

Important message to institutions:**Onsite visits are resumed starting 1 September 2022**

The broad lifting of the COVID-19 related travel limitations, allow us to cautiously resume the onsite visits. All site visits scheduled to take place after 1 September, will be organized under the normal onsite configuration.

Please note that after 1 September the virtual formula for “remote” site visits, will not be in place anymore.

Internal Review

Case number: 2019PL399853

Name Organisation under review: Warsaw University of Life Sciences - SGGW

Organisation’s contact details: ul. Nowoursynowska 166, Warsaw

1. Organisational Information

*Please provide an update of the key figures for your organisation. Figures marked * are compulsory.*

STAFF & STUDENTS**FTE**

STAFF & STUDENTS	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research *	1226,492
Of whom are international (i.e. foreign nationality) *	13,250
Of whom are externally funded (i.e. for whom the organisation is host organisation) *	11,408
Of whom are women *	684,833
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. *	294,158
Of whom are stage R2 = in most organisations corresponding with postdoctoral level *	179,000
Of whom are stage R1 = in most organisations corresponding with doctoral level *	598,000
Total number of students (if relevant) *	15398
Total number of staff (including management, administrative, teaching and research staff) *	2484,983
RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	48592437,85
Annual organisational direct government funding (designated for research)	43321965,91
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	3813316,40
Annual funding from private, non-government sources, designated for research	1457155,54

ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)

SGGW is one of the largest and most prestigious agricultural university in Poland with over 200 years of tradition. The University mission is to serve the economic and intellectual development of Polish society with special emphasis on rural areas, food industry and the environment. It offers 40 fields of study. SGGW is also recognized internationally - it is among the top 100 universities (QS World University Rankings; Webometrics). International cooperation plays an important role in University activities. SGGW is a member of prestigious international organizations and is implementing around 90 international research projects (Horizon 2020, Horizon Europe, Interreg and COST).

2. Strengths and weaknesses of the current practice

Please review the strengths and weaknesses under the 4 thematic areas of the Charter and Code, as provided by your organisation in the initial assessment phase. When doing so, you should do not only look back, but also consider new priorities, strategic decisions, etc. which may further influence the action plan. Please also provide a brief commentary in the "Remarks" column if major changes have occurred versus the initial plan.

Note: Click on the name of each of the four thematic headings of the Charter & Code to open the editor and provide your answers in the Internal Review for Interim Assessment dedicated section.

Ethical and professional aspects*



Strengths and Weaknesses (Initial Phase)

Strengths and Weaknesses (Interim Assessment)

The universities strengths in respect to ethical and professional aspects is the high compliance of the following rules: Research freedom, Ethical principles, Professional attitude, Contractual and legal obligations, Good practice in research, Dissemination, exploitation of results, Non discrimination,

The following rules needed focus: Evaluation/ appraisal systems, Public engagement, Professional responsibility, Accountability.

Dissemination of the results of the "Report from the audit on the system and procedures for evaluation and appraisal of academic staff" has been carried out - it was disseminated among the Deans.

Inclusion of academic staff in the activities of the Open University, the University of the Third Age and the Young Researcher University in the latter case the preparation of a reward system for being active in this initiative. In 2017-2019 the academic staff was involved in the activities of the Open and Third Age University. For 2019-2021, it is planned to prepare a system of appraisal/rewarding of employees, taking into account this type of activity.

SGGW researchers participated in public consultations organised by the Ministry of Science and Higher Education regarding the project of the Young Researcher University, but SGGW is not a partner within this project. Currently, SGGW participates in a project of a similar nature - "Academy of the Future".

The public engagement is performed in numerous activities of SGGW researchers: there is a constant cooperation based on the requests from kindergardens, schools, high schools ect, the constant cooperation between Forestry Faculty SGGW and Society of Forest Friends as part of the European Young People in European Forests YPEF, participation of SGGW researchers in scientific picnics and activities of the Copernicus Science Centre. Details available in Acion B.16 Public engagement

The 2019-2021 Action Plan foresees the inclusion of social engagement of academic staff in the evaluation of the Academic Teacher Assessment Survey; it has already considered international mobility as a factor related to professional development and the career development strategy.

In order to ensure that research is relevant to society and does not duplicate research previously carried out elsewhere, the during training courses and seminars the importance of research to the public, copyright compliance, responsible sharing of results, is underlined by the training providers.

In order to make researchers 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, a series of training sessions has been carried out by the SGGW different

administration units as well as a guide to instruct scientists having projects within Horizon 2020 has been prepared how to adhere to the principles of sound, transparent and efficient financial management. According to the plan there is going to be more training courses and seminars in 2019 -2021.

Additionally it is foreseen to elaborate "Training Catalogue" including training related to both professional development, competence development and didactic improvement. The new Statute of the University includes provisions on the need for the personal and professional development of academic teachers and the improvement of their professional competences.

Strengths and Weaknesses (Award Renewal, max 500 words) *

What was extremely important a number of actions to counteract discrimination and ensure equality have been taken, including the appointment of entities responsible for ensuring equality, adopting Anti-discrimination Standard, the Policy of Equal Treatment and Counteracting Discrimination in Employment and Education at – SGGW and the Gender Equality Plan for the Warsaw University of Life Sciences for the years 2022-2025, as well as activities leading to internationalization of SGGW: establishing in June 2021 the Foreign Visitors Service Team (WePoint - Welcome to SGGW) at IRO , which tasks include servicing students, doctoral students, interns and employees from abroad; including in the circulation card of newly introduced regulations on the possibility of sending a document for translation into English, receiving project financed within European Social Fund that will provide support for further internationalisation of SGGW (Welcome to Poland).

A number of points from the strategy were implemented through the changes made in the years 2019-2021 in the assessment of the Academic Teachers' Assessment Survey, which took into account the public engagement of academic teachers, mobility as a factor related to professional development and career development strategy.

Public engagement is archived by numerous activities of SGGW staff members: permanent cooperation with kindergartens, schools, high schools etc, participation in Scientific Picnics and activities of the Copernicus Science Center, cooperation of the Faculty of Forestry with the Forest Friends Association within the European program Young People in European Forests YPEF. Particularly impressive activities are carried out on the Science SGGW platform - YouTube channel and at the Main Library, where interviews with scientists are held and broadcast regularly, presenting their scientific achievements and non-scientific interests. The You Tube channel contains 600 materials and has around 4 thousand subscribers. It informs about research projects conducted at SGGW, popularizes the achievements and discoveries of scientists from SGGW. It is a source of expert knowledge in various fields. Lectures and exercises, but also reports and live broadcasts of educational events.

Remarks (max 500 words)

Recruitment and selection*



Strengths and Weaknesses (Initial Phase)

Strengths and Weaknesses (Interim Assessment)

The compliance of the following rules was confirmed in the Initial Phase: Variations in the chronological order of CVs (Code), Recognition of mobility experience (Code), Recognition of qualifications (Code), Seniority (Code), Postdoctoral appointments (Code), which constitutes half of the rules from Recruitment and Selection.

The actions concerning: Recruitment, Recruitment (Code), Selection (Code), Transparency (Code) and Judging merit (Code) have been implemented. The documents in Polish and English informing about the entry and admission standards for researcher are included in the Statutes of SGGW. The Polish version is updated in the new Statutes presented on the Senates session on 26th of April 2019. However, the English version still needs to be updated therefore it will be included in the Revised Strategy.

SGGW established recruitment procedures that are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. The Revised Strategy still includes the dissemination of information on the recruitment procedures. The part of the Revised Strategy is the document Good practices leading to implementation of OTM-R Policy SGGW. The plan for 2019-2021 assumes the preparation of sample forms for all units employing at the university. Additionally, information in the form of links concerning social benefits and living conditions will be attached to the job offers. Between 2019 and 2021, the recruitment committee will be expanded in line with the requirements of the HR Logo. The process started in 2019.

In general the employment of academic staff at the university is based on documents mentioned in ACTIONS (B5- Recruitment)

The matter of appointing selection committees assessing the candidates in a way that ensures bringing together diverse expertise and competences, adequate gender balance and includes members from different sectors (public and private) and disciplines an information campaign is still a matter of focus. During the monitoring it was revealed that there is still room for improvement. That is why there are actions in the Revised Strategy included in order to implement the changes in the current practices.

Introduction to the recruitment procedure an obligation to inform about the recruitment process and the selection criteria, the number of available positions and the career development prospects as well as after the selection process about the strengths and weaknesses of the candidates' applications proved to be challenging. The monitoring proved that only partially it has been fulfilled. There is a specialist employed at Human Resources Office specific specialists who will cooperate with the recruitment committees at Faculties and there is e-tool introduced that partially provides the possibility of providing the above mentioned elements, however both the full procedure and the options provided by the e-tool (including preparation of a candidate evaluation questionnaire in accordance with the following criteria:

assessment of both qualitative and quantitative potential with the emphasis on creativity and level of independence, bibliometric indices, as well as by broader criteria, e.g. teaching, tutoring, teamwork, ethics, contributions to patents, development or inventions etc) still have to be adjusted and improved – which is reflected in the Revised Strategy

Strengths and Weaknesses (Award Renewal, max 500 words) *

Detailed terms of employment are described in the updated version of the SGGW Statute presented at the Senate meeting on April 26, 2019. However, the English version still needs to be updated, therefore the creation of the English version of the current Statute has been included in the Strategy for 2022-2025 as the university obtained funding for the implementation of the project - "Welcome to SGGW" aimed at organizational support of the enrolment and employment of foreigner students, doctoral students and academic staff, as well as ensuring high quality of their service as part of the activities of the Human Resources and Payroll Office (employment of foreigners) and the WePoint point (central, comprehensive foreign guests at the university). Among the other activities it will allow the preparation and distribution of important university regulations in English.

Due to the organisational changes, impact of pandemics, limitations of access in the e-Recruiter system and lack of funds for expanding the access to the system some of the actions concerning OTMR had to be prolonged for the next period – 2022-2025. However, the Human Resources Office changed its structure and in 09.2021 a sub unit – Recruitment and Staff Development Unit was created with 4 staff members and is involved in implementation of the elements of the HR4Researchers Strategy. This will facilitate the process planned for 2022-2025- in this respect a detailed process analysis, creation of procedures and preparation of infographics on the employee's life cycle in the organization, broken down into: recruitment, employment, on-boarding and off-boarding as well as development with the participation of central administration units involved in the process is planned.

The good practices leading to implementation of OTMR are still recommended to be used in the recruitment process.

Remarks (max 500 words)

Working conditions*



Strengths and Weaknesses (Initial Phase)

Strengths and Weaknesses (Interim Assessment)

The biggest strength is the progress in implementation of the actions planned to tackle the lack of compliance of the rules that were defined on the level of the Initial Strategy as most urgent - Access to career advice, Teaching and Recognition of the profession. The details are described in the part Actions.

Progress has also been made in the activities group that was defined as urgent: Research environment, Evaluation/appraisal systems, Co-authorship, Funding and salaries, Intellectual Property Rights and Value of mobility.

The internal audit of the availability of internal SGGW resources was carried out. The report from the audit on the system and procedures for evaluation and appraisal of academic staff has been disseminated among the deans of Faculties. The process of collecting suggestions and good practices and procedures for the scientists to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents content related in to the strategy has been started. The CiITT Strategy, which includes elements of intellectual property rights, has been developed , the document is in the last phase of editing. Currently, there is a good practice of participation of individual co-authors at the stage of submitting an application for a creative solution, where the application form contains percentage values for individual co-authors of patents, utility models, industrial designs, know-how and trademarks. Dissemination of information about the existing regulations concerning IPR has been performed.

To encourage staff members to increase their research activity a strong research support office has been created, a system of financial motivation of scientific employees - that is a periodical increase in remuneration for active employees as well as financial motivation of research staff and research teams who submitted applications for funding for research projects in the framework of external open calls for proposals of national or international scope, announced by the relevant financing institutions, but did not receive a positive decision on granting funding for their implementation and meet the criteria specified in the regulation have been introduced.

The lobbying for an amendment to the labour law in respect of employment in projects and increasing employment flexibility has be carried out – the results are changes in the Labour Law.

The updated academic staff evaluation system now includes mobility aspects.

There are a few actions that are still to be carried out: preparation of rules for granting access to the resources for other university units, in the newly developed a career development strategy for researchers at all stages of their career will be prepared and among the others mobility value and completion of a national or international internship as an essential criterion for promotion will be included, a new

"Intellectual Property Management Regulations at the Warsaw University of Life Sciences" will be prepared. Dissemination of information about existing procedures for filing complaints will be performed, a guide on gender balance will be issued and a series of training sessions will be organised. Appointment of a Rector's Counsellor for Equal Treatment is planned.

Strengths and Weaknesses (Award Renewal, max 500 words) *

There were several actions taken in order to improve working conditions among the others establishing in June 2021 the Foreign Visitors Service Team (WePoint - Welcome to SGGW) at BWM, whose tasks include servicing students, doctoral students, interns and employees from abroad, establishing a new office section supporting people with disabilities : in December 2021, the flexibility of work conditions has been introduced, the remote work is possible still on exceptional basis. The national legislation will introduce flexibility of work conditions on regular basis – then also internal regulations will be adjusted. A regulation was introduced : Resolution No. 115 - 2018/2019 of the Senate of the Warsaw University of Life Sciences, dated 24 June 2019 –Regulations for the management of copyright, related rights and industrial property rights – it was sent out to all staff members also - there was a series of workshops carried out on the issued regulation at all institutes.


Established in previous year Science and Project Office has undergone restructuring. Separate offices have been established: Research Support Office, National Projects Office, Structural Projects and Technology Transfer Office and Science Service Office. The new structure allows for a more individual approach to scientists in terms of supporting them in the implementation of various types of projects and in the process of career development.

The system of financial motivation of researchers is still in place - i.e. a periodic increase in remuneration for active employees and financial motivation of researchers and research teams who submitted applications for funding research projects under external open competitions on a national or international level, but they received positive reviews, however, the project were not funded.

The updated evaluation system for academic teachers now takes into account mobility aspects and public engagement.

However, the activities relating to the principles of sharing resources with other university units have not been completed and will continue to be implemented as part of the continuation of the Strategy for 2022-2025.

Remarks (max 500 words)

Training and development* 

Strengths and Weaknesses (Initial Phase)

Strengths and Weaknesses (Interim Assessment)

The compliance of the following rules was rated high during the initial gap analyses: Relation with supervisors and Supervision and managerial duties, therefore no action have been planned. In relation to 3 rules the actions were needed: Continuing professional development, Access to research training and continuous development and Supervision. trainings related to professional development of academic teachers have been conducted. SIRP and IRO have been conducting training courses on issues related to the development of scientific career paths including participation in international projects. These trainings have been conducted by the employees of SIRP and IRO, as well as by external institutions Currently, the training does not take place on the basis of the annual demand collected at the faculties, but the demand for training of individual university units was gathered at the stage of preparing "KNOWLEDGE, EDUCATION, GROWTH PROGRAMME I, II and III and "Welcome to Poland" projects, which are currently being implemented at the university. Implementation of training in is planned for the years 2019 - 2020, and after that time the university will carry out an evaluation of the effects of their implementation.

The details are available in the part Acions: A.2 TEACHING, B.7 Acces to research training and continuous development,

In order to ensure the selection of mentors who are sufficiently expert in supervising research, who 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 rules of recruitment to the doctoral school, adopted by the university Senate at the end of April 2019, provide for a competition for promoters of doctoral students of the doctoral school in each of the disciplines occurring in the school.

The new Statute of the University includes provisions on the need for the personal and professional development of academic teachers and the improvement of their professional competences.

In the years 2019 -2021 works related to the preparation of a specific career development strategy for researchers at all stages of their career will be continued not only for doctoral students.

Strengths and Weaknesses (Award Renewal, max 500 words) *

Numerous trainings were provided (details are indicated in the Action Plan).

The strong point of the implementation of the Strategy in respect of providing the opportunities for training and development is successful implementation of several European Funds projects offering trainings for the whole community of SGGW in various fields (details are available in the Action Plan).

Activities connected to analysing the training needs and offering training in the indicated fields were partially implemented. There were many trainings offered, however, only small part of it was based on analysing needs. In 2022 a survey was sent to all the staff members with a request among the others to identify the training needs and based on the feedback there will be possibilities sought after in order to meet the needs of the researchers.

Remarks (max 500 words)

Have any of the priorities for the short- and medium term changed? (max 500 words)

No, the priorities stayed the same.

Have any of the circumstances in which your organisation operates, changed and as such have had an impact on your HR strategy? (max 500 words)

There were 2 factors that had impact on implementation of HR strategy - first was the organisational changes implemented on the national level to the universities and the second was the outburst of pandemics which resulted in complete change in the operations on the daily level of the university, social distancing and necessity of changing form the stationary to the on-line system of operating consumed lots of efforts and time.

Are any strategic decisions under way that may influence the action plan? (max 500 words)

There are legislative changes on the national level going to be introduced - concerning flexibility of work conditions and protection of staff members informing about breach in law. The university prepared draft regulations and is waiting for the legislation to be introduced on the national level

3. Actions

Please consult the list of all actions you have submitted as part of your HR strategy. Please add to the overview the current status of these actions as well as the status of the indicators. If any actions have been altered or omitted, please provide a commentary for each action. You can also add new objectives.

Note: Choose one or more of the principles automatically retrieved from the GAP Analysis with their implementation ratings.

Proposed ACTIONS

Action 1	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Dissemination of the information system: among PhD students – about employment opportunities at the university and beyond, after obtaining a doctoral degree and/or completing doctoral studies;	30. Access to career advice	Regularly 1 time per year from 01.2017/ Regularly 2 times per month	Ph.D. Study Programmes Managers Career and Alumni Office Office of Research and Projects Human Resources Office Faculty Deans	Sending out nesletter (around 400) subscribers 2x per month
	Current Status	Remarks		
	IN PROGRESS	Information on employment opportunities within and outside the university is mainly disseminated through the extension of the activities carried out by the: Career and Alumni Office, and SIRP's training activities, through the newsletter and the EURAXES advertisement website. Until 2017, the Career and Alumni Office was responsible for disseminating information on the employment opportunities of university graduates at the university. From 2017, within the framework of activities carried out in accordance		

Proposed ACTIONS

Current Status	Remarks
	<p>with the HR strategy, the scope of the office's activities was extended to include dissemination of information on employment opportunities for doctoral students and academic teachers. As a part of the implementation of the HR Logo Strategy, the SGGW Career and Alumni Office started cooperation with - Institute of Hematology and Transfusiology - Institute of Experimental and Clinical Medicine of the Polish Academy of Sciences - Institute of Dendrology of the Polish Academy of Sciences - International Institute of Molecular and Cell Biology in Warsaw - Institute of Biocybernetics and Biomedical Engineering of the Polish Academy of Sciences The cooperation is based on placing advertisements on the website of the Career and Alumni Office by the employees of the institutes and it is a continuous cooperation. From 10.05.2018, based on the arrangements of the HR Logo working group meeting, the Career and Alumni Office regularly provides information to the doctoral student council and faculty councils about the offers submitted to this Office at: - Doctoral scholarships - post-doc and other position This information is also published on the Facebook/Twitter page of the Career and Alumni Office in the information for doctoral students section. Information on employment opportunities for doctoral students and young researchers is also regularly published on the notice board of the Career and Alumni Office The International Research Projects Section (SIRP) in coordination with the International Relations Office (IRO) also disseminates information about employment opportunities outside the university as well as in international projects during training courses for doctoral students and young scientists. The number of trainings and participants is presented below: Number of training courses per year 2017 Number of trained persons per year: 14 Number of training courses in 2018 Number of trained persons per year: 138 Number of training courses in 2019 till 04.2019 Number of trained persons per year: 35 More at: http://www.sggw.pl/wspolpraca-miedzynarodowa_/hr-excellence-in-research http://www.sggw.pl/en/international-cooperation_/hr-excellence-in-research Moreover, since 01.2018 the SIRP has been providing twice a month in a newsletter information about employment opportunities outside the university, in other research units in Poland and abroad, as well as information about employment opportunities in international projects. As of the date of 26.04.2019, the newsletter has 435 subscribers. In addition, the SIRP website includes information on EURAXES</p>

Proposed ACTIONS

Current Status	Remarks
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http://www.sggw.pl/wspolpraca-miedzynarodowa_/programy-badawcze/eureka All these activities form the basis for an information system on the employment opportunities at the university and beyond, which will be further developed. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. In the years 2019-2021 further cooperation is planned: SIRP, IRO, Career Office, Doctoral Council and Human Resources Office in the scope of mutual transfer of information on employment opportunities in foreign projects and units and development of a practical system in this scope to be applied at the university. In the years 2019-2021 the above described cooperation was continued. Due to the pandemics new activities were not carried out and the cooperation with new institutions was not initiated. Job offers are available at the website and Facebook account of Alumni Office. There were around 100 trainings organised by carrier advisors from Alumni Office for the students of last years on active employment search. (Scientific staff newsletter on up-to-date offers – is issued twice a month)

Action 2

Dissemination of the information system: among academic staff members about the criteria required for scientific career development (for obtaining a subsequent degree or academic title)

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
30. Access to career advice	Regularly 1 time per year from 01.2017/2021	Ph.D. Study Programmes Managers Career and Alumni Office Office of Research and Projects Human Resources Office Faculty Deans Sciences Service Office	Emails sent to all Directors to institutes and to the contact persons appointed by the Directors cooperating with SSO
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
COMPLETED	<p>Information on the criteria required for scientific career development (for obtaining a subsequent degree or academic title) was published on the website of the office established in 2017: Science Service Section: http://www.sggw.pl/nauka/sekcja-obslugi-nauki/przepisy-prawne/stopnie-i-tytulynaukowe-ndash-podstawy-prawne Resolution no. 31-2016/2017 of the SGGW Senate of 19.12.2016 on amendments to the SGGW Statute updated the internal regulations of the University with regard to the employment of academic teachers in view of the amendments to the Act - Higher Education Law, as well as introduced regulations concerning the procedure of promotion of academic teachers in SGGW. In 2021 new regulations of the University with regard to the criteria required for scientific career development were sent out to the Directors of Institutes and to the contact persons appointed by the Directors cooperating with SSO on scientific career development. All regulations as well as practical information are available in the University cloud as well as the website of the SSO: https://www.sggw.edu.pl/strona-glowna/nauka/biuro-obslugi-nauki/stopnie-i-tytulynaukowe/ There was a new option added in the didactic staff member career development path – a didactic professor post was established.</p>

Proposed ACTIONS

Action 3

Information on the new rules of the criteria required for scientific career development regulated by the new Law on Higher Education and Science of 20 July 2018 will be disseminated at the university.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
30. Access to career advice	Regularly 1 time per year from 09.2019/2021	Office of Science and National Projects- Science Service Section	e-mail sent to all researchers at SGGW

Current Status Remarks

COMPLETED

The new Law on Higher Education and Science of 20 July 2018 regulates the issues about the criteria required for scientific career development. Therefore, information on the new rules will be disseminated at the university as the execution of the Revised Action Plan for 2019 - 2021. Regulations of the University with regard to the criteria required for scientific career development were sent out to the Directors of Institutes and to the contact persons appointed by the Directors cooperating with SSO on scientific career development.

Action 4

Introduction of a system of teaching load reduction for staff members with strong involvement in research.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
33. Teaching	01.2017-06.2017	Faculty Deans Students Affairs Office Committee for Academic Staff Development Committee for Education Quality Committee for Education Committee for Academic Staff Evaluation	Regulation: Resolution No. 73 - 2016/2017 of the Senate of the Warsaw University of Life Sciences, dated 26 June 2017
Current Status	Remarks		
COMPLETED	This action was put into practice by the introduction at the University Resolution No. 73 - 2016/2017 of the Senate of the Warsaw University of Life Sciences, dated 26 June 2017, of which paragraph 4 states "the Rector may reduce the teaching load below the lower limit set in accordance with par. 3 in the event of entrusting academic staff with important tasks or carrying out research projects or other tasks provided for in the statutes". Link to the Resolution No. 73 - 2016/2017 of the Senate of the Warsaw University of Life Sciences, dated 26 June 2017 Information on this resolution has been sent by the IT Centre to all administrative units and departments. Information on this subject was also provided at Faculty Boards meetings		

Proposed ACTIONS

Action 5

Limiting the hours exceeding the defined teaching load in the period preceding a scientific degree defense or when entering the procedure leading to obtaining the title of professor (on a voluntary not obligatory basis).

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
33. Teaching	01.2017-06.2017	Committee for Education Quality Committee for Education Committee for Academic Staff Evaluation	Regulation: Resolution No. 73 - 2016/2017 of the Senate of the Warsaw University of Life Sciences, dated 26 June 2017

Current Status

Remarks

COMPLETED

The implementation of Resolution No. 73 - 2016/2017 of the Senate of the Warsaw University of Life Sciences, dated 26 June 2017, concerning the teaching load will allow the head of the unit, e.g. the dean, to carry out these activities. Knowing the scope of research work and the stage of professional development of a given employee, the dean may distribute didactic duties among employees in such a way that the person before the next stage of professional development is not burdened with the need to carry out didactic duties beyond its obligatory scope.

Action 6

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

Action 6

Dissemination of a system rewarding staff members for teaching achievements (for the development of new textbooks, scripts and/or computer programs, for good assessment in students' surveys).

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
33. Teaching	01.2017-06.2017	Committee for Education Quality Committee for Education Committee for Academic Staff Evaluation	e-mail sent to all SGGW employees

Current Status

Remarks

Information on the currently used " Evaluation Survey for Academic Staff " has been placed on the SGGW website: <http://www.sggw.pl/nauka/sekcja-obslugi-nauki/ocena-nauczyciela-akademickiego> Information on the currently used Evaluation Survey for Academic Staff is made available to academic teachers prior to their assessment and regularly updated on the Science Service Section page. Information on this subject was also provided at Faculty Boards meetings In the "Academic Teacher Assessment Survey" section 2.5 the following provisions were introduced "Published didactic publication - handbook/script", which is evaluated as follows: 5/ publisher's sheet max. 20 points Information on the scope of the "Academic Teacher Assessment Survey" is also a module of the OmegaPSIR system, purchased by SGGW in 2018. Its simplicity of use and a wide range of applications will allow for a wider dissemination of information on the rules of evaluation of scientists at the university and will improve the process of evaluation of academic staff by the university authorities. Regulation No. 137 of the Rector of the Warsaw University of Life Sciences dated 30.12.2021 on Rules of Academic Teacher Assessment was sent out to all staff members in December 2021

COMPLETED

Proposed ACTIONS

Action 7	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Information on the new rules of performing the "Academic Teacher Assessment Survey. regulated by the new Law on Higher Education and Science of 20 July 2018 will be disseminated at the university.	33. Teaching	2019-2021	Committee for Education Quality Committee for Education Committee for Academic Staff Evaluation	new rules disseminated
	Current Status	Remarks		
	COMPLETED	The new Law on Higher Education and Science of 20 July 2018 regulates the matters of the "Academic Teacher Assessment Survey. Therefore, information on the new rules will be disseminated at the university as the execution of the Revised Action Plan for 2019 - 2021. Regulation No. 137 of the Rector of the Warsaw University of Life Sciences dated 30.12.2021 on Rules of Academic Teacher Assessment was sent out to all staff members in December 2021		
Action 8	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)

Proposed ACTIONS**Action 8**

Reconsidering the number of points possible to be received in the "Evaluation Survey for Academic Staff" for teaching achievements and participation in training raising employee competencies.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
33. Teaching	01.2017-10.2017/2021	Committee for Education Quality Committee for Education Committee for Academic Staff Evaluation	changes in the Evaluation Survey for Academic Staff

Current Status**Remarks**

COMPLETED

According to the SGGW Statute (par. 86, #4) "academic teacher is obliged to [...] constantly raise his/her competencies". In the "Evaluation Survey" this part is evaluated under "Other activities that are considered important and not covered by the survey" and "Obtaining professional qualifications in the scope of didactics conducted in the Faculty". Employees are aware of the expected content of this part of the Survey. Regulation No. 137 of the Rector of the Warsaw University of Life Sciences dated 30.12.2021 on Rules of Academic Teacher Assessment implemented the Survey including higher number of points in this respect.

Proposed ACTIONS

Action 9

Reconsidering the number of points possible to be received in the "Evaluation Survey for Academic Staff" for teaching achievements and participation in training raising employee competencies.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
33. Teaching	01.2017-10.2017	Committee for Education Quality Committee for Education Committee for Academic Staff Evaluation	changes in the Evaluation Survey for Academic Staff

Current Status

Remarks

COMPLETED	Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. Statute includes a provision (an obligation) on the need to improve the professional competences of academic staff of SGGW, and the inclusion of these activities in the "Evaluation Survey for Academic Staff". In the new Survey this will be explicitly stated. Regulation No. 137 of the Rector of the Warsaw University of Life Sciences dated 30.12.2021 on Rules of Academic Teacher Assessment implemented the Survey including higher number of points in this respect.
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Action 10

Introduction of training courses for academic staff on teaching methods.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
33. Teaching	01.2018-01. 2021	Faculty of Social Sciences, staff members of the Department of Education and Culture (providing trainings on education methods including courses leading to teaching certificates)	training courses
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
COMPLETED	<p>Not yet implemented. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. In 2018, the university received funding under the Project titled: "Success by nature - a comprehensive programme to improve the quality of education management and teaching at the Warsaw University of Life Sciences co-financed by the European Social Development Fund within the framework of the Operational Programme Knowledge Education Development 2014-2020 , Axis III Higher education for economy and development, Measure 3.5 Comprehensive university programmes (POWR.03.05.00-00-Z033/17-00) and is implementing activities under which a training course entitled: "More than slides - effective scientific presentations" is planned for 2019 and . "Public Speaking and the Art of Speaking" is planned for 2020 Additionally, in the period 2019 - 2021 trainings are planned in which the Faculty of Social Sciences and Humanities staff will be involved. Training for 30 academic staff members was carried out on effective presentations and public speaking A guide on How to present scientific information is published at SGGW website: https://www.sggw.edu.pl/wp-content/uploads/2020/11/Przewodnik-prezentowania-informacji-naukowej.pdf In order to expand the number of staff trained a project financed from European Funds was successfully applied for. Details below.</p>

Action 11

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

Action 11

Performance of a detailed analysis how the lack of recognition of scientists as professionals manifests at SGGW (lack of respect and prestige of the research profession, especially in earlier career stages) and whether the introduction of corrective measures will be required: preparation of appropriate regulations and performance of disseminating activities.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
22. Recognition of the profession	01.2017- 01.2021/ 2022-2025	Vice Rector for Science together with PhD Students Council Committee for Academic Staff Development	Plan of corrective measures
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
EXTENDED	<p>Not yet implemented. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. The anonymous questionnaire to PhD students sent on 14 February 2019 and then on 04 March 2019 addressed this subject. Next, it is planned to conduct such a survey among "young scientists", with the degree of doctor. The analysis of the responses to the survey will be the first step towards the implementation of this action. Once the replies have been analysed, the first corrective actions can be taken. Due to the very challenging conditions of work resulting from pandemics this survey was not performed in the planned time. It was sent in June 2022 and according to the respondents the reason for the lack of recognition is mainly the low level of salary and strong movement of questioning the value of research results. However, already before receiving the results there were several activities performed in order to tackle the problem of the lack of recognition: 1) Disseminating information about work of researchers and their founding's: a. Within the academic year 2021/2022 in the Main Library of SGGW 10 video interviews were registered with researchers from SGGW. They were broadcasted at You Tube channel of SGGW (https://www.youtube.com/channel/UCd1Q_XY2VKzE67zBbHyeGNw/playlists) and at the Library website (https://bg.sggw.edu.pl/). The interviews were aimed at presenting the researcher her or his research and not scientific literature interests. Till August 2022 around 6 thousand viewings were registered. b. and activity of the SGGW You Tube Channels: • Nutritional University: https://www.youtube.com/c/Wsztechnica%C5%BBywieniowaSGGW/videos • Science SGGW https://www.youtube.com/channel/UCd1Q_XY2VKzE67zBbHyeGNw/featured</p> <p>2) Establishing Science as well as Didactics Fund - Resolution No. 58 - 2020/2021 of the SGGW Senate dated December 21, 2020 for financing development of research and development and teaching activities carried out by the Staff of the university. 3) Additionally information about motivational systems for scientists (temporal increase of salary, limiting didactic hours, internal research grants) was sent out to all staff members (updating Regulations of the Rector of the Warsaw University of Life Sciences No.: 39/2019 dated 11.09.2019, 98/2021 dated 16.09.2021 and 57/2019 dated 8.11.2019 as well as 36/2021 dated 14.04.2021)</p>

Proposed ACTIONS

Action 12

Conduct of an information campaign about the availability of internal resources at the university (equipment, laboratories, software etc.) – preparation of rules for granting access to the resources for other university units.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
23. Research environment	01.2018-01.2021	Faculty Deans Assets Department Financial Department	an information campaign, rules for granting access to the resources for other university units.
Current Status	Remarks		
EXTENDED	<p>The first step in implementing this action was to audit the availability of internal resources at the university, the second step will be the preparation of accessibility rules and the third step will be an internal information campaign. In the period from 7.03 to 4.10.2018 an internal audit of the availability of internal SGGW resources was carried out. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021.</p> <p>1) It was planned to prepare rules for making equipment, laboratories and software available to other units 2) It was planned to carry out an information campaign on available equipment resources The list of the available infrastructure (2/3 of resources) is published at SGGW website: https://www.innotech4life.pl/dla-przedsiębiorcow/ In 2021 the role of the Analitic Centre was changed from a unit responsible for research analyses into a unit managing research infrastructure. New Action was added - No 49 details below.</p>		

Action 13

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

Action 13

Dissemination of the results of the "Report from the audit on the system and procedures for evaluation and appraisal of academic staff" based on which the new procedure for academic staff evaluation and improved system for appraisal have been introduced at SGGW by the recommendations for Deans issued by the Senate Committee for Science, Implementation and Knowledge Dissemination

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
11. Evaluation/ appraisal systems	Regularly 1 time per year from 01.2017	Faculty Deans Committee for Science, Implementation and Knowledge Dissemination Committee for Academic Staff Evaluation Committee for Academic Staff Development Committee for Education	

Current Status

Remarks

COMPLETED

The audit was carried out as part of the project: "Improving the quality of SGGW's resource management". (UDA-POKL.04.01.01-00-051/11-00 Human Capital OP Action 4.1.1) The outcome of the audit was sent to the Deans. The information will be disseminated again when there will be changes on the posts of Deans. The action was replaced by the works on the new procedure for evaluation that resulted in issuing Regulation No. 137 of the Rector of the Warsaw University of Life Sciences, dated 30 December 2021 on the introduction of the Rules of procedure for the Assessment of an Academic Staff at SGGW

Proposed ACTIONS

Action 14

Dissemination of the results of the "Report from the audit on the system and procedures for evaluation and appraisal of academic staff" based on which the new procedure for academic staff evaluation and improved system for appraisal have been introduced at SGGW by the recommendations for Deans issued by the Senate Committee for Science, Implementation and Knowledge Dissemination.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
11. Evaluation/ appraisal systems	2019-2021	Faculty Deans Committee for Science, Implementation and Knowledge Dissemination Committee for Academic Staff Evaluation Committee for Academic Staff Development Committee for Education	changes in Evaluation Survey for Academic Staff
Current Status	Remarks		
COMPLETED	Statute of the university provides for activities related to the extension of evaluation and appraisal of academic staff with activities required under the HR Logo regulations. Details can be found in the relevant points of this table: (A.2 TEACHING(,B.15 VALUE OF MOBILITY, B.16 PUBLIC ENGAGEMENT B.19 RECOGNITION OF QUALIFICATIONS		

Action 15

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS**Action 15**

Development of a strategy, practices and procedures for the scientists to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc. in cooperation with the Committee for Science, Implementation and Knowledge Dissemination

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
32. Co-authorship	03.2017-03. 2019	Faculty Deans Committee for Academic Staff Development Committee for Science, Implementation and Knowledge Dissemination Science Office Patent Attorney	strategy, practices and procedures for the scientists/ Regulation for the management of copyright, related rights and industrial property rights

Current Status**Remarks**

COMPLETED

The process of collecting suggestions and good practices for content related in to the strategy has been started. The subject of co-authorship was the subject of a meeting of the Commission for Science, Implementation and Dissemination of Knowledge on 21.05.2018. The CITT Strategy, which includes elements of intellectual property rights, was developed. The document is in the last phase of editing. Currently, there is a good practice of participation of individual co-authors at the stage of submitting an application for a creative solution, where the application form contains percentage values for individual co-authors of patents, utility models, industrial designs, know-how and trademarks. At the moment, the Industrial Property Rights Application Form is in force, which has been placed on the University's website:
<http://www.sggw.pl/gospodarka/rzecznik-patentowy> It allows to organize the authorship of industrial property rights. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. On 22 February 2019, the Ministry of Science and Higher

Proposed ACTIONS

Current Status	Remarks
	<p>Education issued an ordinance on the evaluation of scientific activity, which regulates the evaluation of work in co-authorship of scientific articles, monographs and chapters in monographs. It will be a guideline to be used in the assessment of academic staff</p> <p>On the basis of the regulation issued by Ministry of Science and Higher Education, „Regulations for the management of copyright, related rights and industrial property rights” are currently under development. The Main Library organised trainings for researchers: - in finding information for the Doctoral School participants (participation of 21 people) - December 2021 - 3 trainings on Open Sciences 3 open science trainings (October 2021) - Seminar for the Institute of Economics and Finance on Open science and bad practices in scientific communication - the example of predatory magazines (participation of 20 people) - June 2022 - External training: Elsevier - Author's profile in the Scopus database and ScienceDirect Topic Pages (June 2022, participation of 68 people) As well as provided counselling on the preparation of data management plans (2021/2022: 156 plans) Within the action of increasing awareness of IPR value the following activities were implemented: - a regulation was introduced : Resolution No. 115 - 2018/2019 of the Senate of the Warsaw University of Life Sciences, dated 24 June 2019 –Regulations for the management of copyright, related rights and industrial property rights - there was a series of workshops carried out on the issued regulation at all institutes. - meetings on at all institutes for all interested employers were organised - internal regulations for implementing projects require consultation and acceptance of IPR specialist from Technology Transfer Office of each agreement signed within any project</p>

Action 16

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
26. Funding and salaries	From 01.2017	Rector Research support office	

Proposed ACTIONS

Action 16	Current Status	Remarks
<p>The processes of obtaining financing and shaping the level of remuneration are extremely complex – dependent not only on the regulations at the state level (budget, Labour Code, Act on Social Security and many others), but also on the activity of individual units and staff members which influence directly – through the ministerial funds distribution algorithm and receiving external funds in the form of projects – and indirectly (by obtaining by the unit a scientific category which is related to the amount of the ministerial subsidy). There are actions planned to encourage staff members to increase their research activity – the creation of a strong research support office.</p>	<p>IN PROGRESS</p>	<p>The Office of Science and Projects was established (24.11.2016) on the basis of the Regulation No. 122 of the Rector of the Warsaw University of Life Sciences on changes in the organizational structure of the Warsaw University of Life Sciences. Within the framework of the Office of Science and Projects, 3 sections have been separated, i.e.: Science Service Section, International Research Projects Section, National Projects Section. Change to: Office of Science and National Projects) and the Section of International Research Projects, Regulation No 13 - date: 23.05.2019 The activities of both Sections consist of among others: a) identification of funding sources and needs for the implementation of national and international research projects, b) informing about potential projects of interested employees, and doctoral students of the University, c) informing university staff and doctoral students about training provided by project funding bodies and organising training courses on project implementation and settlement, d) assistance during project preparation and implementation, e) providing information on the path of development at different stages of scientific career and employment opportunities in projects In addition, motivational measures were taken, as a result of which appropriate regulations were established at the university, such as: Regulation No. 11 of 1 February 2017 introduced a system of financial motivation of scientific employees (subsequently amended by Regulation No. 3/2018 of 12 January 2018) consisting in a periodical increase in remuneration for employees who achieve the best results by obtaining grants for research and publishing scientific monographs and articles in highly-scoring journals, as well as by obtaining patents, patent applications, implementing research results in business practice and obtaining significant financial amounts for the University to carry out research. Regulation No. 2 of the Rector of the Warsaw University of Life Sciences dated 12.02.2019 of the System of Financial Support for Researchers and Research Teams at the Warsaw University of Life Sciences - the system of financial motivation of research staff and research teams who submitted applications for funding for research projects in the framework of external open calls for proposals of national or international scope, announced by the relevant financing institutions, but did not receive a positive decision on granting funding for their implementation and meet the criteria specified in the regulation. Ordinance No. 70 of the Rector of the Warsaw University of Life Sciences of 24 August 2017 on the introduction of the Regulations for</p>

Proposed ACTIONS**Current Status** **Remarks**

granting and paying the amount of the increase in the amount of the doctoral scholarship from the subject grant to co-finance pro-quality tasks for doctoral students of the Warsaw University of Life Sciences Constant dialogue via staff representative bodies, the Conference of Rectors of Polish Academic Schools (KRASP) in order to receive more funds for salaries and thus be able to increase salaries

Action 17

Preparation of a document in Polish and English informing about the entry and admission standards for researchers, as well as facilitated access for disadvantaged groups or for researchers returning to a research career

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
12. Recruitment	09.2017-09. 2018	Faculty Deans Committee for Academic Staff Development Science Office Human Resources Office International Research Projects Office	Information document in Polish and English

Current Status **Remarks**

EXTENDED

The University is in the process of developing an OTM-R policy - the relevant document: Good practices leading to implementation of OTM-R Policy at Warsaw University of Life Science – SGGW has been published on the website and will be sent

Proposed ACTIONS

Current Status	Remarks
	<p>to academic teachers and PhD students by email from IT Center. The document informing about the entry and admission standards for researchers is included as : Annex 2 to the new university statute, dated 27.05.2019 Title: 'Rules governing the conduct of staff competitions'. New Statute</p> <p>https://fs.siteor.com/sggw/files/tresci/Senat/Statut_SGGW_2019.pdf?1559561521 In general the employment of academic staff at the university is based on: Act on Higher Education and Science http://www.dziennikustaw.gov.pl/DU/2018/1668/1; http://www.dziennikustaw.gov.pl/DU/2018/1669/1 Labour Code http://prawo.sejm.gov.pl/isap.nsf/DocDetails.xsp?id=WDU19740240141 Statute of SGGW https://fs.siteor.com/sggw/files/tresci/Senat/Statut_SGGW_2019.pdf?1559561521 „Good practices in higher education institutions” code by the Foundation of Polish Rectors https://arch.krasp.org.pl/pl/kdp/kodeks_dobre_praktyki Code of Conduct for the Recruitment of Researchers https://cdn5.euraxess.org/sites/default/files/domains/pl/karta_i_kodeks_broszura_pl.pdf</p> <p>In addition, to in the process leading to implementation of the OTM-R, on 17 December 2018, a questionnaire was sent to the university faculties concerning the recruitment processes at the university. On its basis, a number of corrective actions were prepared and related to the unification of employment at the university of the entire recruitment process, taking into account HR Logo requirements. The centralisation of the recruitment process from the initial stage to the interview was also ensured, and to this end In December 2018, the e-Recruiter programme was purchased. This programme ensures the recruitment process from the moment of creating an announcement, communication with open web portals, communication path between the recruiter and the candidate (answers to the application, communication during the recruitment process and feedback after the process is completed) to the signing of the contract. In addition, in March 2019, the entire recruitment process was tested at one of the university's faculties using e-Recruiter. In December 2018, a team was also established, which will be responsible for developing a detailed recruitment procedure together with the necessary documents. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. a) creation of response forms following an interview with merit grounds for rejection, b) sending out anonymous questionnaires to new employees to measure satisfaction with the entire recruitment process, c)</p>

Proposed ACTIONS**Current Status****Remarks**

expanding the composition of the selection committee in accordance with HR Logo requirements in this respect. Due to the organisational changes, impact of pandemics, limitations of access in the e-Recruiter system and lack of funds for expanding the access the planned above actions were not implemented. However, the good practise leading to implementation of OTMR are still recommended to be used in the recruitment process. Also the Human Recourses Office changed its structure and in 09.2021 a sub unit – Recruitment and Staff Development Unit was created with 4 staff members and is involved in implementation of the elements of the HR4Researchers Strategy. The above mentioned actions will be the part of the whole process described below in Action No 50

Proposed ACTIONS

Action 18

Preparation of a candidate evaluation questionnaire in accordance with the following criteria: assessment of both qualitative and quantitative potential with the emphasis on creativity and level of independence, bibliometric indices, as well as by broader criteria, e.g. teaching, tutoring, teamwork, ethics, contributions to patents, development or inventions etc.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
16. Judging merit (Code)	09.2018-09.2020	Faculty Deans Committee for Academic Staff Development Human Resources Office	candidate evaluation questionnaire
Current Status	Remarks		
EXTENDED	At present, such a form is not used in the recruitment process of academic teachers. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. The development of questionnaires and application forms, including requirements under this section, that can be used by e-Recruiter. The Committee for Academic Staff Development will be involved in the development of this form. Activities extended – detailed description in A17		

Action 19

Organisation of training by the employer according to the annual requests presented by the Faculties, creating adequate regulations

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
39. Access to research training and continuous development	Regularly 1 time per year from 01.2018	Rector Faculty Deans Committee for Academic Staff Development Multimedia Education Centre Language Centre	trainings
Current Status	Remarks		
IN PROGRESS	<p>Currently, the training does not take place on the basis of the annual demand collected at the faculties. However, the demand for training of individual university units was gathered at the stage of preparing projects from " Operational Programme Knowledge Education Development 2014-2020 " (mentioned in point A.2)- funding granted in 2018 and 2019. Additionally in 2018, as part of the gap analyzes, questionnaires were sent to the faculties of the university to check the implementation of thematic trainings at the faculties. The need for training was then analysed by the SIRP team, expanded by good practices from universities implementing the HR Logo Since 2018, SIRP has been providing trainings related to improving professional development within the The Euroleague for Life Sciences (ELLS) network https://www.euroleague-study.org/en/network „Navigating Brussels 2018. How can the EU help to develop your scientific career?“ Organiser: ELLS ST Research Support Offices 25-27 June 2018 Brussels, Belgium Participants: PhD students in their final years of doctoral studies and young doctors as soon as they have obtained their doctoral degree. Course</p>		

Proposed ACTIONS

Current Status	Remarks
	<p>scope: - lectures on the possibilities of European programmes, European institutions and national, which can help to find the right programme - workshops - how to prepare a project proposal - presentations by representatives from the EU and the best European universities (4 participants from SGGW) and „How to turn your project idea in a competitive Horizon 2020 proposal” a training provider: ELLS ST Research Support Offices 12-14 March 2019 in Czech University of Life Sciences Prague</p> <p>Participants: experienced researchers with at least a PhD degree who plan to apply for the topics on the agenda of the H2020 programme or themes related to these calls for proposals (3 participants from SGGW). Additionally, on 07.12.2018 SIRP organised a training course "How to become an evaluator in Horizon 2020" conducted by the Regional Contact Point of the EU Research Programmes Centre at the University of Warsaw. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. Measures improving also professional competences of academic teachers will be implemented within the (POWR.03.05.00-00-Z033/17-00), mentioned in point A.2 , which provides the following training courses in 2019 -2021: Basics of project management in an organization PRINCE2 project management Agile Foundation project management Communication and cooperation in the project Project team management The article as a source of scientific success how to write effectively? How to successfully prepare a grant application? Project titled: "Integrated Development Programme of SGGW for Regional Development co-financed by the European Social Development Fund within the framework of the Operational Programme Knowledge Education Development 2014-2020which provides the following training courses: 1. Public performance and the art of speaking 2. MS Office package for educators 3. Statistics for educators 4. Statistical tools for teachers and computerised analysis of qualitative data 5. The art of self-presentation and conducting meetings 6. Prince 2 Foundation 7. Research manager 8. Excel for intermediate and advanced 9. Management of the TRIZ type 10. Training in negotiation 11. Training entitled "Finance for non-financialists - awareness-raising 12. Financial employees) 13. Training in building the authority of a team leader 14. Through effective communication with subordinates Additionally it is foreseen to elaborate "Training Catalogue" including training related to both professional development, competence development and didactic improvement". The Catalogue will be then published on the HR Logo website</p>

Proposed ACTIONS

Current Status

Remarks

at the University as a good practice to be used by university faculties. The new Statute of the University includes provisions on the need for the personal and professional development of academic teachers and the improvement of their professional competences. In 2021, a survey was conducted examining training needs in the field of open science. Later trainings were organised by the Main Library as described above. As part of the project "Success by nature - a comprehensive program to improve the quality of education process management and the quality of teaching at the Warsaw University of Life Sciences" No. POWR.03.05.00-00-Z033 / 17 co-financed by the Knowledge Education Development Operational Program for 2014-2020 in April and May 2022, training in effective presentations and public speeches was conducted with the use of group and individual workshops for teaching staff of the Warsaw University of Life Sciences in Warsaw for a total of 30 people. As part of the project "Integrated Development Program of the Warsaw University of Life Sciences for Regional Development" No. POWR.03.05.00-00-Z046 / 18 co-financed by the Operational Program Knowledge Education Development for 2014-2020, it is planned to conduct training courses for teaching staff in the field of: 1. English language 2. Public appearances and the art of speaking 3. MS Office for educators 4. Statistics for educators 5. Statistical tools for educators and computer analysis of qualitative data For item 1, 3-5 training should start in the 4th quarter of 2022. More over thanks to the survey sent out to all empolees the needs for the following training was identified: raising specialist research qualifications, statistics, data analysis, writing projects applications, formal and financial aspects of projects implementation, both in terms of guidelines and internal procedures at the University, aspects related to the implementation and management of projects, programming, industry programs, soft skills, new teaching methods, the use of new laboratory equipment, specialist language training for writing good scientific articles, staff development plan The results will be discussed on the regular meetings with the Vice Rector for Research and the possibilities of providing above mentioned trainings will be identified on the internal and external basis

Proposed ACTIONS

Action 20

Undertaking of actions by various organisations that associate scientific institutions (e.g. CRASP, etc.) to lobby for an amendment to the labour law in respect of employment in projects and increasing employment flexibility (e.g. changing working conditions and remuneration for a certain period).

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
25. Stability and permanence of employment	01.2017-01. 2021	SGGW employees who are the members of various organizations bringing together scientific institutions	The lobbying for an amendment to the labour law in respect of employment in projects and increasing employment flexibility has been carried out – the results are changes in the Labour Law. Based on those results the lobbying is not planned in the Revised Action Plan for 2019 - 2021
Current Status	Remarks		
COMPLETED			

Action 21

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

Action 21

Preparation of a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, also for researchers on fixed-term contracts. It will include the availability of mentors providing individual support and guidance in creating a personal and professional development plan, adjustment of the motivation system as well as encouragement to perform duties other than providing education.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
28. Career development	01.2017-01. 2021	Faculty Deans Committee for Academic Staff Development Science Office Human Resources Office	Strategy, trainings

Current Status

Remarks

IN PROGRESS

At present, we do not have a career development strategy at our university in the form of a specific document, regulation or approved strategy. Since 09.2017, SIRP and IRO have been conducting training courses on issues related to the development of scientific career paths including participation in international projects. These trainings are also conducted by scientists experienced in project implementation as mentors who pass on their career steps as well as by young scientists who talk about their scientific path from doctoral student to doctor degree. These trainings have been conducted by the employees of SIRP and IRO, as well as by external institutions. Sample training courses (links and presentations on the SGGW website) Trainings: COST Actions (22.11.2017, 13.06.2018, 28.06.2018) MSCA Actions (12.12.2018) trainings for PhD students (21.11.2018). Training for PhD Students: Career development path (28.03.2019) 10.04.2019 r: "Planning the scientific career development path - national and international instruments, including the Horizon 2020 programme - contractor: Regional Contact Point of the EU Research Programmes Centre at the University of Warsaw. Additionally an information on the opportunities

Proposed ACTIONS

Current Status	Remarks
	<p>arising from participation in both national and international projects is also provided at individual meetings in both sections. The knowledge gathered from all of these training courses will form the basis for the development of a career development strategy for the period 2019-2021. In addition to the ERASMUS and Tempus programmes, BWM, together with SIRP, prepared in 2018 a project PROM and has received funding from NAWA program . This project relates to the participation of researchers in short forms of training such as courses, workshops, work or industry placements, study visits as an essential element of a research career pathway. Additionally, a 'Guide to scholarships, competitions and programmes for young researchers' has been published on the website of the Science Service Section http://www.sggw.pl/nauka/sekcja-obslugi-nauki/przewodnik-dla-mlodych-naukowcow This guide was prepared by the Ministry of Science and Higher Education. In addition, in 2019, as a result of legislative amendments (Act on Higher Education and Science of 20 August 2018), Regulation No 16/2019, a doctoral school has been established. Its regulations require a fast selection of a supervisor (3 months after school admission), preparation of an individual research plan (max. up to 12 months after school admission) and including a possible scientific internship in another research unit. The school regulations place emphasis on the development of international scientific contacts, classes with visiting professors and active participation in international scientific discourse (papers at conferences, publications by authors and co-authors). After two years, a doctoral student will be subject to a mid-term evaluation, which motivates both the doctoral student and the supervisor to achieve concrete results by then. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. In the years 2019 -2021 works related to the preparation of a specific career development strategy for researchers at all stages of their career will be continued not only for doctoral students. Regulations of the University with regard to the criteria required for scientific career development were sent out to the Directors of Institutes and to the contact persons appointed by the Directors cooperating with SSO on scientific career development. All regulations as well as practical information are available in the University cloud as well as the website of the SSO: https://www.sggw.edu.pl/strona-glowna/nauka/biuro-obslugi-nauki/stopnie-i-tytuly-naukowe/ New activities form Action 52</p>

Proposed ACTIONS

Action 22	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Identifying the reason for the poor assessment of opportunities to continue professional development by scientists at all career stages (updating and expanding skills and qualifications in training, workshops, conferences and on-line courses) and the introduction of corrective measures.	38. Continuing Professional Development	09.2017-09. 2020	Rector Faculty Deans Committee for Academic Staff Development	Report
	Current Status	Remarks		
	COMPLETED	We do not currently have any information as to whether scientists at SGGW still consider that the opportunities to continue professional development by scientists at all career stages poor. In the questionnaires sent in 2018 and 2019 we did not receive any response on this subject. Since 2018, trainings related to professional development of academic teachers have been conducted and the demand for such trainings has been developed on the basis of questionnaires sent to faculties and during the preparation of Operational Programme Knowledge Education Development 2014-2020 projects currently being implemented at the university.. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. Implementation of this type of training in a broader scope is planned for the years 2019 – 2020. The report was completed based on a survey and sent to the Rector in 2022. Preparing the corrective measures is planned within the period 2022-2025		
Action 23	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)

Proposed ACTIONS

Action 23

Introduction to the recruitment procedure an obligation to – prior to the selection- about the recruitment process and the selection criteria, the number of available positions and the career development prospects. After the selection process about the strengths and weaknesses of the candidates' applications. For this purpose, employing in Human Recourses Office specific specialists who will cooperate with the recruitment committees at Faculties will be necessary

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
15. Transparency (Code)	01.2018-01.2021 / 2022-2025	Faculty Deans Committee for Academic Staff Development Human Resources Office	employment HR specialists „soft HR; prepare a code
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
EXTENDED	<p>The University is in the process of developing an OTM-R policy and the document - Good practices leading to implementation of OTM-R Policy at Warsaw University of Life Science – SGGW has been developed and published at: http://www.sggw.pl/wspolpraca-miedzynarodowa_/hr-excellence-in-research No feedback is currently being sent on the substantive reason for rejecting a candidate at the stage of recruitment or after an interview. In December 2018 in the Human Resources Office the position of Deputy Head of the Office was created, in the scope of which the development of recruitment processes at the University was included, and in April 2019 an employee was hired responsible for supporting these processes. The plan for 2019-2021 assumed: 1) the Recruitment Procedure will prepare a full path of feedback to candidates in the entire recruitment process, which will be supported by the e-recruiter program, 2) assumes adjusting the e-recruiter program to particular stages of recruitment as well as preparing substantive responses for candidates. In 2019-2021 the following actions took place: 1) Mandatory pre-recruitment information was introduced about the recruitment rules, selection criteria, and the number of available positions 2) Human Resources Office changed its structure and in 09.2021 a sub unit - Recruitment and Staff Development Unit was created with 4 staff members who are monitoring the process of new academic staff members recruitment Due to the reasons described in A17 the following actions are extended for the period 2022-2025: 1) prepare a full feedback path for candidates throughout the recruitment process, which will be supported by the e-recruitment program, 2) adjusting the e-recruiter program to individual stages of recruitment and preparing substantive responses for candidates 3) Introducing the obligation to inform about the strengths and weaknesses of the candidate after the end of the process Currently the university is looking for the funds to expand the access to E-recruiter system</p>

Action 24

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
	01.2017-04.2017	Faculty Deans	Presentation of Innovation and

Proposed ACTIONS

Action 24

Dissemination of information about the existing regulations. Improvement of the 'Management rules for copyright, related rights, sui generis database rights as well as industrial property rights and the right for the commercialisation of research and development results created at SGGW'.

GAP Principle(s)

31. Intellectual Property Rights

Timing (at least by year's quarter/semester)

Responsible Unit

Indicator(s) / Target(s)

Committee for Science, Implementation and Knowledge Dissemination Office of Research and Projects Innovation and Technology Transfer Centre Patent Attorney Rectors Counsellor for Cooperation with Industry Faculty Deans Committee for Research, Implementation and Knowledge Dissemination Research and Projects Office Innovation and Technology Transfer

Technology Transfer Centre for researchers; dissemination of information about the existing regulations Up-date the regulation of Intellectual Property Rights; related rights and sui generis rights to databases and industrial property rights as well as commercialization of research results and development works

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
		Centre Patent Attorney Rectors Counsellor for Cooperation with Industry	
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
COMPLETED	<p>Implemented: Dissemination of information about the existing regulations by means of Training " How to publish to be able to patent" on 31.05.2017, number of participants: 62; The Patent Attorney has conducted training for researchers „Strategy for patenting the results of R & D projects" on 13.11.2017, number of participants: 20 Centre for Innovation and Technology Transfer (CITT) systematically provides information and support in the protection of intellectual property to employees and students of SGGW. Additionally: An internal audit on the management of intellectual property of the Warsaw University of Life Sciences (SGGW) was carried out A model agreement with students on the transfer of economic copyrights to the results of diploma theses has been made available: http://www.sggw.pl/gospodarka/wzory-dokumentow In May 2019 SGGW was awarded a grant from the Ministry of Science and Higher Education to continue training in the field of intellectual property protection for employees and students of SGGW and to employ experienced brokers to support the sale and licensing of industrial property rights belonging to the University. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. In accordance with legal amendments and audit results, a new "Intellectual Property Management Regulations at the Warsaw University of Life Sciences" will be prepared. The changes will concern management of rights to research results generated by persons who are not employees of SGGW (e.g. students). In 2019-2021, a continuation of training in the field of intellectual property protection for employees and students of SGGW is expected in connection with the grant received from the Ministry of Science and Higher Education. In addition: The programme of the doctoral school from autumn 2019 provides a module of education on intellectual property rights. A regulation was introduced : Resolution No. 115 - 2018/2019 of the Senate of the Warsaw University of Life Sciences, dated 24 June 2019 –Regulations for the management of copyright, related rights and industrial property rights – it was sent out to all staff members also - there was a series of workshops carried out on the issued regulation at all institutes.</p>

Action 25

Proposed ACTIONS

Action 25

In order to ensure the selection of supervisors who are sufficiently expert in supervising research, who 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 selection procedure will be prepared which will including the above criteria

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
40. Supervision	01.2018-01.2019	Faculty Deans Committee for Science, Implementation and Knowledge Dissemination Office of Research and Projects	Develop a procedure for the selection of (scientific) supervisors
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
IN PROGRESS	<p>On 14.02.2019 and 04.03.2019 questionnaires were sent to doctoral students. The questionnaires asked, among other, questions about the selection of a promoter The analysis of the responses to these questionnaires will be the first step to develop the procedure Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. The rules of recruitment to the doctoral school, adopted by the university Senate at the end of April 2019, introduce a competition for promoters of doctoral students of the doctoral school in each of the disciplines occurring in the school. The competition aims to select the best supervisor with interesting research topics. The regulations for doctoral schools have been published on the SGGW website.</p> <p>http://www.sggw.pl/nauka/sekcja-obslugi-nauki/szkola-doktorska_ At the same time, the website successively contains information on the selection of new mentors and the following business cards of academic teachers The promoters' business card system has been introduced. Persons who express their readiness to become a supervisor for doctoral students submit "business cards" to the discipline council with information about their academic achievements, experience in working with doctoral students and contact details. "Business cards" are approved by the discipline board. At this stage, the Council initially verifies whether the candidates for promoters meet the requirement set out in the regulations of the doctoral school and the Act. "Business cards" are made available on the Doctoral School website before the recruitment starts, so that the candidates for PhD students can contact future supervisors well in advance. After admission to the school, the doctoral student submits an application for the appointment of a supervisor and then the discipline council formally approves the supervisors by means of resolutions. Legal acts regulating the selection of promoters: - the Law on Higher Education and Science - Regulations of the Doctoral School of the Warsaw University of Life Sciences New activities in this matter form Action no 53</p>

Action 26

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS**Action 26**

Dissemination of information about existing procedures for filing complaints, the existence of the positions: Ombudsman Preventing Mobbing and Disciplinary Proceedings Representative. The establishment of a Mediator position is planned.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
34. Complains/ appeals	01.2017-01.2019	Rector Faculty Deans Rector's Committee for Preventing Mobbing Disciplinary Committee for Academic Staff Human Resources Office Disciplinary Proceedings Representative Ombudsman Preventing Mobbing	Dissemination of information about existing procedures for filing complaints; establishment of a Mediator position
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
IN PROGRESS	<p>Training for superiors and members of the Rector's Commission for Mobbing Prevention „Mobbing at work" conducted – 06.2017; during this training information about regulations in force at SGGW were mentioned. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. Planned training for about 300 participants (June - December 2019) within the framework of the KNOWLEDGE, EDUCATION, GROWTH PROGRAMME I on “Prevention of discrimination and mobbing in employee relations”. The social media based information campaign "Did you know that..." will be developed and it will convey information such as for example,:</p> <ol style="list-style-type: none"> 1. "you have the right to lodge a complaint with..." 2. "in case of a problem you can go to ..." 3. "the mediator solves such problems at the university" <p>Currently Existing Ombudsman Preventing Mobbing acts as a mediator and also there are external mediator services available on Rector's request 2019-2020 In order to raise awareness and prevent discrimination, a number of awareness-raising activities and training courses on the problem were organized, a campaign and information activities (other activities but in line with the concept of “Did you know...”), Training in the field of counteracting discrimination and mobbing - a total of 257 people were trained There is a on line form for informing about the situation of a discriminating character: https://www.sggw.edu.pl/strona-glowna/uczelnia/rowne-traktowanie-w-sggw/przeciwdzialanie-dyskryminacji/zglos-nerowne-traktowanie/ The Rector is analysing with the councillors the need of appointing the Ombudsman for Academic Rights. In December 2021 - a secretariat to support work of Rectors Spokesmen and Counsellors was established (Disciplinary Spokesman for Academic Teachers, Spokesman for Preventing Mobbing and Counsellor for Equal Treatment" (Regulation No. 136 of the Rector of the Warsaw University of Life Sciences, dated 30 December 2021) The university plans to introduce a regulation on protection of employees who report violations of the law (in accordance with the EU directive on the protection of persons reporting violations of EU law (Official Journal L 305/17 of November 26, 2019), a draft of this regulation is currently prepared and we are waiting for its introduction regulations at the national level (should have been introduced in December 2021)</p>

Proposed ACTIONS

Action 27

Taking into account in the career development strategy and evaluation system the need to recognise any kind of mobility (international, sectoral, multi-disciplinary, virtual, etc.). Defining the completion of a national or international internship as an essential criterion for promotion.

GAP Principle(s)

29. Value of mobility

Timing (at least by year's quarter/semester)

01.2017-01.2021

Responsible Unit

Faculty
Deans
Committee
for Academic
Staff
Development
Committee
for
International
Cooperation
Committee
for Academic
Staff
Evaluation

Indicator(s) / Target(s)

Regulation: Resolution No. 73 - 2016/2017 of the Senate of the Warsaw University of Life Sciences, dated 26 June 2017

Current Status

Remarks

Proposed ACTIONS

Current Status	Remarks
COMPLETED	<p>Completed with regard to the international mobility: The survey of academic teachers included, among others: - didactic classes at a foreign university as part of participation in exchange programs international - taking a foreign academic internship Resolution No. 74 - 2016/2017 of the Senate of the Warsaw University of Life Sciences in Warsaw of 26 June 2017. Annex to Resolution No. 74 - 2016/2017 of the SGGW Senate - Evaluation questionnaire Employees of SGGW are informed (via e-mailing, web, newsletter etc.) about the possibilities in terms of mobility on the regular basis. http://www.sggw.pl/wspolpraca_miedzynarodowa Included in the Regulation No. 137 of the Rector of the Warsaw University of Life Sciences, dated 30 December 2021 on the introduction of the Rules of procedure for the Assessment of an Academic Staff at SGGW. Further update of this regulation is discussed with the Unions at the moment in order to prepare a catalogue of additional activities that should also be taken into account during the evaluation. Academic teachers are systematically informed via a newsletter about the possibilities of exchanges, applying for grants , available trainings Thanks to the use of a dedicated internal fund in the years 2019-2021 46 staff members or doctoral students went for research placement abroad . Regulation No. 11 of the Rector of the Warsaw University of Life Sciences dated June 24, 2022 changed the proportion of fund from 20:80 for Staff members and PhD students into 40:60.</p>

Action 28

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS**Action 28**

Taking into account in the career development strategy and evaluation system the need to recognise any kind of mobility (international, sectoral, multi-disciplinary, virtual, etc.). Defining the completion of a national or international internship as an essential criterion for promotion.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
29. Value of mobility	01.2017-01.2021	Faculty Deans Committee for Academic Staff Development Committee for International Cooperation Committee for Academic Staff Evaluation	Regulation: Resolution No. 73 - 2016/2017 of the Senate of the Warsaw University of Life Sciences, dated 26 June 2017

Current Status	Remarks
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COMPLETED	The Revised Action Plan 2019-2021 foresee the inclusion of cross-sectoral mobility in the Academic Teacher Assessment Survey and defining the completion of a national or international internship as an essential criterion for promotion . Included in the Regulation No. 137 of the Rector of the Warsaw University of Life Sciences, dated 30 December 2021 on the introduction of the Rules of procedure for the Assessment of an Academic Staff at SGGW.
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Action 29

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS**Action 29**

Conduct of a series of training courses for scientists on how to make their research activities known to society at large in such a way that they can be understood by non-specialists.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
9. Public engagement	01.2017-01.2021	Faculty Deans Committee for Science, Implementation and Knowledge Dissemination Committee for Academic Staff Development Rector's Counsellor for Cooperation with High Schools Faculty of Social Sciences	Prepare training for researchers how to disseminate science in understandable way
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
IN PROGRESS	<p>To date, no training has been organised in this area. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. Prepare training for researchers how to disseminate science in understandable way; conduct – laureates of FameLab and Faculty of Social Sciences 2020 Creating a platform for promoting science in the society: a You tube channel: Science SGGW: https://www.youtube.com/channel/UCd1Q_XY2VKzE67zBbHyeGNw/featured It contains 600 lectures and around 4 thousand of subscribers It informs about research projects conducted at SGGW, popularizes the achievements and discoveries of scientists from SGGW. It is a source of expert knowledge in various fields. Lectures and exercises, but also reports and live broadcasts of educational events.</p>

Action 30

Inclusion of academic staff in the activities of the Open University, the University of the Third Age and the forthcoming Young Researcher University (in the latter case the preparation of a reward system for being active in this initiative).

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
9. Public engagement	01.2017-01.2021	Faculty Deans Committee for Science, Implementation and Knowledge Dissemination Committee for Academic Staff Development Rector's Counsellor for Cooperation with High Schools Faculty of Social Sciences	Regulation No. 137 of the Rector of the Warsaw University of Life Sciences, dated 30 December 2021
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
COMPLETED	Academic teachers and PhD students are involved in social and educational activities such as: Involvement of academic staff at WULS-SGGW in the activities of the Open in May 2017 - March 2019: 11 Involvement of academic staff at WULS-SGGW in the activities of the University of the Third Age: in 2017: 18 In 2018: 18 In addition, SGGW scientists conducted classes for children and youth in student science clubs run by academic teachers: In 2017: For kindergartens: 9 For primary schools: 13 For middle and high schools: 8 In 2018: For kindergartens: 3 For primary schools: 12 For middle and high school: 3 Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. For 2019-2021, it is planned to prepare a system of appraisal/rewarding of employees, taking into account this type of activity. Included in the Regulation No. 137 of the Rector of the Warsaw University of Life Sciences, dated 30 December 2021 on the introduction of the Rules of procedure for the Assessment of an Academic Staff at SGGW.

Action 31

Participation of SGGW in public consultations organised by the Ministry of Science and Higher Education regarding the project of the Young Researcher University.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
9. Public engagement	2016	Faculty Deans Committee for Science, Implementation and Knowledge Dissemination Committee for Academic Staff Development Rector's Counsellor for Cooperation with High Schools Faculty of Social Sciences	

Current Status

Remarks

COMPLETED

SGGW took part in consultations on University of Young Explorer organized by the Ministry of Science and Higher Education in 2016. The aim of the program was to popularize science and scientific research and their applications among children and youth aged 6 to 16 years (there were two editions). However, SGGW did not join the project itself. Currently, SGGW participates in a project of a similar nature, details described in the point below.

Proposed ACTIONS

Action 32

Preparation of a project on including children and youth in scientific activities at a level understandable to the audience (period 2017-2020).

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
9. Public engagement	01.2017-01.2021	Faculty Deans Committee for Science, Implementation and Knowledge Dissemination Committee for Academic Staff Development Rector's Counsellor for Cooperation with High Schools Faculty of Social Sciences	Preparation of a project including children and youth in scientific activities at a level understandable to the audience
Current Status	Remarks		
COMPLETED	Completed: implemented in relation to the preparation of a project on such a topic.		

Action 33

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

Action 33

Implementation of the "Academy of the Future" project i under Axis III Higher education for economy and development Measure 3.1 Competences in higher education OP IE for 2014-2020 (classes are organised for young people aged 15-16)

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
9. Public engagement	2019-2020,	Project team	Implementation of the project

Current Status	Remarks
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COMPLETED	At the moment SGGW participates in the "Academy of the Future" project implemented under Axis III Higher education for economy and development Measure 3.1 Competences in higher education OP IE for 2014-2020 (classes are organised for young people aged 15-16) (Operational Programme Knowledge Education Development 2014-202003.01.00-00-00-U141/17-00) The continuation of this activity is foreseen for the period 2019-2020, the implementation of the activities in accordance with the project agreement. Within the project "Academy of the Future" No WND-POWR.03.01.00-00-U141/17 8 programmes were established in cooperation with the partners for secondary school pupils age 15-16 latyear and their parents, aiming at increasing the level of development of their key competences, corresponding to the needs of the labour market, economy and society. Based on the programmes the following results were achieved: 1. Number of people living in the countryside who have increased their competences - 78 2. Number of people who raised their competences - 125 people 3. Number of people covered by training / counselling in the field of digital competences - 102 4. Number of people living in the countryside, participating in educational courses - 79 people 5. Number of parents participating in educational workshops as part of the development of educational and social competences - 25 people 6. Number of people participating in educational courses - 127 people
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Action 34

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

Action 34

Preparation of a reward system for being active in public engagement.
Preparation of relevant regulations.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
9. Public engagement	01.2017-01.2021	Faculty Deans Committee for Science, Implementation and Knowledge Dissemination Committee for Academic Staff Development Rector's Counsellor for Cooperation with High Schools Faculty of Social Sciences	

Current Status **Remarks**

Proposed ACTIONS

Current Status	Remarks
COMPLETED	There is currently no system in place to promote such activities in the Academic Teacher Assessment Survey, apart from "Other activities" Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. The 2019-2021 Action Plan foresees the inclusion of social engagement of academic staff in the evaluation of the Academic Teacher Assessment Survey Included in the Regulation No. 137 of the Rector of the Warsaw University of Life Sciences, dated 30 December 2021 on the introduction of the Rules of procedure for the Assessment of an Academic Staff at SGGW.

Action 35

SGGW established recruitment procedures that are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. However, as the results of the survey showed, these are not fully complied with; therefore, dissemination of the recruitment procedures has been planned.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
13. Recruitment (Code)	Regularly 1 time per year from 01.2017	Faculty Deans Science Office Human Resources Office International Research Projects Office	Updated recruitment and selection procedures Dissemination of the recruitment procedures
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
IN PROGRESS	<p>The University is in the process of developing an OTM-R policy. The document- Good practices leading to implementation of OTM-R Policy at Warsaw University of Life Science – SGGW has been developed and published at http://www.sggw.pl/wspolpraca-miedzynarodowa_/hr-excellence-in-research Currently, most job advertisements at SGGW contain information on the profile and research scope of the unit announcing the recruitment process. There is also a link to the faculty website. In 2019, the employment process of employees was tested in one university faculty using e-recruiter software using the candidate requirements and job information form. The plan for 2019-2021 assumes the preparation of sample forms for all units employing at the university. Additionally, information in the form of links concerning social benefits and living conditions will be attached to the job offers. Current Statute: Resolution no. 84 2018/2019 of the SGGW Senate issued on 27 May 2019 with further changes containing, among the others, the rules of employment process, composition of the selection committee as well as obligation of accepting the candidate for academic Staff by the Discipline Council. Those regulations were sent out to all staff member in the period 2019-2021 each time when and update of the Statutes was introduced.</p>

Action 36

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
14. Selection (Code)	Regularly 1 time per year from 01.2017	Faculty Deans Human Resources Office	Updated recruitment and selection procedures Information campaign at the Faculties
Current Status	Remarks		

Proposed ACTIONS

Action 36	Current Status	Remarks						
<p>In order to make sure that the selection committees assessing the candidates for vacancies bring together diverse expertise and competences and have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines an information campaign will be run at the Faculties.</p>	EXTENDED	<p>The University is in the process of developing an OTM-R policy and the document - Good practices leading to implementation of OTM-R Policy at Warsaw University of Life Science – SGGW has been developed and published... http://www.sggw.pl/wspolpraca-miedzynarodowa_hr-excellence-in-research.. At present, the Competition Committee at the Warsaw University of Life Sciences is appointed by the Dean or the head of the inter-faculty unit of the university from among the employees of the unit in accordance with the Statute. http://bip.sggw.pl/statut-uczeln The selection board, apart from the chairperson, should include at least three other persons, including the head of an independent unit of the department or extra-departmental unit in which the position for which the applicant applies for employment is located. In the case of a competition for professorial positions, the composition of the committee should include at least two persons with academic titles and at least two persons with the degree of doktor habilitowany for other positions of academic staff. http://bip.sggw.pl/statut-uczeln Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. Between 2019 and 2021, the recruitment committee will be expanded in line with the requirements of the HR Logo. The process started in 2019. Current Statute: Resolution no. 84 2018/2019 of the SGGW Senate issued on 27 May 2019 with further changes containing, among the others, the rules of employment process, composition of the selection committee as well as obligation of accepting the candidate for academic Staff by the Discipline Council was disseminated . Along with Gender Equality Plan, Antidiscrimination Standard as well as the Policy Equality and Preventing Discrimination provide legal basis to fulfil most of the requirements of the HR Strategy. Those regulations were sent out to all staff member in the period 2019-2021</p>						
Action 37	GAP Principle(s)	<table border="1"> <thead> <tr> <th data-bbox="1016 1295 1251 1401">Timing (at least by year's quarter/semester)</th> <th data-bbox="1283 1333 1444 1401">Responsible Unit</th> <th data-bbox="1476 1373 1766 1401">Indicator(s) / Target(s)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)			
Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)						

Proposed ACTIONS

Action 37

Taking into account in the career development strategy and academic staff evaluation system the need to recognise the academic and professional qualifications, including non-formal qualifications, in particular within the context of international and professional mobility.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
19. Recognition of qualifications (Code)	01.2017-01.2021	Faculty Deans Committee for Academic Staff Development Science Office Human Resources Office International Relations Office	Updated career development strategy and academic staff evaluation system

Current Status

Remarks

IN PROGRESS

The Academic Teacher Assessment Survey has now considered international mobility as well as other non defined achievements which can include non-formal qualifications as a factor related to professional development and the career development strategy. The 2019-2021 Revised Action Plan also foresees inclusion of intersectoral mobility, work experience with companies and industry in the Academic Teacher Assessment Survey Included in the Regulation No. 137 of the Rector of the Warsaw University of Life Sciences, dated 30 December 2021 on the introduction of the Rules of procedure for the Assessment of an Academic Staff at SGGW. Further update of this regulation is discussed with the Unions at the moment in order to prepare a catalogue of additional activities that should also be taken into account during the evaluation.

Proposed ACTIONS

Action 38

In order to ensure that research is relevant to society and does not duplicate research previously carried out elsewhere, the conduct of a series of training courses and seminars on the importance of research to the public, copyright compliance, responsible sharing of results, etc. (in particular in the scope covered by the Academic Staff Member Code and the PhD Student Code of Ethics at SGGW in Warsaw).

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
3. Professional responsibility	01.2018-01.2021	Faculty Deans Committee for Science, Implementation and Knowledge Dissemination	Series of training courses and seminars (importance of research to the public, copyright compliance, responsible sharing of results...)
Current Status	Remarks		
EXTENDED	To date, no training has been organised in this area. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. Additionally it is foreseen to elaborate of "Training Catalogue" includes training related to the importance of research to the public, copyright compliance, responsible sharing of results, etc. The Catalogue will be than published on the HR Logo website at the university as a good practice to be used by university faculties. Active promotion of participation in COST Actions which are the mean for prevention of duplicating research on European Level in the years 2019-2021 researchers from SGGW were involved in 28 COST Actions Baza Wiedzy – information on all publications issued by academic staff of SGGW is publicly available at the platform Baza Wiedzy. This platform will be used in the next Academic Staff assessment as the source of the achievements that are assessed. Also a serious of trainings on OPEN Access as well as over 150 consultations of Research Data Management Plans were carried out.		

Action 39

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

Action 39

In order to make sure that the working conditions for researchers, including for disabled researchers, where appropriate provide the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements; lobbying measures will be taken by various organisations that associate scientific institutions (e.g. CRASP, etc.) to amend the labour law in respect of employment in projects and increasing the flexibility of employment.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
24. Working conditions	From 01.2017	Rector Faculty Deans Chancellor SGGW employees who are the members of various organizations bringing together scientific institutions	Extended scope of responsibilities and duties of the University Counsellor for People with Disabilities from the existing function for students and doctoral students to also academic teachers Expansion of the website: Disabled People at SGGW / Established Foreign Visitors Service Team ("Welcome Point") Establishing a new office section supporting people with disabilities
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
IN PROGRESS	<p>It has not yet been possible to achieve the objectives of this point of the strategy. We also recognize that this measure is burdened with too great a risk of failure to achieve a result to be continued, especially that lobbying is only possible if the Rector is on the CRASP committee and the term of office of the Rector ends in 2020. Therefore, we are undertaking a new action aimed at improving the conditions of functioning of people with disabilities at the university. New action for the period 2019-2021 Extending the scope of responsibilities and duties of the University Counsellor for People with Disabilities from the existing function for students and doctoral students to academic teachers Expansion of the website: People with Disabilities at SGGW with elements improving the functioning of this group of people at the university Information campaign: "Do you know that" 1. there is a University Counsellor for People with Disabilities 2) as a person with a disability you have the right to... etc. Initiate actions to prepare the university for better adaptation of working conditions and infrastructure for people with disabilities Establishing in June 2021 the Foreign Visitors Service Team (WePoint - Welcome to SGGW) at BWM, whose tasks include servicing students, doctoral students, interns and employees from abroad. Establishing a new office section supporting people with disabilities : in December 2021 A dedicated website for People with Disabilities has been updated: With information for people with disabilities that is relevant both for students as well as for other members of the university community It contains among the others: news, information about trainings for staff, useful contacts and links as well as some informative materials for example a guide how to help a person with disability: https://www.sggw.edu.pl/wp-content/uploads/2022/06/Jak-pomagac-INFORMATOR-OBRAZKOWY-EBOOK-ap.pdf Since October 2020 there is a new sport section open for everybody including disabled at the SGGW Sport Centre The flexibility of work conditions has been introduced, the remote work is possible still on exceptional basis. NEW the national legislation will introduce flexibility of work conditions on regular basis – then also internal regulations will be adjusted</p>

Action 40

Proposed ACTIONS

Action 40

In order to make researchers 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, a series of training sessions has been planned as well as the design of a guide to instruct scientists how to 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.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
6. Accountability	01.2017-01.2021/2022-2025	Faculty Deans Financial Department Offices responsible for consulting on specific research funds Science Office Internal Audit	Series of training sessions project management system
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
IN PROGRESS	<p>The university administration (in cooperation between units such as HR Department, Financial Department, SIRP, IRO) provides scientists with information on best practices, regulations in force at the university in terms of e.g. employment for projects, eligibility of costs, binding rules of public procurement, etc. For this purpose, training courses are regularly conducted with focus on young scientists, for example: 14.05.2018 – “Horizon 2020 -implementation of the projects in WULS” 31.10.2018 – “Financial training for the administrative employees of entities which participate in Horizon 2020 programme. Management of MSCA”. Details are available at: http://www.sggw.pl/wspolpraca-miedzynarodowa_/hr-excellence-in-research</p> <p>Additionally, the SIRP prepared a manual for the implementation of H2020 projects at at the Warsaw University of Life Sciences to. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021 In the following years, training will be provided in the framework of emerging competition programmes and according to the projects being prepared. Further training was provided – information about trainings was regularly sent out in the form of a newsletter to the researchers, Several steps have been taken to provide better administrative support for researchers – creating a new office – HR and Payments office, increasing the number of staff in research support offices. NEWA a special system for financial management of the resources, including the projects will be introduced at the university, also a CRM system for managing relations with customers (also internal) will be purchased and used for improving the service of central administration</p>

Action 41

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

Action 41

In order to ensure gender balance at all levels of staff, including at supervisory and managerial levels, a guide will be issued on gender balance and a series of training sessions will be organised for researchers and management. Appointment of a Rector's Counsellor for Equal Treatment is planned.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
27. Gender balance	01.2017-01.2021	Rector Committee for Academic Staff Development Rector's Counsellor for Equal Treatment Human Resources Office Faculty of Social Sciences	Gender Equality Plan Series of training: sessions dedicated to researchers, administration and WULS management Position of Rector's Counsellor for Equal Treatment
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
IN PROGRESS	<p>No action has been taken so far. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021 Training planned (June - December 2019 under KNOWLEDGE, EDUCATION, GROWTH PROGRAMME I) for about 300 people in the field of Counteracting discrimination and mobbing in employment relations, where one of the thematic blocks is Equal opportunities in employment and the problem of discrimination and self-discrimination, which is also related to gender balance. The Gender Equality Plan for the Warsaw University of Life Sciences for the years 2022-2025 was introduced and its implementation is monitored -, Warsaw University of Life Sciences (Regulation No. 141 of the Rector of the Warsaw University of Life Sciences, dated 31 December 2021). https://www.sggw.edu.pl/wp-content/uploads/2022/04/THE-GENDER-EQUALITY-PLAN-for-SGGW_-2022-2025.pdf The aspects that are being monitored are: the proportion of gender in the team per unit, in decision-making bodies, expert teams, project reviewers and by positions, the amount of remuneration for: women and men, employment forms, working time, the offers connected to career development and activity for staff and students with a view to equal treatment, the number of open proceedings and procedures, as well as defensesdefences of doctorates, habilitations and promotions of women and men, participation of women and men in projects applications in internal university calls as well as national and EU projects calls.</p>

Action 42

In order to ensure good relations with supervisors at various stages of academic teacher development, regulations in this area will be prepared.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
36. Relation with supervisors	06.2019-01.2021 / 2022-2025	Faculty Deans Committee for Academic Staff Evaluation Committee for Academic Staff Development Science Office Doctoral School	set of materials
Current Status	Remarks		
EXTENDED	<p>Even though this principle is perceived as highly complied with at SGGW after training the HR logo working group decided to include actions concerning this principle in the Revised Strategy. Between 2019 and 2021 a good practice guide will be elaborated on the basis of experiences from other entities that have been implementing HR Logo strategy for a long time and have positively passed the self-assessment of the European Commission. There is a system introduced for quality assurance – there are assessment surveys for any subject taught at Doctoral School. The results are monitored and in case it is needed there are actions taken in order to make sure the good relations between PhD students and their supervisors. There was an infographics on relations between PphDd students and their supervisors prepared by the National Doctoral Students Representation it will be used in the process of preparing a set of information materials for Doctoral Students and their supervisors.</p>		

Proposed ACTIONS

Action 43

In order to raise awareness of the problem of discrimination and to prevent it, a series of awareness-raising activities and training courses on the problem have been set up.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
10. Non discrimination	06.2019-01.2021	Faculty Deans Committee for Academic Staff Evaluation Rector's Counsellor for Equal Treatment International Relations Office / equal treatment bodies	information and training campaign/ appointment of equal treatment entities, adopting Anti-discrimination Standard and the Policy of Equal Treatment and Counteracting Discrimination in Employment and Education at - SGGW
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
IN PROGRESS	<p>An information and training campaign on discrimination and its prevention will be developed between 2019 and 2021. In order to raise awareness and prevent discrimination, a number of awareness-raising activities and training courses on the problem were organized, a campaign and information activities (other activities but in line with the concept of "Did you know..."), also equal treatment entities were established (the Rector Counsellor for Equal Treatment and also the Equal Treatment for Researchers Coordinators at the institutes level, Rector's Council for Preventing Discrimination) 2019-2020 Training in the field of counteracting discrimination and mobbing - a total of 257 people were trained 2021-2022 Development and implementation of a comprehensive program of increasing anti-discrimination competences of the entire academic community, including the website of the Warsaw University of Life Sciences - Counteracting Discrimination (https://www.sggw.edu.pl/strona-glowna/uczelnia/rowne-traktowanie-w-sggw/), campaign entitled: Różni / Równi at the Warsaw University of Life Sciences, educational materials sent in email message to all people working at WULS-SGGW containing information on legal regulations in the field of employment discrimination and counteracting it based on Labour Code, training provided directly at the SGGW by Equal Treatment Coordinators for researchers - number of people who participated in training in the period 2022 April - June 1259, administration - 238, students also in English 8453, PhD students of the Doctoral School 121 also in English. The Anti-Discrimination Standard of the Warsaw University of Life Sciences (SGGW) has been adopted (Regulation No. 139 of the Rector of the Warsaw University of Life Sciences of Warsaw dated December 31, 2021) The Policy of Equal Treatment and Counteracting Discrimination in Employment and Education at the SGGW - was introduced (Regulation No. 140 of the Rector of the Warsaw University of Life Sciences of Warsaw dated December 31, 2021) In December 2021 - a secretariat to support work of Rectors Spokesmen and Counsellors was established (Disciplinary Spokesman for Academic Teachers, Spokesman for Preventing Mobbing and Counsellor for Equal Treatment" (Regulation No. 136 of the Rector of the Warsaw University of Life Sciences, dated 30 December 2021)</p>

Proposed ACTIONS

Action 44

Dissemination of the information system: among PhD students – about employment opportunities at the university and beyond, after obtaining a doctoral degree and/or completing doctoral studies;

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
30. Access to career advice	2022-2025	Alumni Office	Upgraded portal for graduates upgraded tool for graduate tracking to improve information on how graduates progress in the labour market
Current Status	Remarks		
NEW	Within a project financed within European Funds Knowledge Education Development - under title "SGGW – accessible university" POWR.03.05.00-00-A044/21 upgrading portal for graduates and upgrading the tool for graduate tracking is planned. This will provide an upgraded tool with job offers and give feedback SWOT of the university graduates		

Proposed ACTIONS

Action 45

Dissemination of the information system: among academic staff members about the criteria required for scientific career development (for obtaining a subsequent degree or academic title)

GAP Principle(s)

30. Access to career advice

Timing (at least by year's quarter/semester)

Regularly when regulations change, when a new Director of Institute is appointed, a welcome mail to new hires

Responsible Unit

ICT centre

Indicator(s) / Target(s)

Welcome message for the new hires

Current Status

NEW

Remarks

After performing analyses of employee life cycle described in Action No 50 there will be a welcome message sent to all new hired academic staff members.

Proposed ACTIONS**Action 46**

Introduction of training courses for academic staff on teaching methods.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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33. Teaching

2022-2025

Central administration units involved in the project implementation

training courses for around 600 academic staff members

Current Status	Remarks
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NEW

Within a project financed within European Funds Knowledge Education Development - under title " Integrated Development Program of SGGW for Regional Development POWR.03.05.00-00-Z046/18 the following trainings are planned in the period of 2022-23 1. English course 2. Public presentation and art of public speaking 3. MS Office course 4. Statistics 5. Statistical tools for teaching and computer analysis of quality data

Action 47

Introduction of training courses for academic staff on teaching methods

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
33. Teaching	2021	Vice Rector for Science together with PhD Students Council Committee for Academic Staff Development	Transforming the Multimedia Education Center into the Didactic Support Office.
Current Status	Remarks		
COMPLETED	Regulation No. 79 of the Rector of the Warsaw University of Life Sciences dated June 11, 2021 Transformed the Multimedia Education Center into the Didactic Support Office. The aim of the DSO is to offer services of continuous improvement of education quality by introducing innovative pedagogical methods based on ICT and multimedia technologies. The office achieves its goals by: 1) training and providing support for academic teachers and students SGGW in the effective use of e-learning technology; 2) promoting innovative methods of disseminating knowledge and information and communication technologies in the environment of academic teachers of WULS-SGGW students, as well as in the economy sector related to natural sciences; 3) contributing to the virtualisation of teaching processes; 4) formulating the policy of introducing ICT and multimedia technologies in didactics and research at the Warsaw University of Life Sciences		

Proposed ACTIONS

Action 48

Introduction of training courses for academic staff on teaching methods

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
33. Teaching	2022-2025	Vice Rector for Science together with PhD Students Council Committee for Academic Staff Development	Creating Didactic Development Strategy creating a motivating system for the constant development of academic teachers' competences
Current Status	Remarks		
NEW	2022-2025 Creating Didactic Development Strategy – within a project financed by European Funds Knowledge Education Development - under title “Teaching Excellence” POWR.03.04.00-00-P023 / 21. The project is aimed at improving the institutional capacity of the university and teaching competences of staff among the others in the field of teaching process as well as quality education management. The target groups are the following: teaching staff, teaching and research staff as well as the staff supporting the teaching process.		

Proposed ACTIONS

Action 49

Conduct of an information campaign about the availability of internal resources at the university (equipment, laboratories, software etc.) – preparation of rules for granting access to the resources for other university units.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
23. Research environment	2022-2025	Faculty Deans Assets Department Financial Department	Purchased IT tool; principles of providing on non-commercial and commercial basis access to the infrastructure at SGGW
Current Status	Remarks		
NEW	Within the tasks planned by the restructured Analytic Centre it is planned to : - complete the upgrade the list of available research equipment infrastructure - purchase of an IT tool for managing research equipment - creating an expert laboratory team - finalizing the regulation of the principles of providing on non-commercial and commercial basis access to the infrastructure at SGGW		

Action 50

Preparation of a document in Polish and English informing about the entry and admission standards for researchers, as well as facilitated access for disadvantaged groups or for researchers returning to a research career

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
12. Recruitment	2022-2025	. BKiP, BON, WePoint w BWM, BPM, BPK, oraz Komisji ds. Nauki, Wdrożeń i Upowszechniania Wiedzy i Komisji ds. Rozwoju Kadr Naukowych i Dydaktycznych	Adopted procedures Infograpghics on employee lifecycle
Current Status	Remarks		
NEW	Focus: Recruitment, Employment and Onboarding Process analysis, creation of procedures and preparation of infographics on the employee's life cycle in the organization, broken down into: recruitment, employment, on-boarding and off-boarding as well as development with the participation of central administration units involved in the process, among others BKiP, BON, WePoint at BWM, BPM, BPK, and the Committee for Science, Implementation and Dissemination of Knowledge and the Committee for the Development of Research and Teaching Personnel Expanding the HR Office web-site: - https://bip.sggw.edu.pl/oferty-pracy/		

Proposed ACTIONS

Action 51

Preparation of a candidate evaluation questionnaire in accordance with the following criteria: assessment of both qualitative and quantitative potential with the emphasis on creativity and level of independence, bibliometric indices, as well as by broader criteria, e.g. teaching, tutoring, teamwork, ethics, contributions to patents, development or inventions etc.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
16. Judging merit (Code)	2022-2025	HR office	Information material
Current Status	Remarks		
NEW	There will be an instruction sent to Discipline Councils with a reminder of the good practise leading to implementation of OTMR as well as recommendation to: • assess the candidates based on the survey used for Assessment of an Academic Teacher where the points for assessment of both qualitative and quantitative potential with the emphasis on creativity and level of independence, bibliometric indices, as well as by broader criteria, e.g. teaching, tutoring, teamwork, ethics, contributions to patents, development or inventions etc are used as assessment criteria. • include in the Recruitment committees academic staff members with registered business activity in order to bring in to the committee relevant experience from the private sector		

Proposed ACTIONS

Action 52

Preparation of a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, also for researchers on fixed-term contracts. It will include the availability of mentors providing individual support and guidance in creating a personal and professional development plan, adjustment of the motivation system as well as encouragement to perform duties other than providing education.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
28. Career development	2022-2025	BON Komisja ds. Rozwoju Kadr Naukowych i Dydaktycznych	Adopted procedures Infograpghics on employee lifecycle
Current Status	Remarks		
NEW	Focus – career development - Process analysis, creation of procedures and preparation of infographics on the employee's life cycle in the organization, broken down into: recruitment, employment, on-boarding and off-boarding as well as development with the participation of central administration units involved in the process, among others BKiP, BON, WePoint at BWM, BPM, BPK, and the Committee for Science, Implementation and Dissemination of Knowledge and the Committee for the Development of Research and Teaching Personnel		

Proposed ACTIONS

Action 53

In order to ensure the selection of mentors who are sufficiently expert in supervising research, who 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 selection procedure will be prepared which will including the above criteria

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
40. Supervision	2022-2025	Doctoral Schools	Meetings and trainings
Current Status	Remarks		
NEW	Trainings for supervisors are carried out on a regular basis in the form of individual consultations / meetings with the Director of the Doctoral School (by phone, online or stationary), and group meetings with promoters of particular PhD students' years at MsTeams are also organized. From the academic year 2022/2023, it is also planned to conduct stationary training with PhD students and their supervisors on the procedure for awarding the doctoral degree. These will be cyclical meetings - each year with 4th year doctoral students and their supervisors		

Action 54

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
24. Working conditions	2022-2023	Welcome Point WePoint	Trainings English versions of documentation
Current Status	Remarks		

Proposed ACTIONS

Action 54	Current Status	Remarks
<p>In order to make sure that the working conditions for researchers, including for disabled researchers, where appropriate provide the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements; lobbying measures will be taken by various organisations that associate scientific institutions (e.g. CRASP, etc.) to amend the labour law in respect of employment in projects and increasing the flexibility of employment.</p>	NEW	<p>Project "Welcome to SGGW - an integrated program for the development of the organizational potential of the Warsaw University of Life Sciences in the field of foreigners service" under the program " Welcome to Poland ". Contract number: BPI / WTP / 2021/1/00043 / U / 00001 will be implemented in the period from 01/05/2022 to 30/04/2023. The "Welcome to SGGW" project is aimed at organizational support of the enrolment and employment foreigner students, doctoral students and academic staff, as well as ensuring high quality of their service as part of the activities of the Human Resources and Payroll Office (employment of foreigners) and the WePoint point (central, comprehensive foreign guests at the university). The following activities are planned in the project: - conducting training in the provisions on employing foreigners for employees of the Human Resources and Payroll Office - conducting a specialist English language course for employees of the Human Resources and Payroll Office - implementation of a Polish-English-language system for marking the WePoint point - development of the architectural design of the WePoint headquarters - hiring a new employee at the WePoint point - purchase of equipment for the WePoint point - preparation and distribution of important university documents in English</p>

Proposed ACTIONS

Action 55

In order to raise awareness of the problem of discrimination and to prevent it, a series of awareness-raising activities and training courses on the problem have been set up.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
10. Non discrimination	2022-2025	equal treatment entities	(trainings, facilities for people with disabilities, "Accessibility Policy" document - propozycje)
Current Status	Remarks		
NEW	1) continuation of activities of entities responsible for equal treatment 2) creating a policy of university accessibility for people with special needs and developing good academic practices regarding students / doctoral students and employees with disabilities / improving the campus infrastructure 3) training of academic staff and academic staff in counteracting discrimination 4) improving the campus infrastructure – further activities aimed at improving the campus infrastructure and adapting it to the needs of people with disabilities		

Unselected principles:

1. Research freedom 2. Ethical principles 4. Professional attitude 5. Contractual and legal obligations 7. Good practice in research
8. Dissemination, exploitation of results 17. Variations in the chronological order of CVs (Code) 18. Recognition of mobility experience (Code)
20. Seniority (Code) 21. Postdoctoral appointments (Code) 35. Participation in decision-making bodies 37. Supervision and managerial duties

The extended version of the reviewed HR Strategy for your organisation for the next 3 years, including the OTM-R policy must be published on your organisation's website.

Please provide the link to the dedicated webpage(s) on your organisation's web site *:

URL *:

http://www.sggw.pl/wspolpraca-miedzynarodowa_/hr-excellence-in-research

If your organisation has already filled in the OTM-R checklist in the Initial Phase, please also indicate how your organisation is working towards / has developed an Open, Transparent and Merit-Based Recruitment Policy. Although there may be some overlap with a range of actions listed above in the action plan (as emerged from the Gap Analysis), please provide a short commentary demonstrating the progress of the implementation versus the initial phase.

Comments on the implementation of the OTM-R principles (Initial Phase)

Comments on the implementation of the OTM-R principles (Internal Review for Interim Assessment)

The University is in the process of developing an OTM-R policy - the relevant document: Good practices leading to implementation of OTM-R Policy at Warsaw University of Life Science – SGGW has been published on the website and will be sent to academic teachers and PhD students by email from IT Center

Comments on the implementation of the OTM-R principles (Internal Review for Award Renewal)

The document Good practices leading to implementation of OTM-R Policy is available at SGGW website, the reminder action is planned for 2022-2025. There is a new action planned aimed at process analysis, creation of procedures and preparation of infographics on the employee's life cycle in the organization, broken down into: recruitment, employment, on-boarding and off-boarding as well as development with the participation of central administration units involved in the process.

Please be aware that your OTM-R policy should be 'embedded' into the institutional HR strategy at the award renewal phase. The extended version of the reviewed HR strategy including the OTM-R policy and actions should be published on your organisation's website.

4. Implementation

General overview of the implementation process: (max. 1000 words)

The conclusion of the analysis is that significant progress in the implementation of the Charter and Code provisions was achieved – out of 43 Actions mentioned in the Action plan 25 Actions have now status "completed".

As a result of the implementation of the strategy, among the others the following was achieved (details are described in the Action plan):

- equal treatment entities were appointed: the Rector Counsellor for Equal Treatment and also the Equal Treatment for Researchers Coordinators at the institutes level, Rector's Council for Preventing Discrimination
- around 10 regulations were introduced strictly resulting from implementation of the Strategy
- among the others the following regulations were adopted: Anti-discrimination Standard, Policy of Equal Treatment and Counteracting Discrimination in Employment and Education at SGGW, the Gender Equality Plan; Regulations for the management of copyright, related rights and industrial property rights; new Rules of procedure for the Assessment of an Academic Staff at SGGW
- 4 projects within European Funds Knowledge Education Development provided financial support for the actions connected to the implementation of the Strategy
- 2 more projects within European Funds Knowledge Education Development and one within European Social Fund will help in the implementation of the Strategy goals in the period 2022-2025
- the public engagement was brought up to a larger scale thanks to creating a You Tube channel Science SGGW (600 materials and around 4 thousand subscribers) and continuation of activities of Nutritional University You Tube channel as well successful implementation of European Funds Knowledge Education Development project Academy of Future (around 540 pupils and their parents have been trained)
- numerous trainings were provided (number of participants are indicated in the Action Plan)
- several new administration units supporting the activities foreseen in the Strategy have been established or transformed to offer more specialised services: Foreign Visitors Service Team (WePoint - Welcome to SGGW) at International Relations Office, Didactic Support Office, Analytic Centre, Recruitment and Staff Development Unit within HR Office, Research Support Office, Science Support Office, National Projects Office, Structural Projects Office a secretariat to support work of Rectors Spokesmen and Counsellors was established (Disciplinary Spokesman for Academic Teachers, Spokesman for Preventing Mobbing and Counsellor for Equal Treatment"),
- the university's new website includes a website devoted to the HR logo and its implementation at the university, recently an audit on the visibility was carried out and its findings will help to improve the visibility.

Make sure you also cover all the aspects highlighted in the checklist, which you will need to describe in detail:

Note:Click on each question of the checklist to open the editor.

How have you prepared the internal review?*



Detailed description and duly justification (max. 500 words)

Following the change of the SGGW authorities in 2020 the tasks of Team for the European Charter for Researchers (HR Logo) appointed in 2017 were continued by the members of the Science Team consisting of Vice Rector of Research, Vice Chancellor, Director of Doctoral School, Director of Library, as well as the heads of science related central administration units. The Science Team cooperates closely with the Senate Committee for Science and Staff Development as the Vice Rector for Research is present on the meetings of both groups. The Science Team meetings are held regularly each week (with a few exceptions) and minutes are taken. At one of the first meetings of the Science Team the members of the team were presented with the detailed information about the implementation of the Strategy and all further works of the Team have been relating to its implementation and monitoring. The summary of the activities in the form of draft internal review form was sent out to members of the Team on individual basis or discussed on a series of meetings in order to get feedback and comments. Some matters were subject to social consultations in a form of a survey sent out to all research staff and PhD students. Finally the findings were presented and discusses with the Vice Rector for Research, Vice Rector for Internationalisation and the Rector. Internal review and the Action Plan for 2022-2025 was accepted and signed by the Vice Rector for Research.

Based on the analysis of the responses to the questionnaires referred to above and the discussions during the working group meetings, the university self-assessment have been prepared.

How have you involved the research community, your main stakeholders, in the implementation process?*



Detailed description and duly justification (max. 500 words)

The research community have been involved in the implementation process by participating in the actions described in the Action plan, by being members of the Science Team and Senates Committee for Science and Staff Development as well as all research staff members and PhD students had the opportunity to influence the Action plan 2022-2025 by participating in the on-line survey sent out via email to this group.

Do you have an implementation committee and/or steering group regularly overseeing progress?*



Detailed description and duly justification (max. 500 words)

Yes, there is a Science Team regularly overseeing the progress. Details are described in the part "How have you prepared the internal review?"

Is there any alignment of organisational policies with the HRS4R? For example, is the HRS4R recognized in the organisation's research strategy, overarching HR policy *



Detailed description and duly justification (max. 500 words)

The implementation of the HRS4R Strategy is included in the objectives set in the general Strategy of SGGW till 2030
<https://www.sggw.edu.pl/wp-content/uploads/2021/06/Startegia-SGGW-do-2030-roku.pdf>

How has your organisation ensured that the proposed actions would be also implemented?*



Detailed description and duly justification (max. 500 words)

The Science Team cooperates with the specific units and councils responsible for implementation of specific actions and monitoring measures are performed in order to control the progress of implementation.

How are you monitoring progress (timeline)?*



Detailed description and duly justification (max. 500 words)

The Science Team is monitoring the progress by contacting the responsible units, analysing newly created regulations, analysing reports from the activities of university and specific units, analysing the issues that are discussed at the University Senates hearings and also sending questionnaires to researchers.

How will you measure progress (indicators) in view of the next assessment?*



Detailed description and duly justification (max. 500 words)

The defined indicators will be monitored by contacting the responsible units

How do you expect to prepare for the external review?*



Detailed description and duly justification (max. 500 words)

Apart from the usual tasks concerning monitoring the progress of the implementation of the Strategy, the Science Team is planning to perform visits at Discipline Councils at all Institutes. The goal of the visits will be:

- gathering feedback on the matters included in the survey sent out to all staff members as the number of response was statistically not relevant
- reminding about the up-coming external review

Moreover, the members of the Science Team will gather documentation and prepare documentation that will be subject to the external review.

Additional remarks/comments about the proposed implementation process: (max. 1000 words)