

GAP Analysis (Charter and Code Checklist)

Case numer: 2021PL665028

Name Organisation under review: The John Paul II Catholic University of Lublin

Organisation's contact details: Al. Raclawickie 14, Lublin, 20-950, Poland

Date endorsement charter and code: 31/07/2021

GAP Analysis overview

The Charter and Code provides the basis for the Gap analysis. In order to aid cohesion, the 40 articles have been renumbered under the following headings. Please provide the outcome of your organisation's GAP analysis below. If your organisation currently does not fully meet the criteria, please list whether national or organisational legislation may be limiting the Charter's implementation, initiatives that have already been taken to improve the situation or new proposals that could remedy the current situation. In order to help the organisation's recruitment strategy, a specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment.

European Charter for Researchers and Code of Conduct for the Recruitment of Researchers : GAP analysis overview

- **Status:** to what extent does the organisation meet the following principles?
- **Implementation** (++, +/- , -/+, --):
 - ++ fully implemented
 - +/- almost but not fully implemented
 - -/+ partially implemented
 - -- insufficiently implemented
- **GAP:** In case of --, -/+, or +/-, please **indicate the actual "gap"** between the principle and the current practice in your organisation.
- **Implementation impediments:** If relevant, please list any national/regional legislation or organisational regulation currently impeding implementation
- **Initiatives undertaken/new proposals:** If relevant, please list any initiatives that have already been taken to improve the situation and/or new proposals that could remedy the current situation.

Status				
	Ethical and Professional Aspects	Implementation	GAP/Implementation impediments	Initiatives undertaken/new proposals
1	Research freedom	++ fully implemented		operating in accordance with statutory requirements (Act of 20 July 2018 – Law on Higher Education and Science); having in place the following strategic documents: the Statute of the John Paul Catholic University of Lublin (KUL), the Development Strategy of KUL, and other internal regulations
2	Ethical principles	++ fully implemented		having in place the internal regulations; a plan of promoting the principles of "The Code of Ethics for Research Workers of the Polish Academy of Sciences"
3	Professional responsibility	++ fully implemented		operating in accordance with statutory requirements (Act of 20 July 2018 – Law on Higher Education and Science); having in place the Statute of KUL, the Principles of Anti-Plagiarism Policy and Verification of Originality of Diploma Dissertations at KUL, and other internal regulations
4	Professional attitude	++ fully implemented		having in place the following documents: the Development Strategy of KUL, the Organisational Regulations of KUL (e.g., description of

				competences of individual departments), Project Management Regulations, Regulations of Internal Grant Competitions, etc.
5	Contractual and legal obligations	++ fully implemented		operating in accordance with statutory requirements (Act of 20 July 2018 – Law on Higher Education and Science); having in place the Work Regulations, the Regulations for the Management of Copyright, Related Rights and Industrial Property Rights, Rules for Awarding Academic Degrees at KUL; systematically organising and carrying out training for KUL staff on anti-corruption, health and safety issues
6	Accountability	++ fully implemented		having in place Regulations for Awarding Contracts and Making Purchases at KUL, as well as Project Management Regulations; content and administrative support of the University through relevant organizational units (departments) included in the organisational structure of KUL, Patent Officer, Internal Auditor, etc.
7	Good practice in research	++ fully implemented		having in place Work Regulations and other internal regulations; conducting occupational health and safety

				training as well as personal data protection training; employing a Data Protection Officer at KUL
8	Dissemination, exploitation of results	++ fully implemented		operations of the Institutional Repository at KUL, the Science Commercialisation Centre and the Patent Officer; operations of the Scientific Information Department (University Library); applying for and implementing projects financed from external sources (The National Science Centre, The National Centre for Research and Development, Ministry of Education and Science as well as The Polish National Agency for Academic Exchange programmes)
9	Public engagement	++ fully implemented		stablishing and operations of the Expert Team at KUL; organising the Open Days of KUL and participating in the annual Lublin Science Festival; activities of Scientific Circles, the University Legal Counselling Centre, KUL CAN: the Centre for Activation of People with Disabilities, and the psychological counselling centre at the KUL Health Care Centre; conducting education based on the "Service

				Learning” method, which enables students to put into practice the theoretical knowledge gained during their education through cooperation with governmental, social and civic organisations
10	Non discrimination	++ fully implemented		continuing the operations of the team appointed to establish the KUL Gender Equality Plan; activities of the KUL Rector's Plenipotentiary for Counteracting Bullying
11	Evaluation/ appraisal systems	++ fully implemented		developing and implementing criteria and rules for periodic evaluation of researchers, academic teachers; developing a procedure for students, including doctoral ones, to express their opinions on classes, lecturers conducted
Recruitment and Selection - please be aware that the items listed here correspond with the Charter and Code. In addition, your organisation also needs to complete the checklist on Open, Transparent and Merit-based Recruitment included in a separate section, which focuses on the operationalization of these principles.				
12	Recruitment	++ fully implemented		having in place the following internal regulations: the Statute of KUL, the Work Regulations, the Order on the Establishment and Extension of the Employment Relationship of Academic Teachers
13	Recruitment (Code)	+/- almost but not fully implemented	a description of open, effective, transparent recruitment procedures	a plan for developing an Open Transparent and Merit-based Recruitment (OTM-R)

			that are not fully comparable at international level	procedure at KUL
14	Selection (Code)	+/- almost but not fully implemented	legal provisions applicable to the University, to some extent, hinder the implementation of the principle	a plan for developing an Open Transparent and Merit-based Recruitment (OTM-R) procedure at KUL; continuing the operations of the team appointed to establish the KUL Gender Equality Plan
15	Transparency (Code)	+/- almost but not fully implemented	no practice of providing information and feedback regarding the results of the researchers recruitment process	a plan for developing an Open Transparent and Merit-based Recruitment (OTM-R) procedure at KUL
16	Judging merit (Code)	+/- almost but not fully implemented	missing information about some of the essential elements of the research achievements of candidates	standardising the CV template that covers all categories of academic achievements
17	Variations in the chronological order of CVs (Code)	++ fully implemented		--
18	Recognition of mobility experience (Code)	+/- almost but not fully implemented	missing information about some of the essential elements of the research achievements of candidates	standardising the CV template that covers all categories of academic achievements
19	Recognition of qualifications (Code)	-/+ partially implemented	legal provisions applicable to the University, to some extent, hinder the implementation of the principle	planning and implementing activities aimed at recognising non-formal qualifications
20	Seniority (Code)	++ fully implemented		having in place the following

				internal regulations: the Statute of KUL, the Work Regulations, the Order on the Establishment and Extension of the Employment Relationship of Academic Teachers
21	Postdoctoral appointments (Code)	++ fully implemented		having in place the following internal regulations: the Statute of KUL, the Work Regulations, the Order on the Establishment and Extension of the Employment Relationship of Academic Teachers
	Working Conditions and Social Security	Implementation	GAP/Implementation impediments	Initiatives undertaken/new proposals
22	Recognition of the profession	++ fully implemented		having in place the following internal regulations: the Statute of KUL, the Work Regulations, the Order on the Establishment and Extension of the Employment Relationship of Academic Teachers
23	Research environment	+/- almost but not fully implemented	gaps in the ICT infrastructure due to the wear and tear of existing infrastructure elements and the dynamic development of scientific research	implementing and developing new externally-funded projects aimed at expanding the existing resources and purchasing new infrastructure elements
24	Working conditions	++ fully implemented		operating in accordance with statutory requirements (Act of 20 July 2018 – Law on Higher Education and Science), the

				Statute of KUL and the Work Regulations
25	Stability and permanence of employment	++ fully implemented		operating in accordance with statutory requirements (Act of 20 July 2018 – Law on Higher Education and Science), the Statute of KUL and the Work Regulations
26	Funding and salaries	++ fully implemented		operating in accordance with statutory requirements (Act of 20 July 2018 – Law on Higher Education and Science), the Statute of KUL, the Work Regulations and other internal regulations
27	Gender balance	++ fully implemented		continuing the operations of the team appointed to establish the KUL Gender Equality Plan
28	Career development	-- insufficiently implemented	no developed career paths for researchers	activities planned in the Action Plan
29	Value of mobility	++ fully implemented		having internal regulations, e.g.: Ordinance on the introduction of the Rules on the Eligibility and Implementation of Mobility of Academic Teachers of KUL for the purpose of teaching within the framework of the ERASMUS+ Educational Mobility in the higher education sector between the countries of the programme in the academic year 2021/22; Strategy for the Internationalisation of

				Research of KUL
30	Access to career advice	-- insufficiently implemented	no recognized solutions or practice in this field	activities planned in the Action Plan
31	Intellectual Property Rights	++ fully implemented		having in place internal regulations, e.g.: the Regulations for the Management of Copyright, Related Rights and Industrial Property Rights
32	Co-authorship	++ fully implemented		having in place regulations and internal solutions
33	Teaching	+/- almost but not fully implemented	insufficient supervision over academic teachers, researchers by team leaders and no optimal rules of distributing teaching assignments	revising the regulations on distributing teaching assignments; standardising the principles of supervision of faculty members by the heads of faculties
34	Complains/ appeals	++ fully implemented		having internal regulations setting out rules for handling complaints and appeals
35	Participation in decision-making bodies	++ fully implemented		having regulations and internal solutions applied in the form of the functioning of representative and opinion-giving bodies, in particular university and faculty committees
	Training and Development	Implementation	GAP/Implementation impediments	Initiatives undertaken/new proposals
36	Relation with supervisors	-/+ partially implemented	a lack of catalogued good practices, standards in providing scientific supervision and shaping the attitudes and skills of young researchers; no	having in place Regulations of the Doctoral School; acquiring externally-funded projects aimed at implementing training services

			practice in providing information, record progress, report on the supervision over early-stage researchers	
37	Supervision and managerial duties	-/+ partially implemented	a lack of career development strategy or university mentoring system for junior researchers	having in place Work Regulations, the Development Strategy of KUL, Regulations of the Doctoral School; acquiring externally-funded projects aimed at implementing training services; activities of the KUL Rector's Plenipotentiary for Counteracting Bullying; continuing the operations of the team appointed to establish the KUL Gender Equality Plan
38	Continuing Professional Development	-/+ partially implemented	a lack of clearly defined regulations concerning the supervision of continuing professional development duty by the immediate superiors of researchers	having in place the Development Strategy of KUL and Work Regulations, and implementing rules for periodic review of researchers, academic teachers
39	Access to research training and continuous development	+/- almost but not fully implemented	a lack of a training database within the University's IT infrastructure	acquiring externally-funded projects aimed at implementing training services
40	Supervision	+/- almost but not fully implemented	a lack of catalogued good practices, standards in providing scientific supervision and shaping the attitudes and skills of	having in place Regulations of the Doctoral School; acquiring projects funded from sources other than the University budget, aimed at implementing training

			young researchers; no practice in providing information, record progress, report on the supervision over early-stage researchers	services
--	--	--	--	----------