



**Institute of Literary Research
of the
Polish Academy of Sciences**

Human Resources Excellence in Research
Internal Gap Analysis and Action Plan
for 2016–2018



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1. INTRODUCTION

1.1. The Institute at a glance

The Institute of Literary Research (IBL PAN) is one of the autonomous institutes of the Polish Academy of Sciences and the largest and highly recognised literary and cultural studies centre in Poland. In 2013, as a result of a comprehensive assessment of education activities carried out by the Ministry of Science and Higher Education, the Institute was awarded the highest scientific category A+. Founded in 1948, the Institute initially focused on Polish literature and culture in a comparative context as well as on literary theory. In the following decades the scope of research disciplines has developed to encompass the modern cultural studies. IBL PAN is also a leading national centre for documentation, bibliography and scholarly editions of Polish literature, as well as an early adopter of digital methods in the humanities.

The Institute currently employs app. 100 researchers and is a doctoral-level teaching centre. A substantial part of its budget (53% in 2013) comes from external grants obtained in competitive procedures mainly from the National Research Centre (Narodowe Centrum Nauki – NCN) and the National Programme for the Development of the Humanities (Narodowy Program Rozwoju Humanistyki – NPRH).

The Institute is a publisher of respected **peer-reviewed periodicals**: quarterly “Pamiętnik Literacki” (“Literary Memoir”), the oldest academic journal on literary studies in Poland; bi-monthly “Teksty Drugie” (“Second Texts”), with an open-access English edition of selected monographic issues and “Napis” (“Inscription”), an annual journal dedicated to the history of Polish literature. These publications cover literary history, theory and criticism as well as related academic fields, thus create a platform for interdisciplinary debates in contemporary Humanities. In 1990, the Institute launched its own publishing house which has so far published over 500 titles both for academic and general public.

The Institute governance includes Director and two Deputy-directors (later referred to as the management) and the Scientific Council acting as a supervision authority.

1.2. IBL PAN development strategy

Until 1989 IBL PAN, as every research institution in Poland, had operated within a centralised, rigid system regulating the organisation and funding of research activities. With the 1989 political transformation the research system in Poland underwent thorough changes which have eventually brought about administration decentralisation, transparency and democratisation. Legal and financial autonomy gained by the Institutes of the Polish Academy of Sciences allowed them to implement reforms allowing for full exploitation of their potential. IBL PAN has taken full advantage of those opportunities by modernising its academic strategy and strengthening its role of a hub for Polish-studies projects conducted in cooperation with national and foreign institutions.

The new research system posed a new challenge to scholars by bringing about the increased role of funding based on both national and European competitive grants. The project-based model of inquiry gives researchers more freedom in choosing research topics and planning their academic careers. This in turn has fostered a new attitude among researchers, who started to form bottom-up research teams aimed at developing national and international partnerships and seeking competitive, project-based funding. The researchers' efforts to disseminate research outcomes at national and international levels have also increased. The Institute's management created an institutional environment aimed at supporting those developments and facilitating the career development of excellent researchers.

As a part of this strategy IBL PAN launched the **Digital Humanities Centre** (Centrum Humanistyki Cyfrowej – CHC) in October 2013. The aim of the Centre is to lead and coordinate the implementation of the Digital Humanities methodology and approach to all research areas pursued in the Institute. CHC introduces digital methods and tools to bibliographical, biographical and lexicographical projects as well as to scholarly editions. It is also a forerunner of IBL PAN participation in international Digital Humanities networks: ESF RNP NeDiMAH (Network of Digital Methods in Arts and Humanities) which was joined by IBL PAN as an observer in the early 2014, and DARIAH PL consortium (a member of DARIAH ERIC - Digital Research Infrastructure for the Arts and Humanities) which IBL PAN co-initiated in 2014.

Another element of this environment is the recently launched Doctoral Studies Programme, which is tuition-free and provides a number of scholarships each year. The doctoral curriculum combines, whenever possible, an individual study programme under the tutorship of leading scholars with participation in research teams. This approach gives doctoral students an opportunity to follow their research interest and gain theoretical knowledge, while being at the same time actively involved in

national or international research projects. Thus, they gain necessary experience needed to develop successful individual research careers after obtaining the doctoral degree.

To sum up, IBL PAN has adjusted to the new academic reality by undergoing fundamental transformation, which – if judged only by Ministry of Science and Higher Education high evaluation – should be recognised as successful. However, the Institute can function properly and respond to new opportunities and challenges of the new research organisation and funding environment only if its strategy reflects professional research ethics and integrity. To meet those demands IBL PAN implements specific rules and principles which dwell on the best academic traditions as well as guidelines offered by opinion-forming bodies. Among such documents which serve as a reference for actions in the area of research ethics and integrity of the Institute are the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers and *The Code of Ethics for Researchers* prepared by the Committee on Ethics in Research of the Polish Academy of Sciences (PAS). The latter document is based, among others, on the European Code of Conduct for Research Integrity, announced in 2010 jointly by the European Science Foundation (ESF) and All European Academies (ALLEA).

2. PROCESS AND METHODOLOGY

2.1. Declaration of support for the Charter and the Code

On June 23rd, 2015 the IBL PAN Scientific Council endorsed 'The European Charter for Researchers' and 'The Code of Conduct for the Recruitment of Researchers', which created an obligation for the Management to undertake efforts towards obtaining the HR Excellence in Research logo.

2.2. Creation of a Working Group

To conduct an internal analysis of the Institute's operations and develop strategy for remedial actions the Director of IBL PAN has appointed a Working Group. The Working Group was joined by representatives of all groups of employees:

- Professor Mikołaj Sokołowski, Director
- Dr. Dorota Siwicka, Deputy Director for Research (coordination)

- Dr. Maciej Maryl, Deputy Director for General Management, representative of Early Career Researchers in the Scientific Council
- Professor Anna Grześkowiak-Krawicz, Chairperson of the Scientific Council
- Professor Krzysztof Mrowcewicz, Vice-Chairperson of the Scientific Council
- Dr. Katarzyna Nadana-Sokołowska, Coordinator of the Erasmus+ programme and secretary of Doctoral Studies Programme
- Dr. Nina Kancewicz-Hoffman, Consultant for International Collaborations,
- Joanna Wysocka-Andrusiewicz, Head of the Research Support Office,

2.3. Internal analysis of national legislation and institutional documentation and operations

The Working Group has collected and analysed the legislation, procedures and operational practices in force at IBL PAN against the Charter & Code principles. The following acts were taken into consideration:

National level legislation:

- The Act on the Polish Academy of Sciences (2010)
- The Act on Academic Degrees and Titles and Degrees and Titles in the Arts (2003)
- The Act on the Principles of Financing Science (2010)
- The Act on the National Science Centre (2010)
- The Labour Code

Guidelines of the Committee on Ethics in Research (Polish Academy of Sciences)

- Code of Ethics for Researchers (2012)
- Good practices in research. Rules and guidelines (2001)

Institutional level regulations

- IBL PAN Statute (2014)
- Other internal regulations in force:
 - Rules of Procedure of IBL PAN Scientific Council (2014)
 - Organisational Regulations of IBL PAN (2013)

- IBL PAN Staff Regulations (2014)
- IBL PAN Staff Salary Regulations (2012)
- Recruitment procedures for research positions at IBL PAN (2015)
- Regulations for IBL PAN Doctoral Studies Programme (2014)
- Regulations for post-graduate studies and other courses (2015)
- Digital Humanities Centre Equipment Handling Guidelines (2014)
- Guidelines for awarding scholarships from the Institute's core budget to support the development of researchers at early stage of career as well as doctoral students (2015)
- Rules of Procedure for the "Young IBL" Programme for researchers at early stage of career (2011)
- Rules of Procedure for the "IBL.eu" Programme for International Cooperation Development (2015)
- Regulations for management of copyright and related rights, industrial property rights and principles of commercialisation of research results and development works at IBL PAN (2015)
- Rules for the evaluation of research staff (2013)
- Guidelines for electronic communication at IBL PAN (2014)
- Procedures for electronic communication at IBL PAN (2015)
- Decisions and bylaws issued by the IBL PAN Director in 2010-2015
- Operational practices of the Management, Heads of Departments and Research Groups, and Institute Employees.

The analysis proved that the national legislation and internal regulations of IBL PAN cover the vast majority of principles stipulated by the Charter & Code. In a few cases where the rules and practices diverge from the principles of the Charter & Code, the necessary remedial actions are planned and will be undertaken, as described in the detailed Gap Analysis below.

2.4. Survey

As a part of consultations in the process of preparation of the Internal Gap Analysis for the HR Excellence in Research an anonymous survey was carried out among all IBL PAN employees in

the late 2015 and early 2016. All employees from both Institute's headquarters in Warsaw as well as from branch offices in cities of Toruń, Poznań and Wrocław were invited to take part in the survey. The participation was voluntary, the timeframe given to submit responses was two weeks and the employees were e-mailed twice about the possibility to take part in the survey. This thorough procedure allowed to conclude that all staff members interested in expressing their opinion had an opportunity to do it. The questionnaire was filled in by 52 employees, which constitutes 1/3 of staff, representing all groups of employees, i.e. researchers at all stages of their career, doctoral students, library and support staff.

2.5. Survey results

The survey consisted of open questions and its results were subject to content analysis. Issues that most often recurred in the responses were clustered together into a few problem groups and then analysed by the Working Group. They were related to the following areas:

- ⤴ (non-)discrimination
- ⤴ the integration of research departments and groups across the Institute
- ⤴ professional development
- ⤴ institutional support for preparation and implementation of research funding applications.

All employees firmly state that there is **no discrimination** at the Institute on the basis on any criteria, such as gender, age, origin, religion or sexual orientation, etc. No case of unfair or disrespectful treatment by superiors (mobbing) was reported.

A need for a better **integration of the research community** in the Institute was expressed by several respondents. To satisfy this demand a number of steps will be taken. First of all, the internal communication will be improved to support information flow between the units. In addition, the tradition of systematic meetings of research teams and Departments on fixed days will be sustained. Finally, social gatherings and joint outings will continue to be organised.

IBL staff considers overall conditions for **academic and professional development** satisfying; the opportunity to create research groups around new research topics in a bottom-up manner is particularly appreciated. It has been indicated, however, that this challenge requires independence and professionalism from researchers. Moreover, a better access to training courses related to research management and career development in their broadest sense would be helpful.

The funding system based on competitive external funding requires new skills, mainly in **preparation of grant applications and management of research projects**. Targeted trainings in developing and managing collaborative projects will be organised and the Research Support Office will provide relevant help in response to these needs. Moreover, workshops on legal regulations in copyright protection for researchers will be organised.

2.6. Development of the Gap Analysis and the Action Plan

The final stage of the process entailed the through discussion of the results of both the documentation analysis and the survey results. The discussion focused on the compliance of the IBL PAN legal framework, practices and operations with the European Charter & Code. In several cases of non-compliance a schedule of remedial actions with deadlines for their implementation was proposed. The schedule sets out timeframes for finding the most appropriate solutions and considers possible financial implications. The gap analysis and the schedule of remedial actions are presented in Chapters 3 and 4 respectively.

3. INTERNAL GAP ANALYSIS

Ethical and professional aspects

3.1. Research freedom:

From the European Charter for Researchers:

Researchers should focus their research for the good of mankind and on expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere.

Relevant legislation

The Polish Academy of Sciences *Code of Ethics for Researchers* indicates in its *Preamble* that research should first and foremost serve the good of the mankind. At the same time the document points out to the obligations of a researcher to protect the freedom of research (§1.9). The *IBL PAN Statute* (§6 and 7) defines expanding the frontiers of knowledge and contributing to its dissemination in the society as the main aims of researchers.

Existing Institutional rules and/or practices

The organisational structure of the Institute as well as its internal rules and practices guarantee researchers freedom in defining their research interests, choosing methodology, expressing opinions and disseminating research results. IBL PAN consists of Departments, focused on the long-term research agendas, and Research Groups, formed around specific projects. A consolidated research plan of the Institute is created on the basis of plans of Departments and Research Groups under the leadership of the Management and with the approval of the Scientific Council. It also takes into account the existing legal, organisational, financial and other constraints. This approach guarantees freedom of establishing topics and selecting methodologies for collective efforts as well as for individual projects, which are common to the Humanities.

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with the Charter.

3.2. Ethical principles

From the European Charter for Researchers:

Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics.

Relevant legislation

The Institute, its governing bodies, management and employees act in the framework of *The Code of Ethics for Researchers* and *Good practices in research. Rules and guidelines* published by PAS Committee for Ethics in Research and based, among others, on *The European Code of Conduct for Research Integrity*, announced in 2010 jointly by the European Science Foundation (ESF) and All European Academies (ALLEA).

Existing institutional rules and/or practices

Principles of research ethics and integrity as outlined in the above documents constitute a base for internal regulations and are applied in everyday procedures and practices e.g. in staff recruitment, internal funding distribution, Intellectual Property Rights, etc.

Remedial actions required: the existing legislation and institutional rules and practices ensure compliance with the Charter. In order to further disseminate information on the legislation among IBL staff a link to PAS documents: *The Code of Ethics for Researchers* and *Good practices in research. Rules and guidelines* and to *The European Code of Conduct for Research Integrity* will be published on IBL PAN website and all staff will be encouraged to familiarise with them.

3.3. Professional responsibility

From the European Charter for Researchers:

Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.

Relevant legislation

The Institute follows the PAS *Code of Ethics for Researchers* which defines dishonesty in science as an offence against ethical principles and accepted good practices of the scientific community. The PAS *Code* specifically refers to fabrication and falsification of results and to plagiarism as violations of the researcher's ethos. The PAS *Code* as well as *The Act on the Polish Academy of Sciences* (Article 112) lay down disciplinary proceedings in case of research dishonesty, e.g. plagiarism.

Regarding intellectual property rights, the internal document *Rules on management of copyright and related rights, industrial property rights and principles of commercialisation of research results and development works* are in use in IBL PAN. The document focuses on copyright as the most relevant aspect of intellectual property rights in case of research in the Humanities.

Existing institutional rules and/or practices

The researchers at IBL PAN are expected to produce original and society relevant scholarly work respecting the principles of research integrity and honesty. They are also expected to follow the principles of authorship of scientific publications. In cases of infringement of scientific honesty, the above-mentioned national regulations are employed in disciplinary proceedings.

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with the Charter.

3.4. Professional attitude

From the European Charter for Researchers:

Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.

Relevant legislation

The Ministry of Science and Higher Education formulates national research strategies and goals on the field of research. Polish Academy of Sciences provides guidelines on strategic developments in research. Short-term goals are also often defined and operationalised through relevant funding opportunities by governmental funding agencies: National Programme for the Development of the Humanities; National Science Centre; National Centre for Research and Development.

Internal laws and regulations of IBL PAN, particularly its *Statute* ensures mechanisms for access of research staff to information on institutional strategies and goals. According to the *Statute* strategic goals and plans are collectively set by the Director and the Scientific Council, which includes representatives of various groups of Institute's employees. This governance structure ensures access to information about national and institutional strategies set out by Ministry of Science and Higher Education, Polish Academy of Sciences or other national agencies.

Existing institutional rules and/or practices

Researchers at IBL PAN are informed about the national research strategy via the Director's Office and the Research Support Office. They are also well informed and often directly involved in the development of the research strategy and plans of the Institute.

The priority given in the Polish system to external competitive funding poses a challenge to the Institute and to its staff. To improve employee's access to information about opportunities for research funding the Research Support Office was established in 2010. Its main task is to inform research staff on opportunities, conditions and procedures of external research funding and to support the application process. The Research Support Office also provides support in management of successful grants and monitors their progress providing Principal Investigators with necessary information. Internal procedures are in place for informing the Management about plans to launch new projects or apply for external funding and to obtain necessary permissions.

In 2014 a post of Consultant for International Collaborations was created to provide individual expert advice to researchers and research teams in applying for grants from European funds (especially Horizon 2020 Programme) and initiating cooperation with centres in other countries.

Remedial actions required: The system of research funding in Poland is quite new and often changing therefore there is still a need for more and better targeted information. A need for improvement of the institutional support for preparing and implementing research projects was one of the recurring issues in the survey (see Chapter 2.5). Therefore mechanisms of disseminating relevant information and supporting preparation and implementation of research projects will be improved.

3.5. Contractual and legal obligations

From the European Charter for Researchers:

Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions. This includes Intellectual Property Rights regulations, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis, publications, patents, reports, new products development, etc.) as set out in the terms and conditions of the contract or equivalent document.

Relevant legislation

Working conditions are governed by national laws that is *The Labour Code* and *The Act on the Polish Academy of Sciences*, as well as institutional regulations, mainly the *IBL PAN Statute*. Each funding organisation has its own rules and conditions to administer the expenditure of awarded funds and the delivery of expected results. They usually also cover the issue of Intellectual Property Rights.

Existing institutional rules and/or practices

When signing their employment contract, IBL PAN employees thereby acknowledge and accept national and institutional laws and regulations governing it. Similarly, by signing contracts with public or private funding agencies, they accept their rules and requirements.

The delivery of results is monitored by immediate superiors and, in case of externally funded projects, by the Research Support Office. It is also a subject of regular reporting required by the Ministry of Science and Higher Education. In a long term the compliance with the requirements of funders including timely delivery of results is a part of periodic staff performance evaluations.

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with the Charter.

3.6. Accountability

From the European Charter for Researchers:

Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees. Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.

Relevant legislation

Research budget of the Institute comes mainly from public funds from three main sources:

- institutional, core funding for maintaining the research potential and general research activities; this part of funding is administered by the Management;
- national grants (mainly from the National Science Centre, the Foundation for Polish Science and National Programme for Development of Humanities) awarded to individual researchers and teams for specific projects;
- European and other foreign grants (to a lower degree).

The management of research funding is based on the national legislation: *Act on the Principles of Financing Science, Act on the National Science Centre, Act on the Polish Academy of Sciences* and related ministerial regulations. The requirements concerning handling of the awarded funds as well as reporting and monitoring are described in detail in those acts. The Management and individual grant holders adhere to those regulations.

Existing institutional rules and/or practices

As the Institute's budget comes mainly from taxpayers' money the Management and staff consider financial accountability a priority. Basic procedures for financial management and reporting are set in the national and funders' legislation. These procedures specify types of data and information to be provided to relevant overseers and timetables of delivery. The Research Support Office manages the process by fixing internal deadlines, collecting data and information when necessary then transferring the reports to relevant authorities. The Office assists individual researchers in familiarizing with relevant procedures.

In the recent years the Institute underwent four financial audits: three were performed by independent financial audit companies and focused on institutional funding and general financial management and one audit performed by the Ministry of Science and Higher Education focused on external project funding. All four audits proved that the Institute complies with legal rules and specifically with financial laws and regulations.

The national legislation specifies how particular types of financial data are to be collected, compiled and delivered to the Ministry or relevant agencies. All information is stored at IBL PAN and can be accessed by authorized bodies.

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with the Charter.

3.7. Good practice in research

From the European Charter for Researchers:

Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfil them at all times.

Relevant legislation

The Labour Code and other national legislation provides a firm framework concerning health and safety at work. Issues regarding data protection and confidentiality are governed by national and European laws on data protection as well as internal *Guidelines for electronic communication at IBL PAN*.

Existing institutional rules and/or practices

When signing the employment contract each staff member undergoes medical testing and participates in a basic, standard Health and Safety training. Obligatory medical tests are repeated every three years. The Institute employs a specialist responsible for the implementation of Health and Safety Regulations that is for staff safety training and monitoring.

In response to the national level legal requirements Data Safety Administrator has been appointed in 2008 and data protection procedures have been implemented. However, the Gap Analysis has revealed that certain regulations need updating due to changes in Polish law and technological progress; works on a new strategy for data protection were initiated in 2015.

Remedial actions required: New strategy for data protection will be completed and implemented; relevant information and training will be provided to the staff.

3.8. Dissemination, exploitation of results

From the European Charter for Researchers:

All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.

Relevant legislation

National legislation on research funding (*The Act on the Principles of Financing Science, The Act on the Polish Academy of Sciences, The Act on Scientific Degrees and Academic Titles and Degrees and Academic Titles in the Arts and The Act on the National Science Centre*) obligates researchers to publish their scholarly work nationally and internationally. Dissemination of research outcomes serves as an important factor in performance evaluation of both the institution

and individual researchers. Moreover *The Code of Ethics for Researchers* specifies good practices and makes recommendations regarding the publishing of research results.

Existing institutional rules and/or practices

Researchers at IBL PAN seek to publish their work in highly respected, peer-reviewed journals and publishing houses. Since their research focuses on topics of national interest (Polish literature and culture) they used to publish mainly nationally. Yet, it should be highlighted that the number of publications by IBL PAN employees in international journals and publishing houses (mainly in English) has noticeably increased in recent years.

The academic community of IBL PAN attaches great significance to dissemination of research results also through meetings, workshops and conferences (both national and international). Each year about twenty conferences are organised by IBL PAN. The researchers also participate in conferences organised by other institutions.

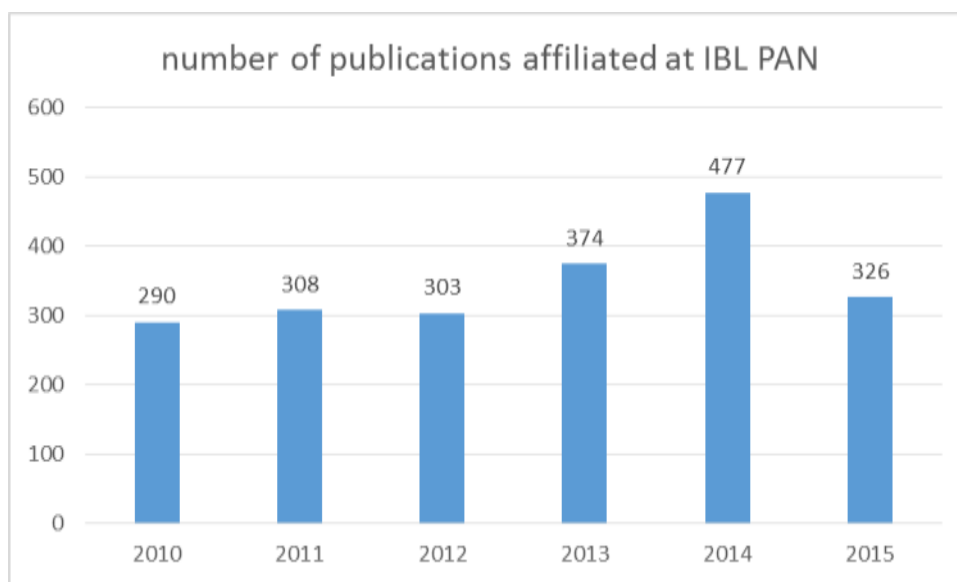


Table 1. Number of publications affiliated at IBL PAN

A lot of stress is put on developing electronic repositories and open access publishing. Researchers are encouraged to adopt self-archiving in „green open access” formula, depositing their publications in a digital repository RCIN – Digital Repository of Scientific Institutes of the PAS. New means of dissemination are also supported – researchers are encourage to publish the results of entire projects as multimedia narratives on recently established platform ‘New Panorama of Polish Literature’ (<http://nplp.pl/>). Journals published by the Institute „Pamiętnik Literacki”, „Teksty Drugie” and „Napis”, are available as „gold open access gratis” after one year embargo. Professional advice on legal, practical and technical issues related to open access publishing is

offered to researchers by the Digital Humanities Centre (CHC). The dissemination of research results to the public, both for professional and leisure use are described below in Section 9.

Remedial actions required: Further promotion of the open access publishing and more information on electronic repositories for staff to increase number of publications deposited in the RCIN repository.

3.9. Public engagement

From the European Charter for Researchers:

Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.

Relevant legislation

The obligation to disseminate research results to society at large is inscribed in both national and institutional legislation. It is strongly supported e.g. being a part of the evaluation of institutions and individuals.

Existing institutional rules and/or practices

Public engagement has traditionally been an important part of the IBL PAN activities, on both institutional and individual level. Great part of the Institute's research output is addressed to wider public: literary bibliographies, dictionaries, encyclopaedias, textbooks and critical editions of literary works, both classic and modern. We may distinguish between direct dissemination (members of wider public engage with IBL PAN's output) and indirect dissemination, i.e. reaching the wider public through certain professional groups like media, cultural institutions, school teachers.

Digital media are often used to disseminate research which is of interest beyond the research community as they enable attractive forms of presentation, e.g. including multimedia collections. The Institute manages two electronic platforms: encyclopaedic *Panorama of Polish Literature* (www.panoramaliteratury.pl) and *New Panorama of Polish Literature* (www.nplp.pl).

Since 1970, along with Humanities scholars from other academic centres in Poland and under the patronage of the Ministry of Education, IBL PAN has organised the National Contest in Polish Literature and Language (www.oljip.pl) – a national competition for high school students covering Polish literature, language and culture. Each year, about 2500 young people take part in this

competition, including students from other countries, such as Lithuania, Latvia, Belarus, Ukraine, Slovakia, Czech Republic and Hungary. Awards in this competition are considered prestigious and go both to students and their teachers.

IBL PAN is active in national and regional open events such as annual Festivals of Science and Scientific Picnics. The Institute also supports initiatives undertaken individually by their staff, for example publishing in journals for general public, participating in radio and TV programmes, organising events in public libraries and engaging in public activities of other national or regional cultural and educational institutions. IBL PAN actively animate the Polish studies community at home and abroad. It coordinates the publication of the electronic Polish Studies Newsletter (www.biuletynpolonistyczny.pl) – a joint undertaking of over twenty departments of Polish philology in Poland.

As every scientific institution in Poland IBL PAN is engaged in the development and implementation of national science policy. The Institute's representatives are serving in main national academic policy bodies and scholarly committees.

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with the Charter.

3.10. Non-discrimination

From the European Charter for Researchers:

Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.

Relevant legislation

The national, sectoral and institutional legislation includes non-discrimination clauses which serve as a framework for non-discrimination policies.

Existing institutional rules and/or practices

The policy of non-discrimination is implemented at IBL PAN without any exceptions in all areas of activity: recruitment and promotion of researchers, salaries, access to research support and infrastructures, access to information, working conditions, to mention the most important. The responses to the survey do not mention any instances of discrimination.

IBL PAN aims at guaranteeing equal chances irrespective of the employees' gender and age. The tables below show gender (Table 2) and age (Table 3) structure of the staff.

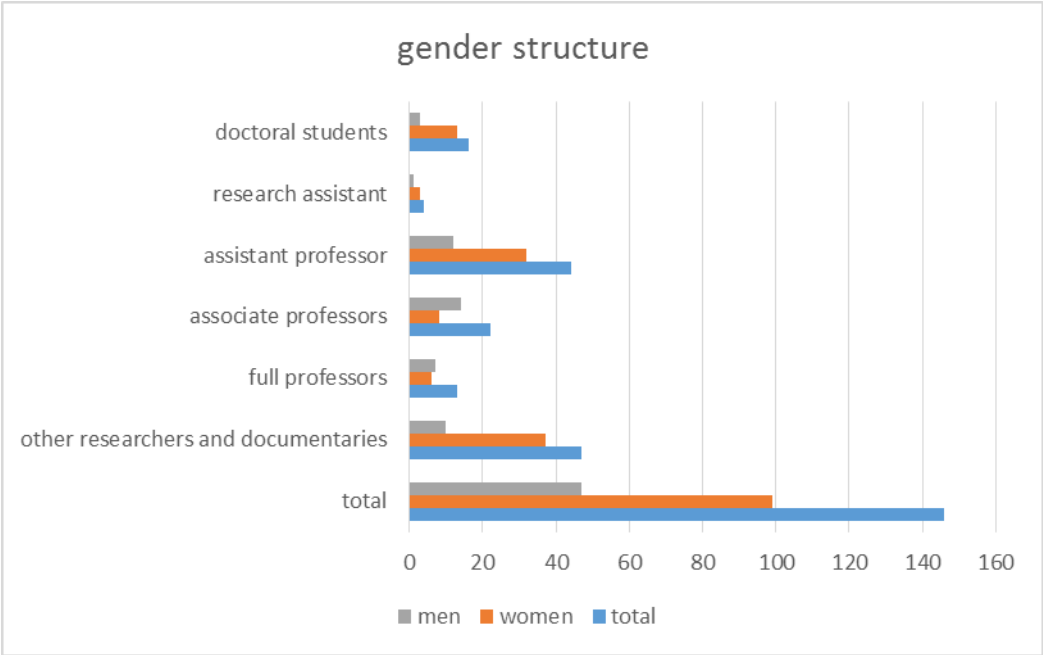


Table 2. Gender structure

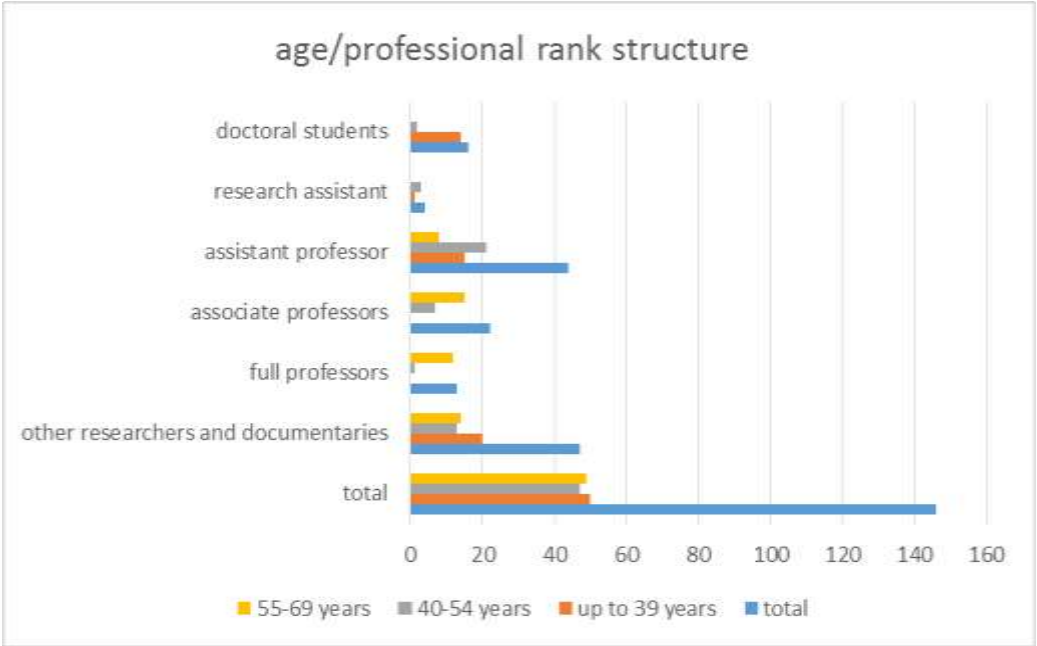


Table 3. Age/professional rank structure

As required by the Labour Code, a special social fund is set up in collaboration with the trade unions providing financial support to employees in case of urgencies (accidents, health problems), as well as for leisure purposes (holidays and fitness subsidies).

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with the Charter

3.11. Evaluation/appraisal systems

From the European Charter for Researchers:

Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee.

Such evaluation and appraisal procedures should take due account of their overall research creativity and research results, e.g. publications, patents, management of research, teaching/lecturing, supervision, mentoring, national or international collaboration, administrative duties, public awareness activities and mobility, and should be taken into consideration in the context of career progression.

Relevant legislation

The Act on the Polish Academy of Sciences (Article 96) defines procedures and criteria for a periodic evaluation of the scientific staff. According to *The Act* each institute is obliged to set its own detailed procedure and frequency of evaluation, subject to approval of the Academy governing bodies.

Existing institutional rules and/or practices

The IBL PAN institutional *Rules for the evaluation of research staff* detail the process and criteria: the evaluation is conducted at least every two years for early career researchers and at least every four years for senior researchers by a committee of five members appointed by the Scientific Council and including the Director. The evaluation takes into consideration publications, participation and leadership in research projects of Departments and Research Groups, management of externally funded projects, organisation of conferences, national and international collaborations, service to profession (recruitment or evaluation committees etc.), public engagement and popularisation of research results.

Information on procedures, criteria and schedules is available and transparent. Each researcher is individually informed about his/her evaluation results.

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with the Charter

Recruitment

3.12. Recruitment

From the European Charter for Researchers:

Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning of their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career. Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.

Relevant legislation

According to relevant national legislation the access to research careers in Poland is open to all qualified candidates without discrimination, including those in the starting phase of their careers. Previous professional career including teaching does not preclude an application to a researcher position. A detailed procedure is laid out in *Recruitment procedures for research positions at IBL PAN*, adopted by the Scientific Council.

Existing institutional rules and/or practices

All standards necessary to apply for an academic position are clearly stated and relevant documentation is publicly announced as requested by national legislation and as set out in internal documents, specifically in the above mentioned *Recruitment procedures*.

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with the Charter

3.13. Recruitment (Code)

From the European Code of Conduct for Recruitment:

Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions

advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

Relevant legislation

As stated above, the national *Act on Polish Academy of Sciences* and internal regulations, ensure fair access to research careers and set out clear and fair general criteria and procedures. A detailed procedure is laid out in *Recruitment procedures for research positions at IBL PAN*, adopted by the Scientific Council.

Existing institutional rules and/or practices

The Institute's recruitment procedures respect national and institutional regulations and international standards (e.g. the ones set out in *The Code*).

New positions are publicly advertised in the Public Information Bulletin of the Ministry of Science and Higher Education, on the Institute's website and on the European portal for mobile scientists EURAXESS at least two months before the deadline for submission of applications. A position announcement clearly specifies requirements of the post including education level and previous experience, criteria and procedures for the evaluation of candidates, and required documents. Positions are open to candidates with solid background in the humanities who intend to conduct research within the IBL PAN research scope.

The selection procedure consists of several stages: the position is initially announced with a decision of the Director, who also appoints the Selection Committee as set out in the *Recruitment procedures for research positions at IBL PAN*. The Committee evaluates candidates on the basis of submitted documentation and selected candidates are invited for interviews. Thereafter, in a discussion and a confidential vote the Committee members create a ranking list with recommended candidates. The final decision on employment is taken by the Director on the basis of these recommendations.

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with the Charter and the Code.

3.14. Selection (Code)

From the European Code of Conduct for Recruitment:

Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained.

Relevant legislation

The membership and operations of selection committees are regulated in detail in Article 5 of the *Recruitment procedures for research positions at IBL PAN*. Following these regulations a selection committee should consist of at least five members and include Chairman of the Scientific Council, Deputy Director for Research and heads of Departments and Research Groups appointed by the Director. The Head of Human Resources Department serves as Committee's secretary. Article 8 of the *Recruitment procedures* stipulates that the Committee is entitled to seek external opinions on candidates.

Existing institutional rules and/or practices

It is a current practice to include all heads of Departments and Research Groups to selection committees to ensure the diversity of scientific expertise and complementary competencies. Care is taken to ensure gender balance within a committee. Committee members are informed in detail about the procedure and the tasks they are expected to perform. As mentioned in Section 13, the above selection practices employed by the committee include the evaluation of submitted documentation (CV, list of publications and a research proposal) as well as a face-to-face interview with the entire committee. This practice follows standards set out by the Polish Academy of Sciences and national legislation.

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with requirements of the Charter and the Code.

3.15. Transparency (Code)

From the European Code of Conduct for Recruitment:

Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.

Relevant legislation

As mentioned in Sections 12, 13 and 14 above *The Act on the Polish Academy of Sciences, Recruitment procedures for research positions at IBL PAN* and other national and institutional legislation regulate the recruitment process including access to information and transparency issues.

Existing institutional rules and/or practices

The transparency of the recruitment procedures is ensured at all stages. An announcement of the position is published in the Public Information Bulletin of the Ministry of Science and Higher Education, on the Institute website and on the European portal for mobile researchers EURAXESS. It includes information on number and type of available positions, required qualifications and a deadline for submission of applications. It also includes a link to *Recruitment procedures for research positions at IBL PAN* where detailed information on the recruitment procedure, selection criteria and required documents can be found. The career development prospects are usually not specified in such announcements, since promotions are regulated by *The Act on the Polish Academy of Sciences* and career opportunities specific for the position are discussed during the interview. After the completion of the selection process the candidates are informed about the results. The candidates have not received feedback regarding strength and weaknesses of their applications.

Remedial actions required: Complementing the selection process with guidelines for providing candidates with feedback on strong and weak points of their application.

3.16. Judging merit (Code)

From the European Code of Conduct for Recruitment:

The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be

properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

Relevant legislation

Recruitment procedures for research positions at IBL PAN in the Article 7 define criteria for evaluation of applications.

Existing institutional rules and/or practices

According to the *Recruitment procedures*, evaluation entails a scrutiny of candidates' output, i.e. publications, conference presentations, participation in research projects (especially in international ones), honours, awards, scholarships, fellowships, etc. The candidates' organisational competencies (e.g. coordinating team projects, organisation of conferences) are also taken in account. The evaluation of candidates is based mainly on qualitative, not quantitative criteria, and bibliometric indices play only a supporting role. Instead of industrial experience, which is not relevant in case of a humanities institute, experience in educational, cultural or art institutions is considered.

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with requirements of the Charter and the Code.

3.17. Variations in the chronological order of CV (Code)

From the European Code of Conduct for Recruitment:

Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.

Relevant legislation

Recruitment procedures for research positions at IBL PAN in the Article 7 define criteria for evaluation of applications.

Existing institutional rules and/or practices

As mentioned above (Section 16) selection committees take into consideration diverse paths of professional career and recognise value of experience gained in institutions from outside of the academic sector. Interviews allow candidates to highlight achievements they consider important in the context of the position they are applying for.

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with requirements of the Charter and the Code.

3.18 Recognition of mobility experience (Code)

From the European Code of Conduct for Recruitment:

Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.

Relevant legislation

Recruitment procedures for research positions at IBL PAN in the Article 7 define criteria for evaluation of applications.

Existing institutional rules and/or practices

Experience gained through mobility, especially through work at various scholarly institutions in Poland and abroad is highly valued as a potential contribution to the Institute's development. As the Humanities evolve towards inter- and transdisciplinary research the diversity of disciplinary backgrounds is often considered an asset in the selection process.

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with requirements of the Charter and the Code.

19. Recognition of qualifications (Code)

From the European Code of Conduct for Recruitment:

Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including nonformal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the

recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.

Relevant legislation

Recruitment procedures for research positions at IBL PAN in the Article 7 define criteria for the evaluation of applications in line with national legislation.

Existing institutional rules and/or practices

Each announced position requires different and specific qualifications and relevant experience. Therefore each time a position is announced a new selection committee is formed to include members with relevant competencies. This procedure allows for an adequate evaluation of academic and professional qualifications of candidates. The interview, as mentioned before, gives candidates an opportunity to present their nonformal qualifications. Proceedings of each selection committee are monitored by the Director to ensure conformity with national and institutional laws and procedures as well as with the recommendations of the Scientific Council.

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with requirements of the Charter and the Code.

3.20. Seniority (Code)

From the European Code of Conduct for Recruitment:

The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised.

Relevant legislation

Minimum levels of qualifications required for specific posts at the Academy are regulated by *The Act on Polish Academy of Sciences*.

Existing institutional rules and/or practices

The minimal requirements for applicants are relevant to particular position they are applying for, both in terms of academic titles and relevant experience. When analysing qualifications of candidates, the selection committee concentrates on their individual output, competences and

achievements with respect to the stage of their personal career. Candidates submit copies of publications, which are evaluated and discussed by the committee members. The reputation of an institution from which the candidate graduated is not a factor in the evaluation.

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with requirements of the Charter and the Code.

3.21. Postdoctoral appointments (Code)

From the European Code of Conduct for Recruitment:

Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of longterm career prospects.

Relevant legislation

National legislation regulates detailed conditions for postdoctoral appointments, including their maximum duration in *The Act on Polish Academy of Sciences, Act on Academic Degrees and Academic Title, and on Degrees and Title in Art.*

Existing institutional rules and/or practices

In the framework of the abovementioned national legislation internal regulations further specify recruitment and employment conditions, including maximum duration of contracts for various research positions, also for postdoctoral appointments. Postdoctoral appointments are part of a researcher's career path as defined in the national legislation. In this legal context maximum care is taken to create conditions for postdoctoral scholars to fulfil conditions for the next academic degree, i.e. *habilitation* and consequently for a promotion to a higher post.

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with requirements of the Charter and the Code.

Working conditions and social security

3.22. Recognition of the profession

From the European Charter for Researchers:

All researchers engaged in a research career should be recognised as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).

Relevant legislation

National legislation, *The Act on Polish Academy of Sciences, Act on Academic Degrees and Academic Title, and on Degrees and Title in Art*, defines principal requirements and conditions necessary for recognising researchers as professionals.

Existing institutional rules and/or practices

All employees engaged in research and fulfilling minimum requirements and conditions are recognised as research professionals and treated accordingly. They are encouraged to publish and to progress in their researcher career. This concerns doctoral students and early career researchers as well as bibliographers and documentation staff. Conditions are also created for retired scholars to participate in research projects and share their knowledge and experience with younger colleagues.

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with requirements of the Charter.

3.23. Research environment

From the European Charter for Researchers:

Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.

Relevant legislation

General conditions for work environment and health and safety regulations are regulated in national legislation, mainly in the *Labour Code* and related documents.

Existing institutional rules and/or practices

The Institute provides researchers with access to necessary facilities and equipment. First and foremost the Institute has a very rich library, containing one of the largest collections of books and journals dedicated to literary studies in Poland. The library is being constantly modernised and new digital technologies are being implemented. It serves not only Institute's staff but also a wider scholarly community. IBL PAN researchers have also access to remote digital full-text repositories: EBSCO, Virtual Library of Science and Academic.

The quality and security of electronic communication has recently significantly improved enabling full remote access to the library resources.

The Institute's development and increased number of staff lead to a shortage of office space in the Warsaw headquarters. Overcrowding of offices created a need for a shared social room. Apart from that, branch offices in Poznań, Toruń and Wrocław are also in need of refurbishment and new office equipment.

Remedial actions required: Increasing office space, organisation of a social room, purchase of necessary office equipment for headquarters in Warsaw and for branch offices.

3.24. Working conditions

From the European Charter for Researchers:

Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, inter alia, to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.

Relevant legislation

General requirements for working conditions, including those for people with disabilities, are regulated in national legislation, mainly in the *Labour Code* and related documents.

Existing institutional rules and/or practices

Several employees with disabilities work at IBL PAN and efforts are made to ensure appropriate working conditions for them. The Institute is housed in a building administrated by the Polish Academy of Sciences. The building was adapted to fit the basic needs of disabled employees and meets the relevant requirements set out by the Polish law. The Institute offers work flexibility whenever necessary and, depending on financial resources, provides special equipment and other facilities.

The Institute is committed to creating equal opportunities for men and women in developing their careers. Working from home, flexible working hours and part-time work are accepted. The Institute accommodates all applications for parental leaves to which both women and men are entitled. This approach favours combining professional career with family life for both women and men.

However, a key factor for ensuring good working conditions is mutual trust and friendly relations among employees and in particular between unit leaders and their staff. Creating such a pleasant work environment lies at the heart of Institute's policy. The survey confirms that staff members are satisfied with the working atmosphere at the Institute.

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with requirements of the Charter.

3.25. Stability and permanence of employment

From the European Charter for Researchers:

Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in the EU Directive on Fixed-Term Work.

Relevant legislation

Conditions of work contracts for research staff at PAS are regulated in *The Act on Polish Academy of Sciences* and *Act on Academic Degrees and Academic Title, and on Degrees and Title in Art* as well as in the *Labour Code*.

Existing institutional rules and/or practices

A vast majority of IBL PAN researchers and other staff are employed on contracts providing stability as stipulated by national laws. There is, however, a growing number of staff financed from external research grants with a limited timeframe. These researchers are usually offered fixed-term contracts (up to five years). Various steps are taken to guarantee similar working conditions for fixed-term employees as are offered to the permanent staff, e.g. wages at the same level, within the nationally established limits, and social security including health and parental benefits. Fixed-term employees become fully integrated members of the research units to which their project is affiliated. To ensure progress of their scientific careers fixed-term employees are offered the same research support as permanent employees such as financial support for publications and participations in conferences, as well as access to trainings. They are also eligible to apply for emerging permanent positions at the Institute.

Remedial actions required: Monitoring the situation of research staff on fixed-term contracts; nominating an ombudsman of research staff on a fixed-term contract.

3.26. Funding and salaries

From the European Charter for Researchers:

Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.

Relevant legislation

Researchers' salaries as well as health and parental benefits, pension rights and unemployment benefits are in principle regulated by national legislation: *The Act on Polish Academy of Sciences and Act on Academic Degrees and Academic Title, and on Degrees and Title in Art* as well as the *Labour Code*.

Existing institutional rules and/or practices

Salaries offered to research staff follow general rules and guidelines provided by the national level legislation as well as internal *Staff salary regulations*. However, the exact sums and conditions still depend on the Institute's financial condition. Parental and unemployment benefits as well as social security benefits (including both health and pension contributions), are provided to researchers at all career stages according to national regulations.

All doctoral students participating in the Doctoral Studies Programme are granted the same social benefits. However, not all of them receive scholarships as the number of scholarships depends on the available budget. The merit-based scholarships are awarded after the 1st year of study in a competitive procedure regulated by *Guidelines for awarding scholarships* in support of the development of early career researchers and doctoral students from the Institute core budget.

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with requirements of the Charter.

3.27. Gender balance

From the European Charter for Researchers:

Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.

Relevant legislation

National, sectoral and institutional legislation provides non-discrimination clauses including gender equality, and sets the frame for the implementation of gender equality policies.

Existing institutional rules and/or practices

In the framework of the legislation in force IBL PAN implements a policy of equal opportunities and gender balance. This policy is reflected in the gender balance maintained in Institute's leadership positions: departments and research groups are headed by 11 women and 12 men, the Management includes one woman and two men, and the Board of the Scientific Council – two women and one man.

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with requirements of the Charter.

3.28. Career development

From the European Charter for Researchers:

Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.

Relevant legislation

General conditions for career development in research sector are regulated by the *Act on the Polish Academy of Sciences* and *Act on Academic Degrees and Academic Title, and on Degrees and Title in the Arts*.

Existing institutional rules and/or practices

Institute supports researchers in developing their individual research career plans through specific measures. Firstly, researchers are provided with individual scientific guidance. Direct superiors – heads of Departments and Research Groups – are responsible for consulting and evaluating research plans. They monitor and report the development of their subordinates annually. The Management also frequently meets with individual researchers to discuss their research progress (including possible problems or difficulties). These practices function well, as the survey has proven, and there is no need to formalise them in a document.

Secondly, researchers have opportunities to improve their qualifications and gain new competences. Research Support Office provides information and training concerning applications for external funding. Researchers are also encouraged to participate in externally organised trainings in research management and career development.

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with requirements of the Charter.

3.29. Value of mobility

From the European Charter for Researchers:

Employers and/or funders must recognise the value of geographical, intersectoral, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher's career.

Relevant legislation and existing institutional rules and/or practices

The value of mobility, in particular the international mobility, is recognised and promoted in IBL PAN. Recipients of scholarships and fellowships are granted sabbatical leaves which enable them to preserve continuity of employment.

As mentioned in Section 4, a post of Consultant for International Collaborations was created to intensify the establishment of international contacts and facilitate mobility.

To further promote international activities of the staff internal grant scheme *Programme for Development of International Cooperation (IBL.eu)* was launched in 2015. The programme supports mobility as part of the development of international cooperation.

International mobility is also fostered through the Institute's participation in the Erasmus+ exchange programme (France, Germany, Greece, Hungary, Italy, Portugal, Spain, Switzerland). Currently 36 projects at IBL PAN are carried out in cooperation with foreign partners. To reciprocate the exchanges IBL PAN also hosted several interns, especially recipients of prestigious grants: Marie Curie Programme and Fuga Programme (National Science Centre).

Remedial actions required: Following recommendations from periodic reports of implementation of Erasmus+ programme, IBL PAN will intensify dissemination of project results both within the institution and outside and provide better definitions of the selection criteria for researchers applying for ERASMUS+ scholarship.

3.30. Access to career advice

From the European Charter for Researchers:

Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.

Relevant legislation and existing institutional rules and/or practices

As the majority of senior researchers at IBL PAN have permanent or long-term contracts they do not require career advice in terms of job placement assistance. However, they take advantage of trainings and other opportunities for professional development (see Section 39). The Institute should concentrate on supporting the development of scholarly careers of doctoral students to ensure they have better job opportunities after graduating.

Remedial actions required: Provide career advice for doctoral students – e.g. meetings with external adviser.

3.31. Intellectual Property Rights

From the European Charter for Researchers:

Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. Policies and practices should specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organisations, as possibly provided for under specific collaboration agreements or other types of agreement.

Relevant legislation

National level legislation: *The Act on Higher Education (2014)* and internal *Regulations for management of copyrights and related rights, industrial property rights and principles of commercialisation of results of research and development work at IBL PAN.*

Existing institutional rules and/or practices

In 2015, IBL PAN introduced internal *Regulations* on intellectual property rights compliant with the requirements of the new *Act on Higher Education*. Additional information and training on IPR are provided in the context of depositing publications in repositories (see Section 8). Case study based advice is offered by an expert law firm collaborating with the Institute.

Remedial actions required: Increasing legal assistance for individual researchers on case by case basis including the counsel on infringement of their intellectual property rights.

3.32. Co-authorship

From the European Charter for Researchers:

Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc., or to publish their own research results independently from their supervisor(s).

Relevant legislation

The Code of Ethics for Researchers, PAS Committee for Ethics in Research (Article 3.3.)

Existing institutional rules and/or practices

IBL PAN supports all forms of cooperation between researchers including co-authorship. Although joint authorship in the humanities is not as widespread as in other branches of science, monographs and papers co-authored by several authors, also from other institutions, traditionally constitute an important part of the Institute's output. If early career researchers contribute to a publication, care is taken to ensure that their true contribution is adequately recognised and recorded. Appropriation of their original work by others (e.g. supervisors) is prohibited as stipulated by *The Code of Ethics for Researchers*.

The authors who publish their work at the IBL PAN's publishing house (including journals) have to provide a clear statement on authorship of their work.

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with the Charter.

3.33. Teaching

From the European Charter for Researchers:

Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities.

Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.

Relevant legislation and Existing institutional rules and/or practices

IBL PAN, as an Institute of the Polish Academy of Sciences, is only allowed to operate doctoral level studies for a number of students each year. Teaching is considered conducive to researchers' professional development and encouraged. As the number of doctoral students is not high, teaching load is not heavy. On the contrary, not all IBL PAN researchers have an opportunity to teach in the Doctoral Studies Programme

Remedial actions required: Increasing the number of Institute's researchers teaching in the IBL PAN Doctoral Studies Programme.

3.34. Complaints/appeals

From the European Charter for Researchers:

Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/ appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.

Relevant legislation

The Act on the Polish Academy of Sciences regulates the issue of work conflicts and disciplinary matters.

Existing institutional rules and/or practices

Following *The Act*, the Scientific Council appointed from among staff members a spokesman for disciplinary proceedings. In compliance with procedures outlined in *The Act* The spokesman deals with complaints and appeals, also in case of possible conflicts between supervisors and early stage researchers. Spokesman cooperates with Disciplinary Committee which was established in

the Institute to settle disputable issues. Should a staff member contest Disciplinary Committee's ruling, s/he is allowed to appeal to the Appeal Committee of the PAS. Surveyed staff members did not report any problems with conflict-solving, therefore one may conclude that the implemented mechanisms are sufficient.

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with the Charter.

3.35. Participation in decision-making bodies

From the European Charter for Researchers:

Employers and/or funders of researchers should recognise it as wholly legitimate, and indeed desirable, that researchers be represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution.

Relevant legislation

Following the *Act on Polish Academy of Sciences* and accepted practices *The IBL PAN Statute* and *Statute of the IBL PAN Scientific Council* stipulate that the Council, which takes strategic decisions regarding the Institute's development, consists of senior scholars (full and associate professors) and representatives of other groups of employees, including early career researchers and retired employees.

Existing institutional rules and/or practices

Researchers are strongly represented in decision-making bodies of the Institute and influence decisions regarding their professional interests. The Management, i.e. Director and his Deputies are also employed on research positions. Decisions on social matters are taken in collaboration with the trade unions representing all employees' interests.

Indicated additional actions: None; the existing legislation and institutional rules and practices ensure compliance with the Charter.

Training

3.36. Relation with supervisors

From the European Charter for Researchers:

Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.

Relevant legislation

Rules regarding relations of doctoral students with supervisors and the Management are laid out in *Regulations for IBL PAN Doctoral Studies Programme*.

Existing institutional rules and/or practices

Doctoral students maintain regular communication with their tutors. *Regulations* define procedures for reporting and evaluating student's progress and his/her achievements. Doctoral Students Council is elected to represent students in relations with the Doctoral Studies Management, the Institute's Management and the Scientific Council. The students can address their problems or proposals to Director of Doctoral Studies or to the Institute's Management either directly or via the Doctoral Students Council.

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with the Charter.

3.37. Supervision and managerial duties

From the European Charter for Researchers:

Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.

Relevant legislation

The Institute's practice remains in line with the *Code of Ethics for Researchers* which entails (Article 2.10) the senior researchers' responsibility to mentor future generations of researchers and to care for them.

Existing institutional rules and/or practices

IBL PAN places much emphasis on the role of senior researchers in relation to their younger colleagues especially as team leaders, supervisors and mentors for early career researchers. Senior researchers play important role in Departments and Research Groups, often serving as their leaders, what constitutes an opportunity to share and transfer their knowledge and experience.

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with the Charter.

3.38. Continuing Professional Development

From the European Charter for Researchers:

Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.

Relevant legislation and existing institutional rules and/or practices

Much emphasis is placed on continuous development of researchers and the Institute provides organisational and financial support for it. First of all the Institute acts as an information broker providing through its website and mailing lists regular electronic information on conferences, trainings, workshops and courses organised both by the Institute and externally. The same electronic information channels are used by staff members to disseminate information about activities and events others may find interesting. Depending on its financial resources IBL PAN provides financial support for participation in the activities. However, results of our survey show that employees expect better access to trainings, especially in the area of development and management of collaborative projects, with focus on international collaborations.

Remedial actions required: Increasing availability of trainings and courses.

3.39. Access to research training and continuous development

From the European Charter for Researchers:

Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and

for improving their employability through access to measures for the continuing development of skills and competencies.

Such measures should be regularly assessed for their accessibility, takeup and effectiveness in improving competencies, skills and employability.

Relevant legislation and existing institutional rules and/or practices

IBL PAN provides possibilities for professional development and raising of qualifications to all researchers, regardless of their contract type. Heads of Departments and Research Groups are responsible for monitoring and supporting progress of their staff, consulting the existing opportunities for professional development. Research Support Office provides additional support distributing up-to-date information about grant competitions, conferences or trainings and providing administrative assistance in submitting and managing research projects.

To support this process of development of early career researchers the Institute introduced two programmes: 'Young IBL' and 'IBL.eu', respectively in 2012 and in 2015. Within these programmes, internal grants can be won for individual projects in a competitive procedure

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with the Charter.

3.40. Supervision

From the European Charter for Researchers:

Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.

Relevant legislation and existing institutional rules and/or practices

The supervision, mentoring and close relations of a tutor with early stage researchers is recognised by IBL PAN as very important for their development. The management of Doctoral Studies Programme, supervisors of individual doctoral students and heads of Departments and Research Groups are obligated to support and monitor professional progress of junior researchers.

Remedial actions required: None; the existing legislation and institutional rules and practices ensure compliance with the Charter.

4. SUMMARY ACTION PLAN

This section summarizes planned actions described in greater detail in previous sections. The implementation of tasks will be carried out by particular units of IBL PAN under the Management's supervision. The implementation procedure is marked by four milestones: November 2016, May 2017, November 2017, May 2018. At each milestone, the Management will assess the progress of all tasks. The final evaluation after the 2-year period will be dedicated to the entire process.

Chapter	Planned Action	Operational Responsibilities	Timeline of implementation
3.2 Ethical principles	To disseminate information on relevant guidelines and legislation through IBL PAN website: <i>The Code of Ethics for Researchers and Good practices in research. Rules and guidelines</i> and to <i>The European Code of Conduct for Research Integrity</i> .	Research Support Office	by November 2016
3.4 Professional attitude	Improved dissemination of information on funding opportunities. Increased support for preparation and implementation of research projects through information materials, targeted internal workshops and individual consultation.	Research Support Office	by November 2017
3.7 Good practice in research	New strategy for data protection will be completed and implemented; relevant information and training will be provided to the staff.	Human Resources	by May 2017
3.8 Dissemination, exploitation of results	Further promotion of the open access publishing and more information on electronic repositories for staff to increase number of publications deposited in the RCIN repository (workshops, individual consultations).	Digital Humanities Centre	by May 2017

3.15 Transparency (Code)	Changing "Recruitment procedures for research positions at IBL PAN" by designing the feedback procedure.	Scientific Board	by May 2018
3.23 Research environment	Increasing office space, organisation of a social room, purchase of necessary office equipment for headquarters in Warsaw and for branch offices.	Deputy Director	by May 2018
3.25 Stability and permanence of employment	Monitoring the situation of research staff on fixed-term contracts; nominating an ombudsman of research staff on a fixed-term contract.	Deputy Director	by May 2017
3.29 Value of mobility	Following recommendations from periodic reports of implementation of Erasmus+ programme, IBL PAN will intensify dissemination of project results on the institute's website and will provide better definitions of the selection criteria for researchers applying for ERASMUS+ scholarship.	Research Support Office	by May 2017
3.30 Access to career advice	Provide career advice for doctoral students through meetings and consultations.	Research Support Office	by November 2017
3.31 Intellectual Property Rights	Increasing legal assistance for individual researchers on case by case basis including the counsel on infringement of their intellectual property rights.	Digital Humanities Centre / Legal Advisor	by November 2016
3.33 Teaching	Increasing the number of Institute's researchers teaching in the IBL PAN Doctoral Studies Programme.	Management of Doctoral Studies	by May 2018
3.38 Continuing Professional Development	Increasing availability of trainings and courses.	Deputy Director	by May 2018
All chapters	Internal evaluation of implemented improvements	Management	May 2018