

Reviewed Action Plan

Action 1	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
<p>ETHICAL AND PROFESSIONAL ASPECTS</p> <p>Professional approach: Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary permissions before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor in case of delay, redefinition or completion of their research project or that it is to be terminated earlier or suspended for whatever reason.</p> <p>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.</p> <p>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</p> <p>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</p>	<ul style="list-style-type: none"> Professional attitude Accountability Good practice in research Dissemination, exploitation of results Public engagement 	1 st quarter 2017	<ul style="list-style-type: none"> University Development Centre, Department of Management Accounting Promotion Centre 	<ul style="list-style-type: none"> Updating the website Centre for the Development of the University , integration with the main party of Lodz (taking into account the tab informing about projects and competitions in which you can apply for external funding projects) Updating the website of the University Development Centre, its integration with the main website of the University of Lodz (including a bookmark informing about projects and competitions in which you can apply for external funding for projects) Updating internal regulations regarding the process of applying for funding of research and project implementation
<p>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.</p> <p>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</p>	COMPLETED			<p>Current Status</p> <p>Remarks</p> <p>There is an integrated UL website. The development of the multiportal commenced in October 2018, and what makes it different is its innovative approach to the roles of website visitors, reflected in the navigation and functionality of the search engine employed. The portal caters to the requirements of various individuals affiliated with the University of Lodz, including students, doctoral students, employees, graduates, and prospective candidates, by considering their distinct needs. The Employee Service, which is an internal channel of communication, includes tabs dedicated to:</p> <ul style="list-style-type: none"> Research data: (Where to deposit and publish research data?, What is research data?, Why do we share our research data?, Data Management Plan; Preparing data for sharing; Legal aspects of research data management; FAIR principles in science) Cooperation Agreements Ethics of research (Tasks of the University of Lodz Research Ethics Committee) External Grants (Grants for researchers up to 7 years after doctoral studies, Grants for researchers more than 7 years after doctoral

		<p>studies, Individual Career Paths – Science Centre assistance for the University of Lodz researchers, Investment proposals related to scientific activities, FAQs - External Grants)</p> <ul style="list-style-type: none"> Scientist's Guide (Open Publishing. A practical guide for researchers, TOP 10 journals, Journals of the University of Lodz, How to prepare a good abstract?, Publishing techniques. A guide for authors, journal editors and reviewers. Scopus and Web of Science databases, ORCID at the University of Lodz) <p>There are also a number of training courses in the area discussed above. In addition, the Young Scientists Development Council has established a team for the grant activity of young scientists. The team aims to develop solutions that enhance the engagement and effectiveness of young scientists employed at the University of Lodz in securing research project funding.</p> <p>The University of Lodz has not yet adopted an open access policy understood as a regulatory document on the issues related to the open disclosure of research results conducted by the unit. However, the university authorities have initiated a number of activities aimed at introducing good practices related to open access to research and teaching. Announcement of the Rector of the University of Lodz of April 28, 2020 on the subject of implementation of the open access policy at the University of Lodz by enabling employees, doctoral students and students of the University of Lodz to deposit their works in the institutional repository in accordance with the recommendations of Ministry of Education and Science (back then the Ministry of Science and Higher Education) has been published. The Repository of the University of Lodz, operating since 2012, offers full access to scientific publications and educational materials archived by employees, doctoral students and students of the University of Lodz. In 2020, at the University of Lodz the Rector's Representative for open access to publications and research results was appointed. The University of Lodz Library undertakes activities in the field of dissemination of knowledge about openness in science: open publishing programmes, training and consultations, periodic Open Access Week Seminar (since 2010) or guides like this one.</p>
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Action 2	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
<p>ETHICAL AND PROFESSIONAL ASPECTS</p> <p>Researchers should focus their research for the good of mankind and for expanding the boundaries of scientific knowledge, while enjoying the freedom of thought and expression, and 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.</p>	<ul style="list-style-type: none"> Research freedom 	<ul style="list-style-type: none"> 4th quarter 2022 	<ul style="list-style-type: none"> University of Lodz Vice-Rector for External Relations 	<ul style="list-style-type: none"> Strategy of the University of Lodz Resolution of the Senate of the University of Lodz No. 176 of 22.03 2010 on the adoption of the Rules of the legal protection of intellectual and industrial property in the University of Lodz
Current Status		Remarks		

COMPLETED

University of Lodz is a diverse community, shaped on the assumptions resulting from the University's motto – striving for truth and respect for freedom. Employees, students, doctoral candidates and graduates of the University are guided in their activities by: commitment, responsibility, cooperation and mutual respect. Continuous support for a sense of belonging and togetherness, by building and developing an organisational culture oriented towards the good of man and the values of the University, is the overriding goal of all the activities undertaken by the authorities and staff of the University of Lodz. We want to continue to create a friendly place of work and study for the entire community of the University and to support it by proposing activities that integrate and build a sense of identity with Alma Mater. When looking for the fundamental values of the University of Lodz, we follow the motto of the University, i.e., „Veritas et Libertas”. Our academic ethos is primarily created by truth and freedom – understood as the search and defence of truth, as well as freedom of scientific research and freedom of academic discussion. They are complemented by the following values: courage The community of the University of Lodz is made up of people who are creative and who think independently. Their attitudes result from the consistent pursuit of understanding the surrounding world – to courageously develop science that resists current trends and does not yield to pressure from political influence. curiosity University of Lodz is a community open to the world and strongly associated with its environment, understood both locally and globally. Relations between man and the world and relations between people constitute the centre of our interests and investigations. commitment University of Lodz carries out reliable and responsible research. The notion of ‚good job’ forms the basis for sustainable development and engages the community. The condition for good job is persistence in making a conscious effort that will provide better living conditions for the future generations. cooperation University of Lodz is a constantly expanding community, sharing its experiences and knowledge, drawing strength from its diversity and tradition of multiculturalism. We look for good partners to create and develop conscious, responsible science and culture – at the same time involving and socially committed. respect Diversity is the strength of the University of Lodz. Respect and understanding for different opinions and attitudes, as well as cultural openness and worldview tolerance constitute the foundations of our activities. They enable us to build a harmonious basis for dialogue and creative disputes, which are the pillar for honest, good science.

The University of Lodz is actively involved in activities aimed at strengthening the organisation's scientific and research potential while providing the entire academic community with appropriate working and studying conditions. As a diverse open and tolerant university, we want every member of the university community to feel a vital part of it. We support activities that foster positive relationships between the University of Lodz students and employees. We make effort to ensure that the academic environment is free from all forms of violence against people who make up our community. We oppose discrimination, mobbing and any behaviour leading to psychological or physical violence. We have implemented preventive actions and measures aimed at mitigating the consequences of identified cases of unwelcome behaviour by developing the Anti-Discrimination and Anti-Mobbing Procedure and appointing relevant bodies

		– Discrimination and Mobbing Prevention Coordinator, Anti-Mobbing Committee, Discrimination Prevention Team. We believe that the development of an anti-discrimination and anti-mobbing mechanism will strengthen the protection of the rights of all our academic community members.		
Action 3	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
ETHICAL AND PROFESSIONAL ASPECTS 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	<ul style="list-style-type: none"> • ProfessEthical principles • Professional responsibility 	4th quarter 2022	<ul style="list-style-type: none"> • Rector's office 	<ul style="list-style-type: none"> • University of Lodz Research Ethics Committee • Strategy of the University of Lodz
	Current Status	Remarks		
	COMPLETED	All research in which biological material is collected from people (biological, medical, chemical and physical), must be reviewed and approved by the University of Lodz Research Ethics Committee. It should be noted that the Committee's evaluation is also required for research that interferes with the human psyche. What does the Committee verify? For the research to be approved, the Research Ethics Committee will verify whether: <ol style="list-style-type: none"> 1) the research documentation and data collection forms are prepared in accordance with the requirements and principles of scientific integrity, without exposing the research subjects to bodily injuries, health disorder or its deterioration 2) the researcher's/all researchers' qualifications are sufficient to carry out the research properly; this also applies to the auxiliary staff, in particular to the staff performing biological sampling or collecting survey data 3) selection of research and control groups is planned correctly 4) adequate supervision over the research is ensured 5) information for the research subject is comprehensible and contains all the required elements 6) requirements regarding the processing of personal data of the research subjects have been met 7) remuneration for the research subjects will be provided and whether its amount will not affect the voluntary participation in the research 		
Action 4	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
ETHICAL AND PROFESSIONAL ASPECTS 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	<ul style="list-style-type: none"> • Contractual and legal obligations • Intellectual Property Rights 	4th quarter 2022	<ul style="list-style-type: none"> • Departments • Technology Transfer Office • Regional Centre of Patent Information • University of Lodz 	<ul style="list-style-type: none"> • Rules of the legal protection of intellectual and industrial property in the University of Lodz
	Current Status	Remarks		

<p>set out in the terms and conditions of the contract or equivalent document. Working conditions and social security 3.10 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.</p>	<p>COMPLETED</p>	<p>Regulations for the management of copyright, related rights and industrial property rights and principles of commercialisation of the results of research and development work at the University of Łódź (in accordance with Resolution No. 674 of the Senate of the University of Łódź of 24 February 2020) https://www.ctt.uni.lodz.pl/en/cooperation/technology-transfer</p> <p>Regional Centre of Patent Information Univeristy of Lodz cooperate with the Polish Patent office. Our centre operates via network of patent information centers of the Patent Offices and the network of European Patent Office (PATLIB). SERVICES Public reading room: The reading room provides the public with access to national, European and international IP documentation so that they can perform their own searches. PATLIB staff advises the public how to search and how to retrieve relevant documents. Visitors may search IP databases free-of-charge using the workstations provided. Provision of intellectual property documentation: The PATLIB centre provides copies of IP documents (paper and electronic documents) Helpdesk services: The PATLIB centre provides information on IP procedures, different kinds of IP rights, the requirements for filing an IP application, fees, search possibilities, etc. Legal advice is not included in this service. User training: The PATLIB centre organises training sessions (seminars, workshops) concerning IP rights, databases, search techniques and other IP related issues. Lecturer services: The experts from the PATLIB centre give lectures during IP training events or in the framework of IP related university curricula</p>
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Action 5	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)	
<p>ETHICAL AND PROFESSIONAL ASPECTS</p> <p>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. Working conditions and social security 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</p>	<ul style="list-style-type: none"> • Non discrimination • Gender balance 	<ul style="list-style-type: none"> • 1st quarter 2023 • 2nd quarter 2022 	<ul style="list-style-type: none"> • Rector's Office 	<ul style="list-style-type: none"> • The Anti-Discrimination and Anti-Mobbing Procedure • Gender Equality Plan 	
	Current Status	Remarks			
	<p>COMPLETED</p>	<p>The Anti-Discrimination and Anti-Mobbing Procedure that has been introduced at the University of Lodz offers various paths of intervention aimed at mitigating the effects of identified discrimination and mobbing cases, and introduces a mechanism for reporting cases of discrimination/mobbing at the university. On 28 June 2022 the University of Lodz adopted the first Gender Equality Plan. GEP is a formal requirement of the European Commission for public institutions, research units and universities from the European Union Member States and associated countries that apply for research funding from the European Union. GEP adopted at the University of Lodz, which constitutes an eligibility criterion in the Horizon Europe Programme, will guarantee the possibility of signing grant agreements and the implementation of projects in accordance with the requirements of the European Commission in this respect. The Gender Equality Plan has been developed in line with the officially approved in 2021 strategy of the University of Lodz (for the years 2021–2030). This document generally addresses the need to build academic unity on the basis of equality and diversity. The task of the Gender Equality Plan (GEP) – covering the years 2022-2024 – is to promote, monitor and assess equality and diversity within the academic</p>			

		community, as well as to incorporate these issues into the basic principles of the University of Lodz operation. The main goals of the GEP include: Indicating the areas in which the University of Lodz has already made efforts to promote equality and diversity. Pointing the most important challenges related to the equality and diversity at the University of Lodz, outlining a plan for overcoming these challenges. Proposing solutions and activities that will enable identification, assessment, monitoring and prevention of these issues. Engaging key stakeholders from across the academic community. Introducing appropriate rules of conduct and practices that will promote equality and diversity, and contribute to the improvement of equal treatment of all people working and studying at the university. Taking actions leading to equality in various areas of social life by developing mechanisms to prevent discrimination based on gender, age, sexual identity, race, ethnic origin, nationality, religion, disability, economic status, etc. Raising awareness among the academic community of the importance of equality and diversity by organising information and educational campaigns and various training, as well as by developing the scope of activities devoted to this issue. University disciplinary committee for university teachers was established to adjudicate disciplinary cases of university teachers, which adjudicates in the first instance. The university disciplinary committee for university teachers consists of 12 members, with a minimum requirement of four professors and four student representatives among the committee members.
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Action 6	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
<p>ETHICAL AND PROFESSIONAL ASPECTS</p> <p>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</p>	<ul style="list-style-type: none"> Evaluation/ appraisal systems 	1st quarter 2023	<ul style="list-style-type: none"> Rector's Office Science Centerun Departments 	<ul style="list-style-type: none"> Periodic assessment Regulations of remuneration for employees of the University of Lodz
	Current Status	Remarks		
	COMPLETED	<p>The basic duties of an academic teacher who is an employee of the:</p> <ol style="list-style-type: none"> 1) teaching staff group – includes the teaching and education of students or participation in the teaching of doctoral students; 2) research staff group – includes the performance of scientific activities or participation in the teaching of doctoral students; 3) research and teaching staff group – includes the performance of scientific activities, teaching and education of children and participation in the teaching of doctoral students. <p>An academic teacher shall be required to participate in organisational works of the higher education institution and to continually improve their professional competence. Academic staff, with the exclusion of the rector, shall be subject to periodic assessment. The periodic assessment shall be carried out at least once every 4 years or at the request of the rector. In the event of absence from work due to maternity leave, leave on the conditions of maternity leave, paternity leave, parental leave, child care leave or health leave and leave for military or substitute military service, the deadline for the periodic assessment shall be extended by the time of such absence. The criteria for periodic</p>		

		assessment for particular groups of employees and types of positions, as well as the mode of periodic assessment and the entity conducting it, shall be determined by the rector after consultation with the senate, trade unions, student council and doctoral student council. The opinion shall be delivered within the time limit specified in the request for its provision, which shall not be less than 30 days. In the event of the ineffective expiry of that period, the requirement to consult shall be deemed to have been met. The criteria may not relate to the obligation to obtain the degree of doktor, degree of doktor habilitowany or the title of profesor. The criteria shall be presented to the academic staff before the beginning of the period subject to assessment.		
Action 7	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
<p>RECRUITMENT</p> <p>2.2. Code of Conduct: Employers and /or funders should establish open, efficient and transparent recruitment procedures which provide support, which can be compared on an international level, as well as tailored for a type of a position offered. Job adverts should include a precise description of the required knowledge and skills and not have to be technical so that not to discourage suitable applicants. Employers should include a description of the working conditions and rights, including career development prospects. Moreover, there is a need for realistic estimate of the time between the job advertisement r the call for applications and the deadline for applying for the job.</p> <p>2.3 Staff selection (Code of Conduct) 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 different disciplines, including people from other countries and with relevant experience to evaluate candidates. Whenever possible, a wide range of selection practices should be applied, for example an external expert assessment and direct interviews with candidates. Members of selection panels should be adequately trained.</p> <p>2.4 Transparency (Code of Conduct) Before selecting candidates they should be informed about the recruitment process and the selection criteria, the number of available positions and the career development prospects. After the selection process they should be informed about the strengths and weaknesses of their applications.</p> <p>2.5 Evaluation of merit (Code of Conduct) Any experience related to mobility e.g. stay in another country/region or in another research setting (public or private) or a change of discipline or sector as part of the initial research training or at a later stage of the research career, or experience of virtual mobility should be considered valuable contribution to the professional development of a researcher.</p> <p>2.6 Deviations from the chronological order of CVs (Code of Conduct) Career breaks or variations in the chronological order of CVs should not be penalized, 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. For this reason, it should be possible for candidates to submit CVs supported by evidence , reflecting a representative range of achievements and qualifications appropriate to the post for which application is being made.</p> <p>2.7 Recognition of experience regarding mobility (Code of Conduct) Any experience related to mobility e.g. stay in another country/region or in another research setting (public or private)</p>	<ul style="list-style-type: none"> • Recruitment • Selection • Transparency • Judging merit • Variations in the chronological order of CVs • Recognition of mobility experience • Recognition of qualifications 	1 st quarter 2017	<ul style="list-style-type: none"> • Employee affairs department 	<ul style="list-style-type: none"> • 2.2 Development of a comprehensive set of rules and regulations relating to the entire process of recruitment in the form of a single document or updating existing regulations complemented with missing elements. • 2.3 1. Development of a document concerning the entire process of recruitment or update of existing instructions complemented with missing elements. 2. Development of online training materials on the process and standards of recruitment in the University of Lodz for selection committees. • 2.4. Development of a document concerning the entire process of recruitment or update of existing instructions complemented with missing elements. • 2.5 Development of the document concerning the entire process of recruitment including general evaluation criteria of research career or update of existing regulations complemented with missing elements. It can be the Code

or a change of discipline or sector as part of the initial research training or at a later stage of the research career, or experience of virtual mobility should be considered valuable contribution to the professional development of a researcher.

2.8 Recognition of Qualifications (Labour Code): Recognition of qualifications (Labour Code) : Funders and / or employers should ensure proper evaluation of academic and professional qualifications, including non-formal qualifications, of all researchers, in particular in the context of international and professional mobility . They should inform each other, through all available channels , about rules, procedures and standards governing the recognition of such qualifications and have full understanding thereof and, consequently , apply existing national law, conventions and specific rules on the recognition of these qualifications.

2.9 Seniority (Labour Code): The required level of qualification should correspond to the needs of the position and should not constitute a barrier in hiring a candidate. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his / her conditioning for a job or reputation acquired in the institution where he/she gained his/her qualifications. Professional qualifications can be gained at an early stage of a long career and thus lifelong professional development should also be recognized.

of the University of Lodz concerning general criteria for evaluation of scientific career of candidates.

- 2.6 Development of the document concerning the entire process of recruitment including general evaluation criteria of research career or update of existing regulations complemented with missing elements. It could be the Code of the University of Lodz concerning general criteria for evaluation of candidates' scientific career of candidates.
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Current Status

Remarks

COMPLETED

The Act on Higher Education and Science of 20 July, 2018, Polish Journal of Laws of 2018, item 1668, as amended, regulated job advertisements and the minimum time for submitting an application Art. 119.

1. The first employment relationship established with an academic teacher in a given public higher education institution, for an indefinite or definite period of time longer than three months, with the number of working hours exceeding half of the full-time working time, shall be established after an open competition. The mode and conditions of conducting the competition shall be laid down in the statutes.
2. The provision of sec. 1 shall not apply to the employment of an academic teacher:
 - 1) directed to work in a higher education institution on the basis of an agreement concluded with the Łukasiewicz Centre, the Łukasiewicz Network institute or a foreign scientific institution;
 - 2) who is a beneficiary of a project, programme or competition announced by the Polish National Agency for Academic Exchange, the National Centre for Research and Development, the National Science Centre or an international competition for a research project;
 - 3) for the duration of a research or teaching project financed:
 - a) from the budget of the European Union,
 - b) by another grant awarding body.
3. Information on the competition and its outcome, together with a justification, shall be made available in the Bulletin of Public Information on the websites of the institution, the minister and the minister supervising the institution within 30 days before and after the competition, respectively.
4. Information on the competition shall also be available in English on the European Commission's website on the European portal for mobile researchers, designed for the publication of vacancies for researchers, within 30 days before the competition. The structure of the recruitment advertisement, encompassing details of working conditions, entitlements, and professional development, is continuously being refined. However, there is an existing framework in place to guide this process. Applicants are provided with the opportunity to electronically submit their application documents for specific competitions through the e-mail address specified in the job advertisement, as well as directly via the University of Lodz website and the University of Lodz Public Information Bulletin, utilizing the designated "Apply" or "Apply for a position" form. During the interview process, candidates are informed about the working conditions, opportunities for development, entitlements, and the social system (in accordance with the provisions outlined in the Statute of the University of Lodz) Candidates receive information regarding the recruitment process and the number of available positions. Upon completion of the recruitment process, the outcomes of the

competition, including the names of the successful candidates and a brief rationale, are published in the Public Information Bulletin and on the UL website. Recruitment committees operate at the faculty level, encompassing a specific discipline that is represented across the UL. Consequently, individuals from outside the faculty, who are experts in the respective discipline, are also elected to the committee in order to ensure comprehensive representation. The Faculty Council gives its opinion on the first hiring. The Faculty Council consists of: the Dean as the chairman, Vice-Deans, professors, university professors, employees with a Doctor of Letters degree who are affiliated with the faculty, representatives of other university teachers within the faculty, representatives of non-university teacher employees, as well as representatives of students and doctoral students. The provisions of the statute regulate the minimum required time between the announcement and the deadline for submitting nominations. In the Statute of the University of Lodz, adopted by Resolution of the Senate of the University of Lodz No. 440 of 27 May 2019, as amended (Link - <https://baw.uni.lodz.pl/d/9847/5/>) there are the most important elements of a job offer for the position of university teacher defined. Furthermore, job vacancies for the position of university teacher are prepared and published in line with the established framework, encompassing all essential details about candidate requirements, including the unit's name and workplace, position and employee group, full-time equivalent (FTE) status, contract type, offer announcement date, submission deadline, scientific discipline, university website link, supplementary information such as instructions for offer submission and unit address, keywords, candidate requirements description, list of necessary documents, expected award date, and other relevant additional information, e.g. pertaining to the interview, travel reimbursement, and more. In the Statute of the University of Lodz, adopted by Resolution of the Senate of the University of Lodz No. 440 of 27 May 2019, as amended (Link - <https://baw.uni.lodz.pl/d/9847/5/>) §165(6) provides for an opportunity for the selection committee to interview each candidate about their achievements and intentions for the position. The commission shall notify the candidate of the place and date of the interview by e-mail at least seven days in advance. Interviews of the selection committees with candidates are organized at the University of Lodz in two forms: on-site and online. According to Rector's Regulation No. 58 of 2019, the hiring of a person as a university professor or assistant professor takes into account, among other things, participation in grants, internships received at other universities, or obtaining patents. Pursuant to Regulation No. 26 of the Rector of the University of Lodz of 16 November 2020, a Team for the Development of Employment Procedures for Foreigners has been established. The team's tasks include development of detailed procedures for employing international staff at the University of Lodz, as well as running information and training campaigns in the university units in this field. Pursuant to the provisions of the Statute of the University of Lodz, the Council for the Development of Young Researchers has been appointed on 4 November 2020 (Regulation No. 36 of the Rector of the University of Lodz of 2020) for the term 2020-2024. The Council serves as an advisory body of the Rector in matters related to promoting the development of young academic employees. An Employment Team has been established within the Council. The most important

		<p>areas that the team is responsible for include: the policy of employing young researchers at the University of Lodz, conditions of professional promotion of young researchers, possibilities of improving professional qualifications, conditions of applying for and obtaining scholarships for doctoral students, conditions of awarding prizes and incentive allowances for scientific, teaching and organisational activity, and employee evaluation conditions for young researchers.</p> <p>On June 28, 2022, the University of Lodz adopted the first Gender Equality Plan. The Gender Equality Plan was formulated in accordance with the strategy of the University of Lodz officially endorsed in 2021 (covering the period of 2021-2030). The document addresses the need to build academic unity on the grounds of equality and diversity. The purpose of the Gender Equality Plan (GEP) for the period 2022-2024 is to promote, monitor, and evaluate equality and diversity within the academic community, as well as integrate these principles into the core operating principles of the University of Lodz. https://www.uni.lodz.pl/gep</p>		
Action 8	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
<p>WORKING CONDITIONS AND SOCIAL SECURITY</p> <p>3.5 Funding and remuneration: Funders and / or employers of researchers should ensure that researchers have fair and attractive financial conditions and / or remuneration with adequate and equitable benefits in social security (including sickness and parental benefits , pension rights and unemployment benefits) in accordance with national legislation and national or sectoral collective bargaining agreements . These conditions should be provided for researchers at every stage of their scientific career, including early-stage researchers , proportionally to their legal status, results achieved and level of qualifications and / or scope of responsibilities.</p> <p>3.8 Mobility : Funders and / or employers should recognize the value of geographical, intersectoral , inter- and transdisciplinary 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 scientific career. As a result, they should consider such options in the specific career development strategy and recognise and acknowledge any mobility experience within their own career development and staff evaluation system. This is also connected with a requirement to introduce necessary administrative instruments in order to allow relocation of grants and social security , in accordance with national legislation</p> <p>3.9 Access to career counselling : Employers and / or funders should ensure that researchers at all their career stages, regardless of the type of contract, should be provided with career counselling and assistance in finding a job in the institutions concerned or through collaboration with other structures.</p> <p>3.12 Teaching: Teaching is an essential means for structuring and dissemination of knowledge and should therefore be considered a valuable option in researchers' career paths . However, teaching responsibilities should not be excessive and, particularly at the beginning of researchers' careers, should not prevent researchers from scientific research. Funders and / or employers should ensure that teaching is adequately remunerated and taken into account in the assessment systems of employees. This also applies to the time spent on training early-stage researchers by staff with higher academic degree as it should be considered as part of</p>	<ul style="list-style-type: none"> • Funding and salaries • Value of mobility • Access to career advice • Teaching 	<ul style="list-style-type: none"> • 3.5 4th quarter 2017 • 3.8.3 rd quarter 2018 • 3.9 3 rd quarter of 2018 • 3.12 3rd quarter 2018 3. • 13 3rd quarter 2016 	<ul style="list-style-type: none"> • 3.5 HR Department, Departments according to their specificity • 3.8 Deputy Rector for science in agreement with faculties. • 3.9 University Development Centre • 3.12 Deputy Rector for Programmes and Quality of Education in consultation with the heads of faculties. • 3.13 Deputy Rector for Science 	<ul style="list-style-type: none"> • 3.5 Dissemination of information about requirements applicable in a given department allowing to categorise an employee as a member of a given working group and possible remuneration range in a given group. • 3.8 A package contains information about the offer of the university related with the support of employee's career development. Development of an offer and a procedure . • 3.9 A package containing information about university offer related to the support of employees' career development. • 3.12 Development of an offer. A package containing information about the university offer related with supporting employee's career development. • 3.13 1. Development of information about possible ways of resolving conflicts. 2.

<p>their teaching commitment. Adequate training in the field of teaching and training within the professional career of researchers should be ensured.</p> <p>3.13 Complaints / appeals : Funders and /or employers of researchers should define on the basis of national rules and regulations appropriate procedures e.g. designating an impartial person (e.g. . an ombudsman) who would deal with complaints/appeals of researchers ,including those concerning conflicts between tutors and beginner scientists. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts and disputes and complaints; the aim of procedures is promotion of fair and equitable treatment within the institution and improving the overall quality of the working environmen</p>				<p>Clarification in the internal regulations and dissemination of information about the scope of responsibilities and the role of the Ombudsma</p>
	<p>Current Status</p>	<p>Remarks</p>		
	<p>COMPLETED</p>	<p>The Regulations on Remuneration of Employees of the University of Lodz dated 29.10.2019, as amended, specify in particular:</p> <ol style="list-style-type: none"> 1) the list of basic positions with the minimum rate of basic salary for these positions; 2) the amount and conditions for awarding: <ol style="list-style-type: none"> (a) remuneration for overtime hours, (b) additional remuneration, (c) remuneration supplements, (d) bonuses; 3) awards, severance pay and the conditions for their award; 4) periods of work and other periods of entitlement to seniority allowance. <p>https://baw.uni.lodz.pl/d/10554/5/?tc=404 Pursuant to Regulation No. 86 of the Rector of the University of Lodz of 26 January 2021 on: amending Regulation No. 10 of the Rector of the University of Lodz of 1 October 2019 on introducing the Organizational Regulations of the University of Lodz into the structure of central administration, a unit named International Hub has been established. The unit serves as a contact point providing support for international researchers during the process of employment as well as during their stay at the university. The unit is also responsible for developing good practices at the University of Lodz in the abovementioned area. Pursuant to Regulation No. 26 of the Rector of the University of Lodz of 16 November 2020, a Team for the Development of Employment Procedures for Foreigners has been established. The team's tasks include development of detailed procedures for employing international staff at the University of Lodz, as well as running information and training campaigns in the university units in this field. A mobility team has been established within the Council. The purpose of the Team is to support young scientists at the University of Lodz in pursuing mobility that contributes to scientific excellence. Areas of team activities:</p> <ol style="list-style-type: none"> 1. Collaboration with the International Hub, including the co-creation of this unit's website for information on: <ul style="list-style-type: none"> o Funding of mobility initiatives by foreign universities or other external entities, o International university networks, o Bases of international conferences; 2. Providing assistance to young scientists in their efforts to obtain sources of mobility funding; 3. Informing young scientists about the latest programmes, grants and mobility scholarships; 4. Developing activities to internationalize young scientists; 5. Promoting and fostering mobility activities among young scientists; 		

6. Initiating meetings with the winners of the most prestigious mobility grants and residence scholarships at foreign universities;

7. Giving opinions on the internal acts of the University of Lodz in the field of mobility of young scientists;

8. Joining international programs, projects and networks aimed at encouraging young scientists to undertake mobility activities; Career Office The Science Centre provides personalized consultation to support scientists in navigating their career paths within the scientific field.

Boards for science in particular:

- 1) Coordinate research activities within the fields of science and scientific disciplines, including setting the rules for the allocation of funds for strategic scientific activities;
- 2) Prepare forecasts for the development of the University's research activities;
- 3) Monitor the conducted scientific research from the point of view of assigning employees to specific scientific disciplines;
- 4) Analyze the proceedings conducted at the University for the awarding of doctoral and postdoctoral degrees;
- 5) Provide guidance for the enhancement of training programs offered by doctoral schools;
- 6) Take initiatives to ensure the recognition and excellence of doctoral schools and the quality of scientific activities;
- 7) Monitor the scientific accomplishments of employees representing various scientific disciplines and, when warranted, may request a mid-term evaluation of an employee from the dean;
- 8) Give their opinion on draft legislation pertaining to detailed criteria for evaluating the scientific achievements of individuals applying for research and research and teaching positions, criteria for granting awards for scientific activities, and requirements for individuals involved in scientific management roles.

The University has established the Young Scientists Development Council as an advisory body to the Dean, tasked with providing guidance and support in promoting the scientific growth of young university teachers.

The Council's tasks include in particular:

- 1) Giving an opinion on the draft internal acts of the University, relevant to the scientific development of young employees,
- 2) Initiating activities to promote the development of young research staff,
- 3) Providing assistance to young employees in their efforts to obtain sources of financing of scientific research

The projects implemented at the University of Lodz provide training opportunities for academic, administrative, and managerial staff in the following areas:

- Development of innovative teaching competencies;
- Innovative methods of working with students using TI;
- Didactic measurement, closed tasks;
- Effectively present didactic content;
- Let's not be afraid of technology, selected tools for creating multimedia materials to support the didactic message;
- How to design blended learning classes;
- How to conduct classes on the Moodle learning platform;

		<ul style="list-style-type: none"> • Professional databases information management • Editing of scientific texts; • Methodology of teaching in English; • Competence to expand and make practical use of new electronic distribution channels for scientific and teaching publications of the University of Lodz – • Effective management of the evaluation system • Effective administration of the Moodle platform; • Creation and management of records in the university, archiving of records, work planning, decision making, risk management, change management, project management; • General and specialized language; • Knowledge of laws related to higher education, internal regulations of contracts, higher education data analysis, principles of strategic thinking, budgeting and financing); • Training on the absorption of funds from EU Funds; • Managing the application process and project life cycle; • Professional ethics, team co-pr., conflict resolution methods and techniques, influencing, sharing knowledge and experience., integrating employees around the goals of the university/organizational unit, promotion policy, presentations); • Strategic management, managerial control, shaping the professional development of oneself and one's work, methods of motivation, counteracting the causes and effects of professional burnout, time management. <p>Every year, language courses tailored to the specific needs of employees, determined through collected data, are organized.</p>
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Action 9	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
<p>WORKING CONDITIONS AND SOCIAL SECURITY</p> <p>Working conditions and social security 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.</p> <p>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.</p> <p>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</p>	<ul style="list-style-type: none"> • Research environment • Working conditions • Stability and permanence of employment 	1 st quarter 2023	<ul style="list-style-type: none"> • Rector's Office • Occupational Health and Safety (OSH) Inspectorate 	<ul style="list-style-type: none"> • Academic Support Centre • The Occupational Health and Safety Committee
	Current Status	Remarks		
	COMPLETED	<p>Academic Support Centre</p> <p>The Academic Support Centre of the University of Lodz, built upon the expertise of the University's Office for Disability and Addiction Prevention, aims to provide equal access to higher education for students and doctoral students with disabilities at Lodz by promoting equal opportunities. Our activities are designed to offer support to members of the academic community at the University of Lodz who require assistance, focusing especially on individuals with disabilities or facing challenges or difficulties in their academic studies. We adopt an individualized approach to each person, taking the time to understand their unique needs and psychophysical capabilities, and we tailor the support provided to ensure their full participation in the academic study process. The</p>		

implementing and abiding by the principles and terms laid down in the EU Directive on Fixed-Term Work.

scope of activities of the University's Academic Support Centre primarily includes support in the areas of:

- equalizing the opportunities,
- solving educational difficulties due to health and/or adaptation reasons,
- mental health hygiene,
- personal development,
- addiction prevention and therapy,
- coping in a crisis,
- obtaining financial assistance in the form of a scholarship for people with disabilities.

OHS Instructions The Occupational Health and Safety Inspectorate is a unit that performs the function of occupational health and safety service at the University of Lodz in accordance with the Regulation of the Council of Ministers on occupational safety and health of 2 September 1997, on occupational safety and health service (Dz. U. - Journal of Laws of 14 February 1997). The Occupational Health and Safety Service performs advisory and inspection functions in the field of occupational health and safety.

- Information in the area of occupational health and safety for employees
- Information from the field of occupational health and safety and education for doctoral students
- Information from the area of occupational health and safety and education for students

The University of Lodz has established the Occupational Health and Safety Committee as an advisory and consultative body for the employer. The commission supports the employer in its efforts to ensure health and safety at the university. The chairman of the Occupational Health and Safety Committee is the Rector or a person authorized by them. The vice chairman of the Occupational Health and Safety Committee is the Faculty social labor inspector. Tasks of the Occupational Health and Safety Committee imposed by the Labor Code include:

- reviewing working conditions;
- carrying out periodic health and safety assessment;
- giving opinions on the measures taken by the employer to prevent accidents at work and occupational diseases;
- formulating proposals for improving working conditions; and
- interacting with the employer in carrying out its health and safety responsibilities.

Action 10	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
WORKING CONDITIONS AND SOCIAL SECURITY 3.11 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,	<ul style="list-style-type: none"> • Co-authorship • Participation in decision-making bodies 	4th quarter 2025	Departments	Evaluation
	Current Status	Remarks		

<p>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).</p> <p>3.14 Participation in decision making bodies Employers and/or funders of researchers should recognize it as wholly legitimate, and indeed desirable, that researchers be represented in the relevant information, consultation and decision making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution.</p>	<p>IN PROGRESS</p>	<p>REGULATION OF THE MINISTER OF SCIENCE AND HIGHER EDUCATION 1) of 22 February 2019 on the evaluation of the quality of scientific activity forces employees to be interdisciplinary (including cooperation with other universities) as well as (and perhaps above all) active for society, including cooperation with various types of bodies. Assessment of the impact of scientific activity on the functioning of society and the economy is carried out on the basis of descriptions of the relationship between the results of scientific research or development work or scientific activity in the field of artistic creation and the economy, the functioning of public administration, health care, culture and arts, protection of the environment, national security and defense, or other factors affecting the the civilizational development of the society The upcoming evaluation, which will encompass the years 2022-2025, will provide insight into the extent of the increased impact. In addition, the employee evaluation promotes interdisciplinarity and encourages employees to actively engage not only in research but also in teaching and organizational activities, including their contributions to the university's overall development.</p> <p>There are two labor unions at the University of Lodz, and their representatives are included in various committees and groups established within the university, ranging from the Anti-Bullying Committee to evaluation committees and even the Departments authorities.</p>
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Action 11	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
<p>TRAINING AND DEVELOPMENT</p> <p>4.3 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.</p> <p>4.4 Access to research training and continuous development: Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take up and effectiveness in improving competencies, skills and employability.</p>	<ul style="list-style-type: none"> Continuing Professional Development. Access to research training and continuous development 	<p>4th quarter 2025</p>	<ul style="list-style-type: none"> UL Departments 	<ul style="list-style-type: none"> scienceON
	<p>Current Status</p>	<p>Remarks</p>		
	<p>IN PROGRESS</p>	<p>System of Scientific Achievements of the University of Lodz – ScienceON – is a system of information on scientific activity of employees of the University of Lodz. The system collects data on the scientific output of the university's employees, their activities and achievements. It supports, among others, science management, reporting (PBN, Polon) and dissemination of scientific output worldwide. It is to facilitate access to the information about activities of the University of Lodz from its establishment to the current, continuously updated data, and thus, optimise the process of managing scientific information at the university. Using the database will improve both the acquisition and analysis of data for reporting and evaluation purposes (generating reports and summaries, also for the Ministry of Science and Higher Education), as well as informing about the results of conducted research, obtained patents or certificates. The database will contain not only lists of publications by specific individuals or units, but also data on research and implementation projects carried out at the University of Lodz, teaching and science promotion activities, doctoral dissertations, international cooperation and other achievements related to the professional</p>		

		<p>development of employees and the university's infrastructure. ScienceON is based on OMEGA-PSIR software in a CRIS-type system and it is designed to facilitate access to comprehensive knowledge and to meet open data standards. It combines numerous functionalities (including advanced ones, available after logging into the Central Authentication System) and provides support for researchers, central administration and other units of the university.</p>
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