

A REVIEWED ACTION PLAN

No.	Area in the Charter and the Code which requires action	Material description of actions to be performed	Organisational unit of the USPE responsible for specific action	Term of performance			Implementation status	Comments	New term of performance
				short period (up to 1 year)	medium period (1-3 years)	long period (above 3 years)			
REMEDIAL ACTIONS									
30.	OCCUPATIONAL CONDITIONS AND SOCIAL INSURANCE	<p>Extending the Career Office's tasks to career counselling for doctoral students and young researchers, and implementing a system for disseminating information on career counselling.</p> <p>Preparation of a career development strategy for researchers at every stage of their professional career, regardless of the agreement signed.</p> <p>Information about available training and career counselling on the University's website.</p>	<p>The Rector</p> <p>The Career and Entrepreneurship Office</p>		February 2020		IN PROGRESS	<p>The competences of the Career Office were extended to include career counselling. The prepared Regulations of the Career Office have not yet been implemented due to the change in the organizational structure of the university and the change in the organization of work during the pandemic</p>	December 2021
34.	OCCUPATIONAL CONDITIONS AND SOCIAL INSURANCE	<p>Appointment of the position of an Ombudsman</p> <p>- enabling employees to settle disputes amicably</p> <p>Preparation of rules for appointing people to the position of an Ombudsman and the scope of its duties</p>	The Rector		February 2020		COMPLETED	Rector's Order No. 53/2018 of September 7, 2018 on: appointment of the Employee's Rights Ombudsman	
40.	TRAINING	<p>Appointment of the position of an Academic Supervisor at the University</p> <p>Preparation of rules for</p>	The Rector		February 2020		COMPLETED	<p>Rector's Order No. 74/2019 of October 1, 2019.</p> <p>on: the establishment of the Scientific Council of the</p>	

		appointing people to the position of an academic supervisor and the scope of its duties						University School of Physical Education in Wrocław and the appointment of its Chairman	
SELF-DEVELOPMENT ACTIONS									
2.	ETHICAL AND PROFESSIONAL ASPECTS	<p>Making a set of national and university guidelines on ethical issues in the area of Higher Education available on the University's website</p> <p>Informing scientific employees and doctoral students of the University School of Physical Education in Wrocław (Polish: AWF) about the materials made available on the website. E-mail messages will be sent to employees' addresses and they will contain information about materials to be downloaded from the University's website. The information about the documents will also be provided by the managers of the Branches/Departments at meetings of employees of the Branch/Department</p> <p>Monitoring the number of downloads of materials on ethical principles from the website of the University School of Physical Education</p>	The University Promotion Office, Deans, Department Managers	December 2019			COMPLETED	Almost 90% of employees positively assess the compliance with ethical principles at the University	
5.	ETHICAL AND PROFESSIONAL ASPECTS	<p>Providing information regarding national, sectoral and institutional regulations governing training and/or working conditions (including provisions on intellectual property rights, requirements and terms of funders) on the University's website</p> <p>Informing scientific employees of the University School of Physical Education in Wrocław</p>	The University Promotion Office Deans, Department Managers	December 2019			IN PROGRESS	76% of employees positively assess compliance with regulations in the area of training and/or working conditions. The periodic evaluation sheet for scientific employees is being modified due to changes to the new Act of 20 July 2018 – the Law on Higher Education and	December 2021

		<p>about the materials made available on the website.E-mail messages with information about materials to be downloaded from the University's website will be sent to employees' e-mail addresses.The information on the uploaded documents will also be provided by the managers of the Branches/Departments at meetings of employees of the Branch/Department</p> <p>Monitoring the number of downloads of materials on obligations under the agreement or regulations from the website of the University School of Physical Education</p> <p>Modification of the periodic evaluation sheet for scientific employees.</p>						Science	
6.	ETHICAL AND PROFESSIONAL ASPECTS	<p>Providing information on the University's website regarding national, sectoral and institutional regulations governing the principles of careful, clear and effective financial management, as well as obligations to cooperate with all authorities authorized to inspect their research.</p> <p>Informing scientific employees of the University School of Physical Education in Wroclaw about the materials made available on the website. E-mail messages with information about materials to be downloaded from the University's website will be sent to employees' e-mail addresses. The information on the uploaded documents will also be provided by the managers of the</p>	<p>The University Promotion Office</p> <p>Deans, Department Managers</p>	December 2019			IN PROGRESS	<p>Almost 90% of employees positively assess compliance with the principles of financing research at the University.</p> <p>Good practices code of a scientific supervisor is being implemented</p>	December 2021

		<p>Branches/Departments at meetings of employees of the Branch/Department</p> <p>Monitoring the number of downloads of materials on obligations under the agreement or regulations from the website of the University School of Physical Education</p> <p>Development and implementation of the "Good practices code of a scientific supervisor"</p>							
8.	ETHICAL AND PROFESSIONAL ASPECTS	<p>Providing information on the University's website regarding national, sectoral and institutional regulations governing the dissemination and use of research results.</p> <p>Informing scientific employees of the University School of Physical Education in Wroclaw about the materials made available on the website. E-mail messages with information about materials to be downloaded from the University's website will be sent to employees' e-mail addresses. The information on the uploaded documents will also be provided by the managers of the Branches/Departments at meetings of employees of the Branch/Department</p> <p>Monitoring the number of downloads of materials on the dissemination and use of research results from the website of the University School of Physical Education</p> <p>Development and implementation of the "Good practices code of a scientific</p>	<p>The University Promotion Office</p> <p>Deans, Department Managers</p>	December 2019			IN PROGRESS	<p>81% of employees positively assess compliance with the principles of disseminating and using of the results of the research at the University. Good practices code of a scientific supervisor is being implemented</p>	December 2021

		supervisor"						
12.	RECRUITMENT AND EVALUATION	Preparation and implementation of an announcement draft and a recruitment application draft (including criteria and rules for the evaluation of candidates - Recruitment Regulations, competition), which will include rules that facilitate the access for groups in a more difficult position or researchers returning to a career in teaching, including teachers (at every level of the education system) returning to a career in teaching.	Department of Payroll and Employee Affairs, Legal Department, The Senate, The University Promotion Office, Deans, Department Managers		June 2021		IN PROGRESS	A new announcement draft, a recruitment application draft and the Recruitment Regulations have been prepared and are awaiting approval and implementation by the University authorities.
13.	RECRUITMENT AND EVALUATION	Preparation and implementation of an announcement draft and a recruitment application draft (including criteria and rules for the evaluation of candidates - Recruitment Regulations, competition) and supplementing the rules for conducting competitions for individual positions at the University for the procedure of informing candidates about weaknesses and strengths of their applications. Preparation and publishing of the OTM-R rules on the University's website Adding the Regulations and the OTM-R rules to recruitment announcements Preparation of a new Development Strategy for the University and including in the document the conditions for employment and work that should determine open, effective, clear recruitment procedures that provide	Department of Payroll and Employee Affairs, Legal Department, The Senate, The University Promotion Office, Deans, Department Managers		June 2021		IN PROGRESS	A new announcement draft, a recruitment application draft and the Recruitment Regulations have been prepared and are awaiting approval and implementation by the University authorities.

		support, are comparable at the international level, and adapted to the type of position offered.							
16.	RECRUITMENT AND EVALUATION	<p>Preparation and implementation of a job application draft that includes, apart from academic potential, creativity, mobility, independence, didactic potential during the candidate's diversified academic career, and supplementation of the rules for conducting competitions for individual positions at the University with the procedure for informing candidates about weaknesses and strengths of their applications.</p> <p>Preparation and publishing of the OTM-R rules on the University's website</p> <p>Adding the Regulations and the OTM-R rules to recruitment announcements for the rules of conducting competitions for individual job positions at the University</p> <p>Preparation of a new Development Strategy for the University and including in the document the conditions for employment and work that should include academic potential, creativity, mobility, independence, didactic potential during the candidate's diversified academic career.</p>	<p>Department of Payroll and Employee Affairs, Legal Department, The Senate, The University Promotion Office, Deans, Department Managers</p>		June 2021		IN PROGRESS	A new announcement draft, a recruitment application draft and the Recruitment Regulations have been prepared and are awaiting approval and implementation by the University authorities.	
17.	RECRUITMENT AND EVALUATION	Preparation and implementation of a job application draft that takes into account career breaks or exceptions to the chronological order and submission of	<p>Department of Payroll and Employee Affairs, Legal Department,</p>		June 2021		IN PROGRESS	A new announcement draft, a recruitment application draft and the Recruitment Regulations have been prepared and are awaiting approval and implementation by the University	

		<p>resumes supported with evidence that reflect a representative range of achievements and qualifications relevant to the position the job application concerns. Supplementing the rules for conducting competitions for individual work positions at the University with the procedure of informing candidates about weaknesses and strengths of their applications.</p> <p>Preparation and publishing of the OTM-R rules on the University's website</p> <p>Adding the Regulations and the OTM-R rules to recruitment announcements for the rules of conducting competitions for individual job positions at the University</p> <p>Preparation of a new Development Strategy for the University and including in the document the conditions for employment and work that should include academic potential, creativity, mobility, independence, didactic potential during the candidate's diversified academic career.</p>	<p>The Senate, The University Promotion Office, Deans, Department Managers</p>					authorities.	
21.	RECRUITMENT AND EVALUATION	<p>Verification of entries in the work regulations taking into account the rules for recruitment and appointment of researchers with a Ph.D. degree.</p> <p>Providing information in the field of recruitment and appointment of researchers with a Ph.D. Degree on the University's website.</p> <p>Informing scientific employees</p>	<p>Department of Payroll and Employee Affairs, Legal Department, The University Promotion Office, Deans, Department Managers</p>		June 2021		IN PROGRESS	A new announcement draft, a recruitment application draft and the Recruitment Regulations have been prepared and are awaiting approval and implementation by the University authorities.	

		<p>of the University School of Physical Education in Wroclaw about the materials made available on the website. E-mail messages with information about materials to be downloaded from the University's website will be sent to employees' e-mail addresses. The information on the uploaded documents will also be provided by the managers of the Branches/Departments at meetings of employees of the Branch/Department</p> <p>Monitoring the number of downloads of materials on recruitment and appointment of researchers with a Ph.D. degree from the website of the University School of Physical Education</p>							
24.	OCCUPATIONAL CONDITIONS AND SOCIAL INSURANCE	<p>Verification of entries in the work regulations and development of rules that take into account the regulation of work conditions for the disabled (flexible work hours, teleworking, part-time work, academic leave).</p> <p>Development of a new Development Strategy for the University regarding employment conditions and work conditions</p> <p>Annex with information for employees regarding treating everybody in employment equally.</p> <p>Providing information regarding the regulation of work conditions on the University's website.</p> <p>Informing scientific employees of the University School of</p>	<p>Department of Payroll and Employee Affairs, Legal Department, The Senate, The University Promotion Office, Deans, Department Managers</p>		June 2021		COMPLETED	<p>The Work Regulations have been modified, taking into account the regulation of work conditions for the disabled and of work conditions for the protection of women's work and juvenile workers.</p>	

		<p>Physical Education in Wroclaw about the materials made available on the website. E-mail messages with information about materials to be downloaded from the University's website will be sent to employees' e-mail addresses. The information on the uploaded documents will also be provided by the managers of the Branches/Departments at meetings of employees of the Branch/Department</p> <p>Monitoring the number of downloads of materials on the regulation of work conditions from the website of the University School of Physical Education</p>							
25.	OCCUPATIONAL CONDITIONS AND SOCIAL INSURANCE	<p>Verification of entries in work regulations and development of rules that take into account the regulation of work conditions for the protection of women's work and juvenile workers. Regulations in accordance with EU directives on permanent employment</p> <p>Providing information regarding the protection of women's work and juvenile workers on the University's website. Regulations in accordance with EU directives on permanent employment</p> <p>Informing scientific employees of the University School of Physical Education in Wroclaw about the materials made available on the website. E-mail messages with information about materials to be downloaded from the University's website will be sent to employees' e-mail</p>	<p>Department of Payroll and Employee Affairs, Legal Department,</p> <p>The University Promotion Office,</p> <p>Deans, Department Managers</p>		June 2021		COMPLETED	<p>The Work Regulations have been modified, taking into account the regulation of work conditions for the disabled and of work conditions for the protection of women's work and juvenile workers.</p>	

		<p>addresses. The information on the uploaded documents will also be provided by the managers of the Branches/Departments at meetings of employees of the Branch/Department</p> <p>Monitoring the number of downloads of materials on women's work and juvenile workers</p> <p>from the website of the University School of Physical Education</p> <p>Regulations in accordance with EU directives on permanent employment</p>							
27.	OCCUPATIONAL CONDITIONS AND SOCIAL INSURANCE	<p>Preparation of the rules of equal opportunities and non-discrimination, including accessibility for people with disabilities, as an annex to the Regulations for recruitment of candidates for researchers, in which the policy of equal opportunities will be determined at the recruitment stage</p>	<p>Department of Payroll and Employee Affairs, Legal Department, The University Promotion Office, Deans, Department Managers</p>		June 2021		IN PROGRESS	<p>An appendix to the Recruitment Regulations concerning the principles of equal opportunities and non-discrimination has been prepared and is awaiting approval and implementation by the University authorities.</p>	
28.	OCCUPATIONAL CONDITIONS AND SOCIAL INSURANCE	<p>Preparation of a career development strategy for researchers at every stage of their professional career, regardless of the agreement signed.</p>	<p>The Rector, Department of Payroll and Employee Affairs, Legal Department, The University Promotion Office, Deans, Department Managers</p>		September 2021		IN PROGRESS	<p>A career development strategy has been developed for researchers at every stage of their professional career, regardless of the agreement signed. Information about it was included in the University's Strategy for 2021-2030, in the University's Statute and in the Work Regulations. The competences of the Career Office were extended to include career counselling. The prepared Regulations of the Career Office have not yet been implemented due to the change in the organizational structure of the university and the change in</p>	

								the organization of work during the pandemic	
29.	OCCUPATIONAL CONDITIONS AND SOCIAL INSURANCE	<p>Verification of entries in work regulations and development of rules that take into account the regulation of work conditions related to mobility within own career development system and employee evaluation.</p> <p>Providing information on mobility within own career development system and employee evaluation on the University's website.</p> <p>Informing scientific employees of the University School of Physical Education in Wroclaw about the materials made available on the website. E-mail messages with information about materials to be downloaded from the University's website will be sent to employees' e-mail addresses. The information on the uploaded documents will also be provided by the managers of the Branches/Departments at meetings of employees of the Branch/Department</p> <p>Monitoring the number of downloads of materials contained on the University's website related to mobility within own career development system and employee evaluation.</p>	<p>Department of Payroll and Employee Affairs, Legal Department, The University Promotion Office, Deans, Department Managers</p>		June 2021		IN PROGRESS	The regulation of work conditions related to mobility within own career development system and employee evaluation is being developed.	
31.	OCCUPATIONAL CONDITIONS AND SOCIAL INSURANCE	Promoting a set of national and university guidelines on issues related to the benefits of using results in the field of research and development through legal protection and protection of intellectual	<p>The University Promotion Office, Deans, Department Managers</p>	December 2019			IN PROGRESS	66% of employees positively assess compliance with the Intellectual Property Rights at the University. Good practices code of a scientific supervisor is being implemented	December 2021

		<p>property rights, including copyrights, on the University's website.</p> <p>Informing scientific employees and doctoral students of the University School of Physical Education in Wroclaw (Polish: AWF) about the materials made available on the website. E-mail messages will be sent to employees' addresses and they will contain information about materials to be downloaded from the University's website. The information about the documents will also be provided by the managers of the Branches/Departments at meetings of employees of the Branch/Department</p> <p>Monitoring the number of downloads of materials related to the benefits of using results in the field of research and development through legal protection and protection of intellectual property rights, including copyrights, from the University's website.</p>							
32.	OCCUPATIONAL CONDITIONS AND SOCIAL INSURANCE	<p>Making a set of national and university guidelines on the rights of co-authors of research (the right to acknowledge, publish, and recognize in the evaluation of employees) available on the University's website.</p> <p>Informing scientific employees and doctoral students of the University School of Physical Education in Wroclaw (Polish: AWF) about the materials made available on the website. E-mail messages will be sent to employees' addresses and they will contain information</p>	<p>The University Promotion Office, Deans, Department Managers</p>	December 2019			IN PROGRESS	56% of employees positively assess compliance with the rights of Co-authorship of research at the University. Good practices code of a scientific supervisor is being implemented	December 2021

		<p>about materials to be downloaded from the University's website. The information about the documents will also be provided by the managers of the Branches/Departments at meetings of employees of the Branch/Department</p> <p>Monitoring the number of downloads of materials contained therein on issues concerning the rights of co-authors of research (the right to acknowledge, publish, recognize in the evaluation of employees) from the University's website.</p>							
35.	OCCUPATIONAL CONDITIONS AND SOCIAL INSURANCE	<p>Making information on employees' representatives in the University's bodies available on the University's website.</p> <p>Informing scientific employees and doctoral students of the University School of Physical Education in Wroclaw (Polish: AWF) about he materials made available on the website. E-mail messages will be sent to employees' addresses and they will contain information about materials to be downloaded from the University's website. The information about the documents will also be provided by the managers of the Branches/Departments at meetings of employees of the Branch/Department</p> <p>Monitoring the number of downloads of materials on employees' representatives in the University's bodies.</p>	<p>The University Promotion Office, Deans, Department Managers</p>	December 2019			IN PROGRESS	64% of employees positively assess compliance with the right of scientists to be Participation in decision-making bodies at the University.	December 2021