evaluation of technical, administrative and maintenance personnel.

Improvement actions:

A new system for evaluating teachers will be in force from 1 January 2016. The decision to use improvement actions for this system will be made after the first evaluation according to the revised principles, by the end of 2016 by the Vice-Rector for Human Resources.

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.

The result of the survey:

- Average 2.23 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- The Medical University of Warsaw specifies certain minimum requirements for employment of teachers at different positions. These requirements are specified in Annex to the Statute of the University. Employment of an academic teacher in excess of half full-time occurs as a result of selection of a candidate in an open competition. Situations when one can withdraw from conducting the competition procedure are determined in the Act on Higher Education. Researchers returning to work after a parental leave are accepted to the former position in accordance with the provisions of the labour law. The university, for economic reasons, has no possibility of employment for all those interested in research and teaching, therefore people with outstanding achievements are promoted when filling positions.

Similar principles apply when filling management positions in the organizational units, except that the procedure to select a candidate consists of three stages and involves the selection by the selection board, the faculty council and then by the Senate. The final decision is made by the Rector. The same procedure takes place prior to the appointment of an academic teacher to the position of full professor. In both situations, the scientific, educational and organizational achievements of a candidate are assessed.

- The Team found that undertaking improvement actions is not necessary

13) Recruitment (2)

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.

The result of the survey:

- Average 2.10 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- Recruitment for the posts of teachers takes place at the Medical University of Warsaw in accordance with the Law on Higher Education and the regulations contained in the Annexes to the Statute of the Medical University of Warsaw, which lay down principles and procedures for conducting competitions for academic staff, appointed teachers, managers and directors of the University as well as coordinators-managers of clinics. Competition advertisements are prepared in Human Resources Department in accordance with a standard pattern, and the necessary qualification requirements for the position under competition are determined by the head of an organizational unit. Customarily at least a seven-day deadline is applied for the submission of offers from the date of publication of the notice, but this term is not defined in any internal regulation. There has not also been specified a unified form of competition offer submission.

Researchers employed to carry out the projects are chosen by a selection procedure specified under the terms of the project and if the conditions of the project do not include any requirements for recruitment, recruitment is carried out in accordance with the principles applicable at the University.

Improvement actions:

- The introduction of uniform internal regulations specifying transparent recruitment procedures, including: minimum time limit for the publication of notices of competition, the form of tender and tender committees procedure. The preparation of the regulation will be supervised by Vice-Rector for Human Resources.

Completion date: end of 2015.

14) Selection

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.

The result of the survey:

- Average 2.46 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive, but not high assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- Selection of candidates for academic teaching positions is made by standing selection committees operating in each of the five faculties. The committees are appointed for a term

of University and departments authorities or for the period of the academic year. Most of the committee members are the independent academic researchers: professors and lecturers. There are no people from abroad or external experts among them. Trainings of staff involved in recruitment committees are not conducted. The committees do not carry out direct interviews with candidates.

Committees appointed to select the candidates for the heads of organizational units, work in a different way. Their composition may vary depending on the position under competition. Selection of candidate is always preceded by an interview during which candidates present their qualifications, experience and proposals on how to manage the unit.

Improvement actions:

- The introduction of uniform internal regulations on the composition of the competition committees - the inclusion in the composition of a committee of representatives of young researchers and foreigners (if possible), highlighting the need to preserve the gender ratio. Taking into account the possibility of direct presentation of candidature by the participant of the competition to the selection committee. The introduction of training for members of competition committees. The preparation of the regulation will be supervised by Vice-Rector for Human Resources.

Completion date: end of 2015, with effect from September 2016 in relation to the composition of the competition committees.

15) Transparency

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.

The result of the survey:

- Average 2.32 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive, but not high assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- Information on the recruitment procedures for work at the Medical University of Warsaw are available on the university website. Recruitment advertisements are published in many places: on the website of Medical University of Warsaw, on the website of the Ministry of Science and Higher Education and the Ministry of Health, on the websites of the European Commission in the European Researchers' Mobility portal Euraxess and sent e.g. to other universities or trade press. Criteria for choosing a candidate are a regular part of each notice of competition. Similarly, the number of available positions is included in the content of adverts.

Upon completion of recruitment, the participants in this process do not receive feedback about the strengths and weaknesses of their applications. Only information about the outcome of the competition is provided.

Improvement actions:

- The introduction of the obligation to notify all candidates participating in the competition of the outcome, together with the reasons for the committee's decision. Giving feedback on the reasons for the rejection of competition offers. The preparation of the regulation will be supervised by Vice-Rector for Human Resources.

Completion date: end of 2015.

16) Judging merit

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, 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.

The result of the survey:

- Average 2.39 (on a scale from 1 - definitely yes to 6 - definitely not), which is a still positive, but not high assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- In connection with the introduction in 2016 of the new, uniform system of evaluation of teachers at the Medical University of Warsaw (more in point: Employee appraisal system, page 23), the process of selection and verification of their scientific, educational and organizational achievements will be more objectified and will take into account a broader range of activity of each employee. In addition to academic achievements, expressed in a number of publications and their point values teaching achievements, quality of teaching, scientific supervision, participation in projects, patents and a number of other achievements will be taken into account. The assessment will also take into account the opinion of students and doctoral students self-governments.

Improvement actions:

- A new system for evaluating teachers will be in force from 1 January 2016. The decision to use improvement actions for this system will be made after the first evaluation according to the revised principles, by the end of 2016 by the Vice-Rector for Human Resources.

17) Variations in the chronological order of CVs

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.

The result of the survey:

- Average 2.28 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- The issue of breaks in career of researchers is considered at the Medical University of Warsaw in two contexts: as breaks due to maternal or childcare leaves or health of an employee or as breaks resulting from professional plans of a person.

In the event of breaks resulting from maternity, childcare and poor health, these issues are regulated in detail in Polish labour law. Both a child's mother and father are entitled to paid periods of leave from work, and then also to unpaid periods allocated to bringing up a child. Upon completion of these periods, an employer is obliged to accept an employee to work at a current position. A similar situation occurs in the case of illness and rehabilitation period, when an employer is obliged to accept an employee to work after their return to health. An academic teacher also has the additional privilege - can get paid leave for health reasons if their state of health requires abstaining from work but promises improvement. At our University, all these regulations are complied with and implemented personnel policy specifically takes into account the welfare and interests of employees. The University helps young parents by subsidizing the cost of kindergartens and nurseries, recreation and sports, and rest. Financial and organizational support is also offered to employees who find themselves in particularly difficult circumstances.

The University as an employer, respects and supports the professional development of employees, recognizes and respects achievement of their personal goals.

Professional mobility associated with improving qualifications and gaining new experience is very highly regarded. Employees who want to expand or improve their skills and it is not directly related to professional work in the Medical University of Warsaw, also can count on the goodwill and understanding of the employer. Many people obtain the approval of the employer for additional employment, a significant group of employees also run their businesses, unpaid leaves are also practiced, if there is no possibility to simultaneously combine two forms of employment.

When hiring new people all their qualifications and professional experience presented are taken into account.

- The Team found that undertaking improvement actions is not necessary.

18) Recognition of mobility experience

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.

The result of the survey:

- Average 2.35 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive, but not high assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- The experience gained by researchers at the Medical University of Warsaw, as a result of foreign trips, collaboration with other national or foreign scientific circles, increasing knowledge and experience in new areas and disciplines, is positively perceived and highly valued at our University. The University authorities have introduced organizational and internal regulations, aimed at facilitating delegating employees abroad for scientific, educational and organizational purposes. The reason for not very high evaluation of the application of this principle is likely continued existing economic barriers that hinder young Polish researchers from the use of mobility, especially in the form of foreign trips.
- The Team found that undertaking improvement actions is not necessary.

19) Recognition of qualifications

Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including nonformal 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.

The result of the survey:

- Average 2.49 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive, but not high assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- The Medical University of Warsaw provides adequate assessment of professional qualifications. The framework of the required qualifications is set out in the Law on Higher Education and the Statute of the University. More detailed requirements are specified in recruitment advertisements and depend on the needs of a specific position. Evaluation of candidates for employment is made on the basis of these requirements.

By contrast, evaluation of qualifications, is based on the criteria for periodic evaluation of employees, laid down in internal regulations: Statute and the Regulation of the Rector. This assessment takes into account the mobility of researchers, and especially active participation in conferences, congresses, symposia. The revised principles for the assessment will apply

from January 2016. (more on this topic in points: Employee appraisal system, at: 23 and Judging merit, at: 27).

The University has known and applied principles for the recognition of qualifications acquired abroad. For example, principles on the recognition of professional qualifications acquired in the Member States of the European Union, the European Convention on the Academic Recognition of University Qualifications, the Convention on the Recognition of Qualifications concerning Higher Education in the European Region or provisions specifying the procedures related to the recognition of foreign qualifications, including adaptive internships and skills tests apply.

People from outside the European Union may apply for validation of their diplomas by our University.

- The Team found that undertaking improvement actions is not necessary.

20) Seniority

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.

The result of the survey:

- Average 2.22 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- Level of qualifications required of candidates for employment is always determined adequately to the position. Required qualifications are communicated to the persons concerned in the wording of job advertisements. In the case of positions appropriate for the initial stages of career, like assistant, the requirements are correspondingly lower than for those jobs which require higher employee competence, for example lecturer or professor. Minimum requirements for individual positions are set out in the Statute of the Medical University of Warsaw. When hiring young researchers, meeting these minimum requirements and the information provided by candidates relating to their previous research activity and professional experience are assessed. Credentials from previous employers are not required.
- The Team found that undertaking improvement actions is not necessary.

21) Postdoctoral appointments

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 result of the survey:

- Average 2.17 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- Researchers holding a doctoral degree are employed at the Warsaw Medical University primarily in the positions of assistant professor, and those from abroad also as visiting professors. The University has stated in the Statute the principles for hiring for those positions and maximum periods of employment, for example, a person with a doctoral degree and specialization (in the case of clinical disciplines) can be employed as a lecturer for up to 8 years. To continue employment in this position, in this eight-year period they must improve their qualifications by obtaining habilitation. Persons with a doctoral degree, but not meeting other conditions laid down in the Statute, namely specialization (in the case of clinical disciplines) or the minimum number of publications, until the fulfilment of these requirements are employed as assistants.

Polish law on the maximum period of employment of an academic teacher as a lecturer without habilitation or assistant without a doctorate, do not include allowing disposition granting an option to credit the existing period of employment in such a position at another institution or university.

The Medical University of Warsaw provides its employees with long-term prospects for advancement and professional development. Evidence of the dynamic development of research staff is provided by the results of the analysis of HR data (more in point: The University community, Diagram 2 - development of the University staff (teachers) in 2011-2015, as of 1.01.2011 and 1.06.2015, in persons on page: 4).

- The Team found that undertaking improvement actions is not necessary.

22) Recognition of the profession

All researchers engaged in a research career should be recognised 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 result of the survey:

- Average 2.36 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- Employees of the Medical University of Warsaw are seen as the most valuable asset of the University and are, together with doctoral students and students, part of the university community. Also, young researchers and graduate students are treated with respect and the attention as professionals at an earlier stage career, featuring a valuable potential and commitment. The University actively and deliberately supports the professional development of young researchers, for example by awarding scholarships to doctoral students. Junior academics employed in posts of assistants, were in particular awarded with salary increases made in the University in 2015. A large part of the funds for the increases was purposefully designed for a substantial upgrading of the level of wages in this particular group of employees.
- The Team found that undertaking improvement actions is not necessary.

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.

The result of the survey:

- Average 2.40 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- The Medical University of Warsaw continuously takes actions aimed at improving infrastructural, technical and technological conditions enabling implementation of scientific research. These conditions include buildings and their surroundings, premises for work, equipment, research equipment, including medical and media, materials, reagents, means of communication and other necessary means to carry out scientific research.

Intensive investment activities related to the development of the base used for scientific research are conducted.

In June 2012, Rector of the Medical University of Warsaw opened the Modern Library and Information Centre at the Medical University, which is a modern scientific and educational workshop, permitting the use of the enormous scientific potential accumulated in the collection, providing access to global and national sources of information.

In May 2013 the Rector opened the new facility: Preclinical Research Centre at the Medical University of Warsaw. It is the largest investment to date in the development of biomedical

science and innovation in Poland, and also innovative approach in the use of EU subsidies for research and development for many Polish scientific institutions: Medical University of Warsaw, Warsaw University of Technology, the University of Warsaw and 7 Institutes of Polish Academy of Sciences, affiliated to a single research project. As much as 75% of funding has been allocated for the purchase of cutting-edge, specialized research equipment.

September this year saw the launch of a new Paediatric Hospital at the Medical University of Warsaw. The aim of this project was to create a modern hospital, friendly for children, which also allows for the implementation of teaching and research tasks of a medical university. The new hospital is a long-term investment, financed from the state budget. The hospital consists of three buildings connected by a glass walkway, with 535 beds. The hospital has eight floors above ground, underground multi-storey car park and helipad provided on the roof.

The University is also finalizing the construction of another modern investment: Sports and Rehabilitation Centre complex, which will serve students, will allow training specialists in modern medical technology and conducting unique research of modern rehabilitation techniques, including research on the pool as the environment for conducting the rehabilitation in water. The centre will be put into use at the end of this year.

In addition to these investments, the University conducts regular major overhaul and upgrading of other facilities and invests in modern research equipment, using for this purpose, among others, the funds from EU projects.

The compliance with safe working conditions at the University is ensured by a team of health and safety specialists.

- The Team found that undertaking improvement actions is not necessary.

24) Working conditions

Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, 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.

The result of the survey:

- Average 2.36 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- Since the research and teaching staff of the Medical University of Warsaw is the main determinant of the competitive position of our University in an environment of higher education, the authorities of the University and faculties benefit from a wide range of available measures aimed at improving working and education conditions at Medical

University of Warsaw. Since about 58% of the faculty are women, therefore the natural thing is giving them the opportunity to provide conditions for motherhood and childcare. Young mothers and fathers can enjoy leave related to maternity without hindrance and financial benefits provided for in such situations by Polish law. The University allocates part of the social funds for example, to subsidize the cost of nurseries and kindergartens, sport and recreation and leisure for the families.

Researchers and teachers work in the so-called task-time, which gives them great freedom and flexibility. If it is possible for organizational reasons, without any additional obstacles it is possible to work part-time.

The University provides researchers with the ability to use all available forms of cooperation, including paid study leave, intended for research outside the University, paid leave on their doctoral thesis and free study leave. Researchers simultaneously pursuing medical profession, can also use the time off for training related to obtaining specialization.

- The Team found that undertaking improvement actions is not necessary.

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 result of the survey:

- Average 2.51 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive, but not high assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- The issue of stabilizing employment conditions is considered in our University multidimensionally, bearing in mind that this problem affects almost exclusively people starting a career in science. Those with longer seniority and established professional position have a very high level of employment stabilization ensured. This results both from Polish labour law, and the personnel policies of the University. For researchers starting their careers, the need to provide them with a stable and comfortable working conditions is taken into account, but also the results of a systematic assessment of their work and achieving the required levels of professional development. Therefore, the University employs many young researchers for a fixed term, which is extended in case of a positive assessment of the results of their work. Also the researchers hired to implement the projects, can count on employment during the period of financing their jobs from the project, and the possibility of extending the employment to a full-time university position is determined by economic considerations.

Due to the amendment of the provisions of Polish law, based on restrictions in the possibility of the use of temporary contracts, beginning in 2016, the stabilization of conditions of employment of researchers will be increased.

Improvement actions:

- Preparation of draft internal regulations concerning temporary employment. The preparation of the regulation will be supervised by Vice-Rector for Human Resources.

Completion date: end of June 2016.

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.

The result of the survey:

- Average 2.65 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive, but not high assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- The Medical University of Warsaw authorities appreciate the crucial importance of ensuring attractive conditions of employment to researchers. Fair financing conditions are understood as a similar level of remuneration for persons with similar qualifications and performing work of a similar nature. However, fair terms of financing also means taking into account employee engagement and achieved work results. In the years 2013-15 the University conducted a 3-step salary increase for all employees, financed from budgetary resources. The principles of these increases annually agreed with trade union representatives, take into account the results and quality of work, including scientific work and the level of wages in different occupational groups. Within the last round of increases the level of remuneration of the youngest researchers - assistants has been significantly raised.

The level and principles of payment of social insurance benefits are determined in common law, which the University implements fully.

- The Team found that undertaking improvement actions is not necessary.

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.

The result of the survey:

- Average 2.25 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- The Medical University of Warsaw ensures gender balance, as confirmed by objective statistical data about employees, graduate students and those pursuing doctoral theses outside the course of doctoral studies (more on this in section: The University community, Diagram 4 - employment in research and development, women and men in persons, as of 31.12.2014. on page 6, diagram: Diagram 6 - gender structure among people raising qualifications in the form of doctoral studies as of 31.12.2014 on page: 7, Diagram 7 - gender structure among people carrying out the procedure for granting a degree outside doctoral studies, as of 31.12.2014. on page: 7). Gender does not matter when filling management positions. The university respects and applies the principles of equal opportunities at recruitment and at the subsequent career stages. Apart from this, certain classes of employees are more strongly represented by men, for example professors.
- The Team found that undertaking improvement actions is not necessary.

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.

The result of the survey:

- Average 2.68 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive, but not high assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- The framework of professional development of the employees of Medical University of Warsaw is set out in the MUW Statutes, which contains the basic requirements that must be met by an employee to be able to apply for higher career levels. Promotion criteria are not dependent on whether the employee is employed under fixed-term or indefinite contract.

Principles of supervision over developing researchers and the principles for the supervision are determined by the university doctoral studies regulations (more on this topic in point: Relation with supervisors, on page: 42 and in point: Supervision, on page: 46)

- The Team found that undertaking improvement actions is not necessary.

29) Value of mobility

Employers and/or funders must recognise the value of geographical, intersectoral, 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.

The result of the survey:

- Average 2.46 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- The Medical University of Warsaw fully recognizes and appreciates the mobility of researchers, in all its forms, although the importance of mobility issues so far has not been formally identified in the strategy of professional development. The University promotes geographical and occupational mobility of employees. This purpose is served by internal regulations laying down principles for foreign trips of employees, students and doctoral students for scientific, educational and training programs as well as the funding principles of stay of foreign guests. The Medical University participates in international student exchange program Erasmus.

Confirmation of the mobility of university researchers is their participation in numerous projects. An example is a multidisciplinary project in the area supporting the scientific potential BASTION, funded by the European Commission. The aim of the project is to increase the research potential of the Warsaw Medical University in the field of experimental oncology, and the task - to shorten the distance between scientific discovery and its use in clinical practice. The project is expected to acquire the knowledge, technology transfer and scientific cooperation with eleven research centres and two companies involved in the commercialization of research. Centres and companies operating in eight countries of the European Union, declared their participation in research as partner organizations. BASTION project aims to develop the innovative potential and to support collaboration with leading scientific centres of the European Union, as well as integration with the European Research Area and improving the quality of research.

- The Team found that undertaking improvement actions is not necessary.

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 result of the survey:

- Average 2.96 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive assessment of the application of this principle in the Medical University of Warsaw, but it is a principle, the application of which received the lowest score among all forty evaluated principles.

Opinion of the Team:

- Access to career advice in the Medical University of Warsaw is provided by employees of a specialized administrative unit - the Office of Career Services. The University website contains an information service of the Office of Career Services, and in it, among others, jobs are published corresponding to the requirements of competence for graduates of our University, information about training and workshops for job seekers and offers of advice offered by the staff of the Office for psychological consultation and consultation with professional advisor. Survey respondents who expressed an opinion on the extent to which the principle of "access to career advice" is implemented at the Medical University of Warsaw, posted no comments to justify their relatively low assessment of the application of this principle at the University. In this situation additional analysis of the reasons for such an assessment is recommended.

The University conducts monitoring of the career of their graduates, according to the procedure for monitoring careers of graduates of the Medical University of Warsaw. The study includes surveys of graduates and employers. This process includes the University Team for Quality of Education and specialized units of the University administration: Office of Career Services, Laboratory for Evaluation of Quality of Education and the Office of Quality of Education.

As a result of analysis of the results of this study proposals are developed for possible needs for changes in curricula.

Improvement actions:

- Internal analysis of the causes of the relatively low assessment of the functioning of vocational guidance in the Medical University of Warsaw. The implementation will be supervised by the Vice-Rector for Teaching and Education.

Completion date: end of June 2016.

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.

The result of the survey:

- Average 2.21 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- The Medical University of Warsaw lays down principles for work that is the subject of copyright law and the principles for determining the fees for this work as part of the remuneration from the employment relationship. Also, the Medical University of Warsaw has introduced regulations containing principles for the protection of intellectual property and legal protection of intellectual property at the University. In keeping with current legislation, principles have been set out for the use of university research infrastructure and principles of governance of copyright and related rights and industrial property rights, as well as the principles of commercialization of research results.

The University operates Academic Innovation Centre, whose mission is the transfer of knowledge and technology and commercialization of research results, as well as initiating and creating entrepreneurial attitudes among the academic community - students, graduate students and academics.

- The Team found that undertaking improvement actions is not necessary.

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 result of the survey:

- Average 2.22 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- The Medical University of Warsaw promotes cooperation within the framework of research and positively evaluates the co-authorship of the research results. Effects of collaborative research work are included in the rankings of research, periodic evaluation of performance and criteria for awarding prizes for scientific achievements. The University employees are required to respect copyright and intellectual property rights, and the violation of these rights in accordance with applicable laws, shall be liable to disciplinary action and is regarded as highly unethical behaviour. The results of the researchers in the early stages of scientific career are protected on the same basis.
- The Team found that undertaking improvement actions is not necessary.

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.

The result of the survey:

- Average 2.76 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive, but not high assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- The main tasks of the Medical University of Warsaw include education of students, conducting research and development work, providing research services and technology transfer to the economy, education and promotion of academic staff and participation in the exercise of medical care. Most researchers at the Medical University of Warsaw carry out their duties by combining research and development with teaching of students and academic staff. The scope of teaching duties for faculty and graduate students is set annually by the University Senate, based on the provisions of the Law on Higher Education. The Senate also establishes principles for crediting various teaching duties as part of a teaching commitment, for example supervision of research society, a master's or bachelor's thesis.

With the consent of a teacher they may be entrusted teaching responsibilities to a greater extent than provided for in the resolution of the Senate for that position. Implementation of teaching duties, and their quality is assessed both in the periodic evaluation of the academic staff, as well as surveys of students. Teaching in the field of existing teaching time is paid as full-time, while conducting classes above the current teaching time is additionally remunerated.

The newly recruited academic staff are obliged to attend free training in the field of teaching and the organization of the teaching process in the Medical University of Warsaw, in accordance with the internal procedure regarding the quality of education. Training is conducted by the University Department of Teacher Training and Learning Outcomes.

- The Team found that undertaking improvement actions is not necessary.

34) Complaints/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.

The result of the survey:

- Average 2.62 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- The University knows and applies administrative principles for dealing with complaints. The number and nature of complaints, in accordance with the organizational regulations of the University, are monitored by the Office of the Rector.

Complaints of employment character, for example regarding unequal treatment, bullying and sexual harassment, may be made in the first place to the trusted representative appointed by the Rector. If the matter requires further consideration, it is dealt with by the Rector's Anti-Bullying Committee.

Complaints constituting an infringement of copyright or intellectual property rights may be brought to disciplinary commissioner appointed by the Rector.

All matters submitted to these authorities are dealt with impartially and objectively, on a confidential basis.

- The Team found that undertaking improvement actions is not necessary.

35) Participation in decision-making bodies

Employers and/or funders of researchers should recognise 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.

The result of the survey:

- Average 2.45 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- At the Medical University of Warsaw, as in other Polish public universities, researchers are part of the decision-making, consultative and advisory bodies. It is due to the nature and constitution of the University, which is a community of students, graduate students,

academic staff and other employees of the University. University and departments authorities, namely the Rector, Vice-Rectors, Deans and Vice-Deans are also the scientific and teaching staff. Representatives of the academic staff are part of the University Senate and Faculty Councils and the Senate, rector and faculty committees and teams. Individual and collective interests of academic staff are also represented by the interdepartmental trade union of physicians.

- The Team found that undertaking improvement actions is not necessary.

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, deliverables and/or research outputs.

The result of the survey:

- Average 2.03 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- Experienced academic staff of the University fully recognizes the importance of providing support and supervision to researchers starting a career in science, including monitoring the progress of research, exchange of views and opinions, sharing experiences, monitoring progress and support for self-development. The principles of interaction with a supervisor, thesis adviser, assistant thesis adviser and director of departmental doctoral studies are detailed in our University in the regulations on doctoral studies. The regulations define the responsibilities of both doctoral student and supervisor who supports a young scientist in independent research.

Doctoral students have the opportunity to express their opinion on cooperation with thesis advisers in the form of an anonymous questionnaire. The survey does not examine the opinion of doctoral students on supervisors.

Improvement actions:

- As defined in point: Supervision, on page 46.

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.

The result of the survey:

- Average 2.16 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- Experienced researchers provide support to younger researchers, PhD students and students, keeping the highest ethical standards, partnerships and a focus on quality of knowledge transferred. They are fully aware of their role as leaders, mentors and advisers and the ensuing social and professional responsibility. The survey results show that respondents positively evaluated the manner of executing this mission by experienced researchers at the Medical University of Warsaw.
- The Team found that undertaking improvement actions is not necessary.

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.

The result of the survey:

- Average 2.02 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- Researchers at the Medical University of Warsaw are fully aware of the need for continuing professional development. In recent years, the University has introduced a number of mechanisms to motivate employees to step up their development, such as parametric periodic performance evaluations, rankings of scientific achievements, the system of annual awards based on the results of scientific activity, the principles of promotion to higher positions and the principles for granting salary increases depending on the specific effects of professional development. These activities produce tangible results, confirmed by the analysis of staff data (more on this in point: The University community, Diagram 2, on page 4). In the years 2011-2015 a significant increase occurred in the number of employees who in this period received the title of professor, assistant professor or doctoral degree.
- The Team found that undertaking improvement actions is not necessary.

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, takeup and effectiveness in improving competencies, skills and employability.

The result of the survey:

- Average 2.28 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive, but not high assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- The Medical University of Warsaw supports the professional development of its employees and PhD students in any form, within the possibilities provided by the Polish law and within financial possibilities. Researchers upgrading their professional skills in the context of post-graduate training or specialization can count on a grant of exemption from work for the time of training, while retaining the right to remuneration. If the direction of raised qualifications is not compatible with the needs of the organizational unit employing the researcher, they can get a free leave from work for the duration of education.

Researchers who wish to improve their professional skills abroad can benefit from the possibility of paid or unpaid foreign trip for scientific, educational or training purposes and funding the costs of this trip.

A newly employed university teacher is required to participate in training designed to increase knowledge of teaching and the organization of the teaching process in the Medical University of Warsaw. The training is a tool to support the development of academic staff of the University, its cost is covered by the University. The University also covers costs of other mandatory training related to the performance of work by a researcher, for example, costs of training in the field of occupational health and safety.

The University annually creates a fund to finance the costs of staff training. According to Polish law, an employee can use the funding of training costs if the direction of education is in line with the needs of an employer. In this situation, an employee can also take advantage of the justified leave from work with the right to salary and other benefits. These principles are also applied at the Medical University of Warsaw.

- The Team found that undertaking improvement actions is not necessary.

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.

The result of the survey:

- Average 2.26 (on a scale from 1 - definitely yes to 6 - definitely not), which is a positive, but not high assessment of the application of this principle in the Medical University of Warsaw.

Opinion of the Team:

- Supervision issues are regulated by the Medical University of Warsaw in the regulations on doctoral studies. These regulations set the minimum formal requirements for a scientific supervisor and the responsibilities inherent in supervision (more on this in point: Relation with supervisors, on page: 42). Since the quality of supervision is crucial for the development of young researchers, it is reasonable to constantly monitor the quality and troubleshoot problems in this regard.

Improvement actions:

- Development and implementation of mechanisms of surveying doctoral students regarding the availability and quality of supervision. Annual analysis of the effectiveness of supervision measured by the number of doctoral degrees and publications involving graduate students. The realization of this task will be supervised by the Vice-Rector for Teaching and Education in cooperation with the Chairman of the doctoral students government.

Completion date: end of 2016.

III. Plan of improvement actions

The table below presents a summary of the results of the Team for Implementation at the Medical University of principles laid down in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers: identifying the principles of the Charter and the Code, the use of which in the Medical University of Warsaw raises doubt and therefore actions must be taken aimed at improving their application.

The summary also includes description of improvement actions, the implementation of which is to bring a better, fuller application of these principles in our University.

| No. | Principle set out in the Charter or Code | Action improving the operation of this principle in the Medical University of Warsaw | Overseeing the implementation | Time limit for completion |
|-----|---|---|---|--|
| 1. | 11 - Employee appraisal system | A new system for evaluating teachers will be in force from 1 January 2016. The decision to use improvement actions for this system will be made after the first evaluation according to the revised principles. | Vice-Rector for Human Resources | by the end of 2016 |
| 2. | 13 - Recruitment (2) | The introduction of uniform internal regulations specifying transparent recruitment procedures, including: minimum time limit for the publication of notices of competition, the form of tender and tender committees procedure. | Vice-Rector for Human Resources | by the end of 2015 |
| 3. | 14 - Selection | The introduction of uniform internal regulations on the composition of the competition committees - the inclusion in the composition of a committee of representatives of young researchers and foreigners (if possible), highlighting the need to preserve the gender ratio. Taking into account the possibility of direct presentation of candidature by the participant of the competition to the selection committee. The introduction of training for members of competition committees. | Vice-Rector for Human Resources | by the end of 2015, with effect from September 2016 in relation to the composition of the competition committees |
| 4. | 15 - Transparency | The introduction of the obligation to notify all candidates participating in the competition of the outcome, together with the reasons for the committee's decision. Giving individual feedback to candidates on the reasons for the rejection of competition offers. | Vice-Rector for Human Resources | by the end of 2015 |
| 5. | 16 - Judging merit | As in point 1 | | |
| 6. | 25 - Stability and permanence of employment | Preparation of draft internal regulations concerning temporary employment. | Vice-Rector for Human Resources | by the end of June 2016 |
| 7. | 30 - Access to career advice | Internal analysis of the causes of the relatively low assessment of the functioning of vocational guidance in the Medical University of Warsaw. | Vice-Rector for Teaching and Education | by the end of June 2016 |
| 8. | 40 - Supervision | Development and implementation of mechanisms of surveying doctoral students regarding the availability and quality of supervision. Annual analysis of the effectiveness of supervision measured by the number of doctoral degrees and publications involving graduate students. | Vice-Rector for Teaching and Education, Chairman of the doctoral students government. | by the end of 2016 |

TABLE 5 – PLAN OF IMPROVEMENT ACTIONS