

**RESULTS OF THE SURVEY/QUESTIONNAIRE
"IMPLEMENTATION OF THE PRINCIPLES OF THE
EUROPEAN CHARTER FOR RESEARCHERS
AND CODE OF CONDUCT FOR THE RECRUITMENT OF
RESEARCHERS" AT IH PAN
CAWI survey, 27 March - 25 April 2023**

ABOUT THE SURVEY:

The questionnaire was designed to collect the opinions of employees and doctoral candidates on working and study conditions at the Tadeusz Manteuffel Institute of History of the Polish Academy of Sciences. The survey was part of the activities connected with IH PAN's entry into the procedure for obtaining the '**HR EXCELLENCE IN RESEARCH**' badge, awarded by the European Commission.

The structure of the survey, including the order of questions, resulted from the requirements of the application procedure. All academic staff, research and technical staff and PhD candidates, as well as administrative staff of IH PAN are invited to participate in the survey.

SURVEY METHODOLOGY:

The questionnaire was developed by the Working Group (WG) in a series of meetings focusing on specific areas covered by the questionnaire. It was decided to use a CAWI questionnaire (although the option to submit a paper version of the questionnaire was also provided). The questionnaire was fully anonymous - WG members only had access to the final anonymised aggregate data, as the e-tool used to conduct the survey was hosted by an external entity. A link to the e-tool used in the survey was sent to all employees along with a letter introducing the procedure, explaining to employees the purpose of the survey and the HRS4R principles and asking them to participate in the survey. The questionnaire was intended to be completed by all employees, even if they are not closely involved in the research activities.

The questionnaire included the following items:

- general introduction and instructions
- statistical section. It was designed to preserve anonymity as much as possible. This part was included because establishing a profile of the people answering the questions was important for a proper analysis of the data obtained,
- 47 statements based on the principles of the Charter and the Code divided into the following sections: 1. ethical and professional aspects (1-16); 2. recruitment (17-24); 3. working conditions (25-40); 4. training and professional development (41-47).

Employees were asked to respond using a five-point rating scale:

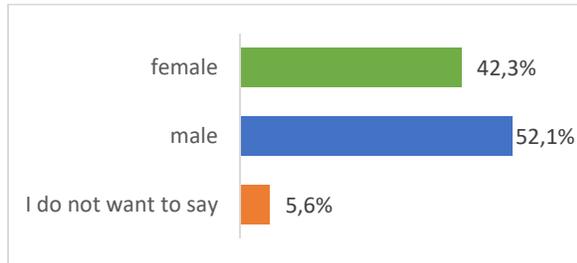
1. I strongly disagree;
2. disagree;
3. difficult to say;
4. I tend to agree;
5. strongly agree.

Each section also contained an open text for comments, suggestions and proposals for action to improve the current situation.

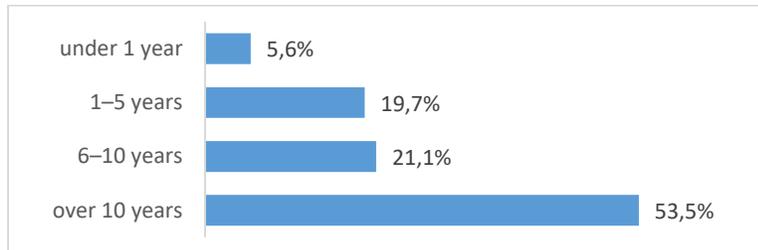
RESULTS OF THE SURVEY

STATISTICS

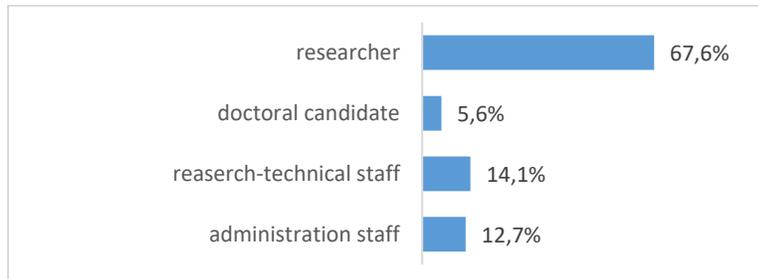
Gender:



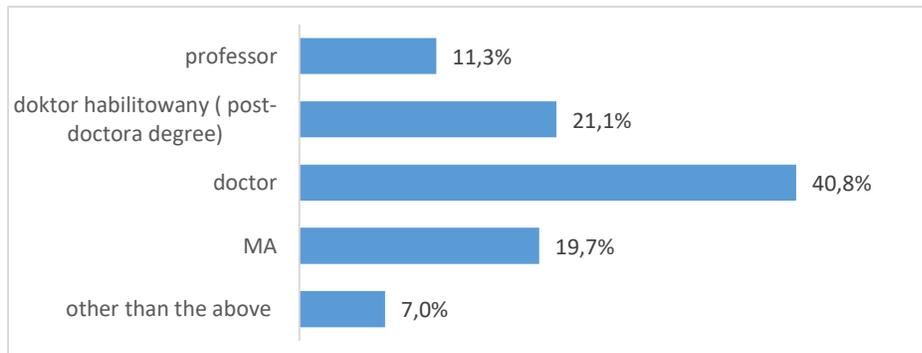
Length of employment at IH PAN:



Staff group:

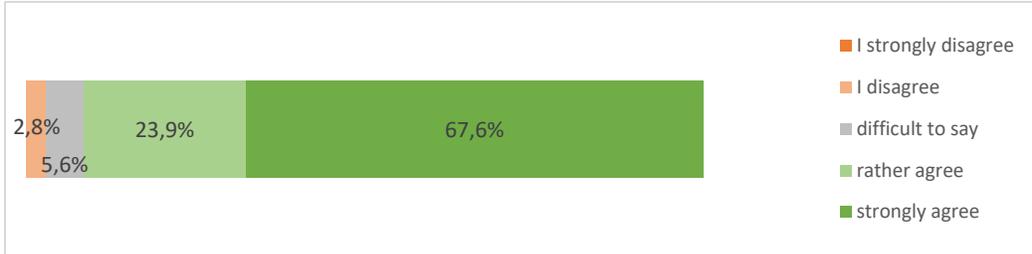


Academic title/degree/professional title:

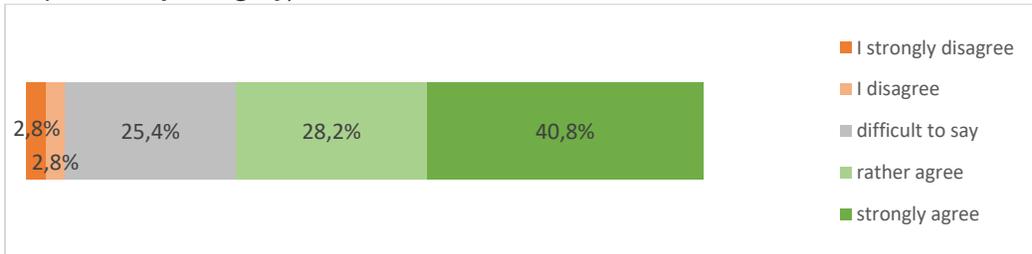


PART I.
ETHICAL AND PROFESSIONAL ASPECTS

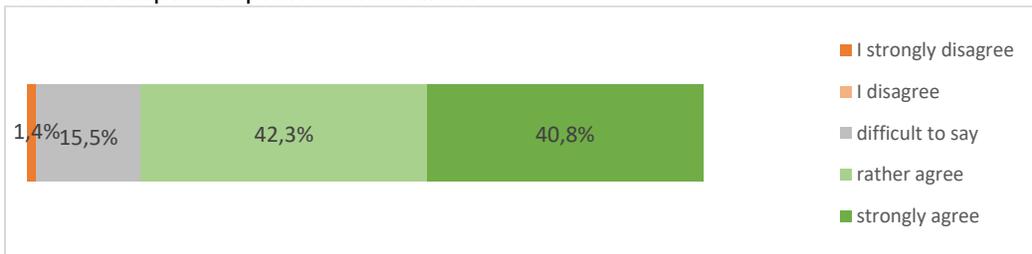
2. In their research, IH PAN employees may fully exercise their freedom of belief and expression, including the freedom to determine the methods of solving research problems.



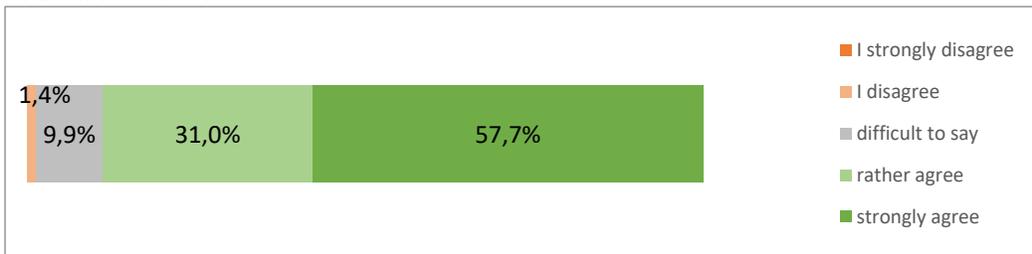
2. Procedures are in place in IH PAN to address violations of basic ethical principles and non-compliance with the values contained in the Code of Ethics for Scientists (e.g. independence, responsibility, integrity).



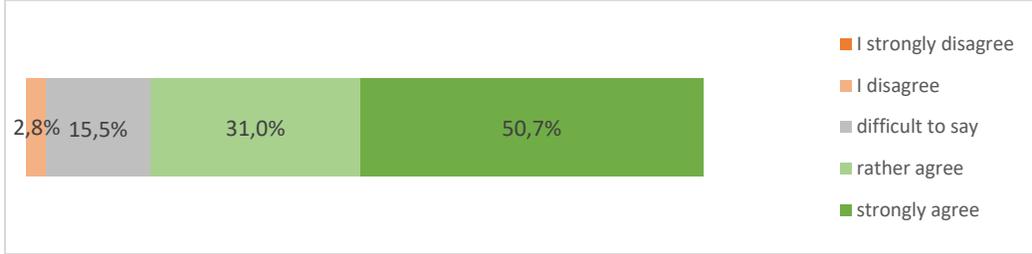
3. Research staff in IH PAN are committed to ensuring that their research is relevant to society and does not duplicate previous research.



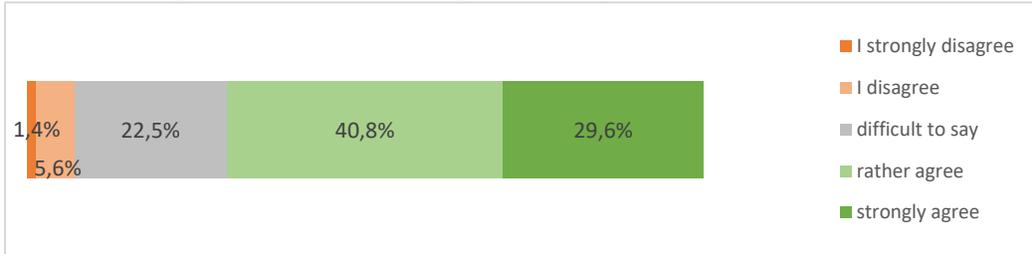
4. Researchers in IH PAN have complete freedom to choose the topics of their research.



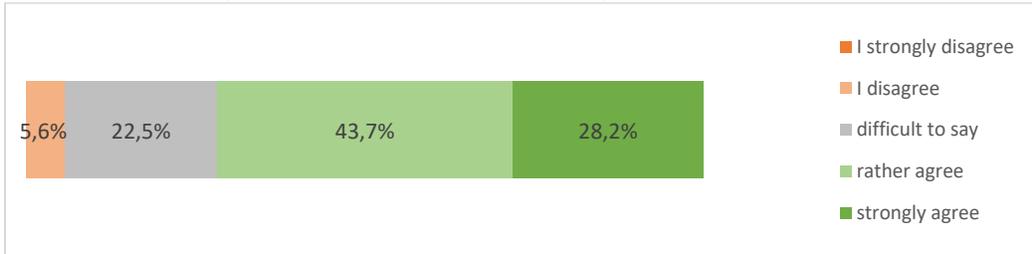
5. IH PAN staff respect the principles of intellectual property rights and data sharing, both in individual research and in research carried out in collaboration with other scientists.



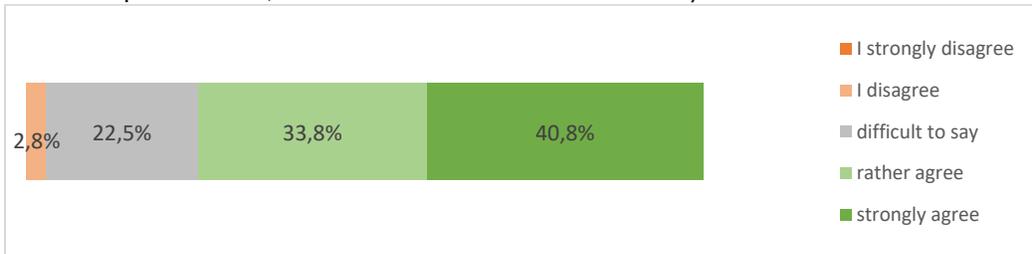
6. IH PAN staff are familiar with research funding mechanisms and obtain all necessary approvals before starting research or accessing the funds provided.



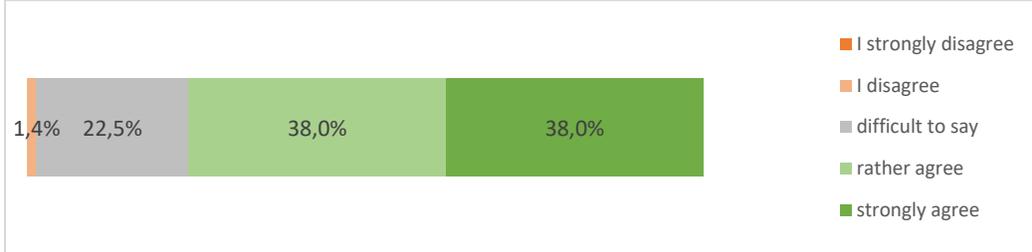
7. IH PAN research staff shall notify their employers, grantors or supervisor in the event of delays, substantive changes or difficulties in completing the research project.



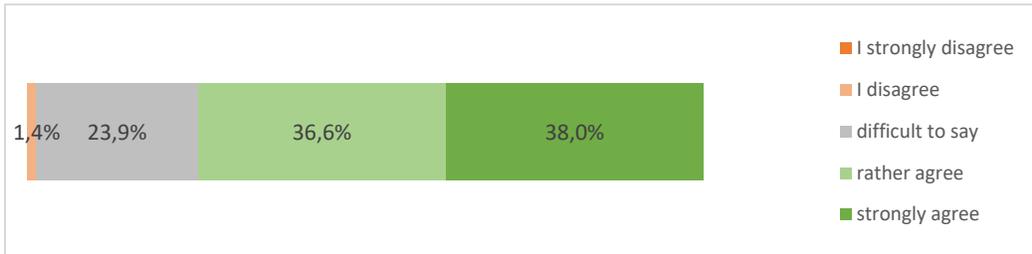
8. IH PAN staff members apply good research practices in both individual and collaborative research (such as, among others, proper handling of data, maintenance of research procedures, maintenance of review procedures, avoidance of conflicts of interest).



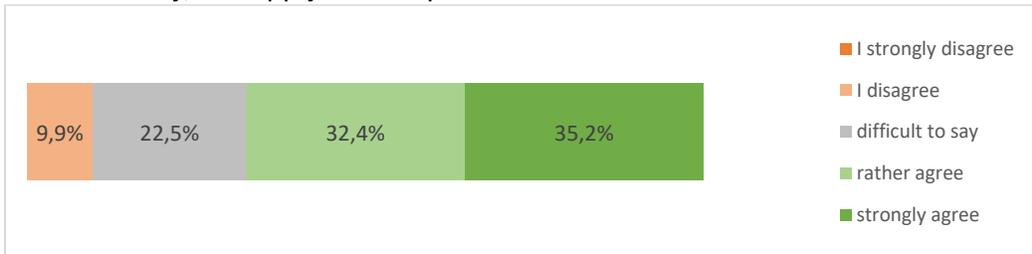
9. The research staff of IH PAN shall fulfil the commitments regarding the required research outputs, which are defined in the terms and conditions of the grant agreement or equivalent documents.



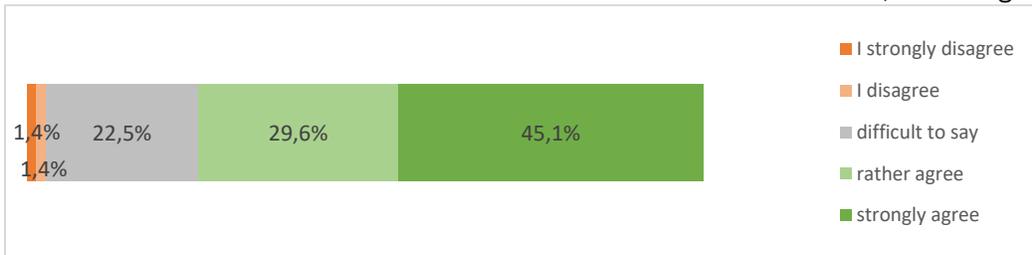
10. The staff of IH PAN adhere to the principles of efficient financial management and cooperate with all bodies authorised to control research.



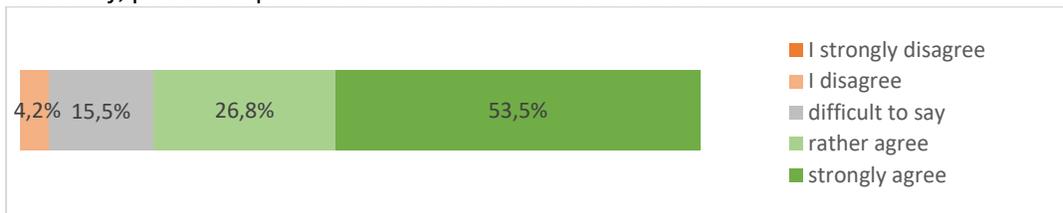
11. IH PAN staff are aware of the applicable national laws, including those on data protection and confidentiality, and apply them in practice.



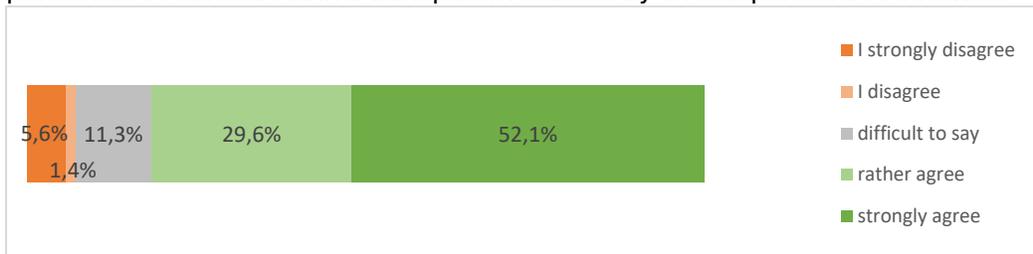
12. Researchers in IH PAN are committed to disseminating the results of their research and making them available to other scientific communities and to a wide audience, including non-specialists.



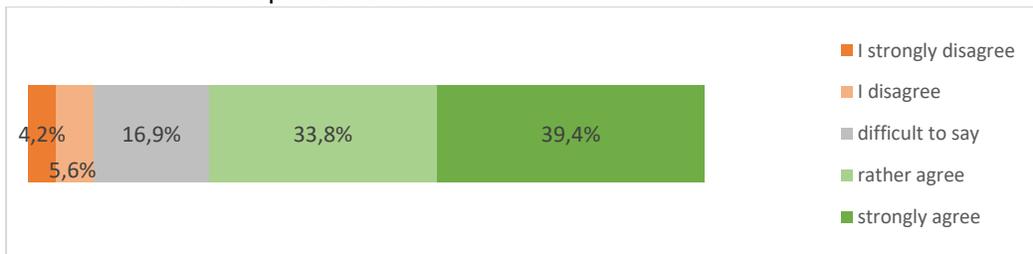
13. Grantors and the employer do not discriminate in any way against IH PAN researchers on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion and social or material status.



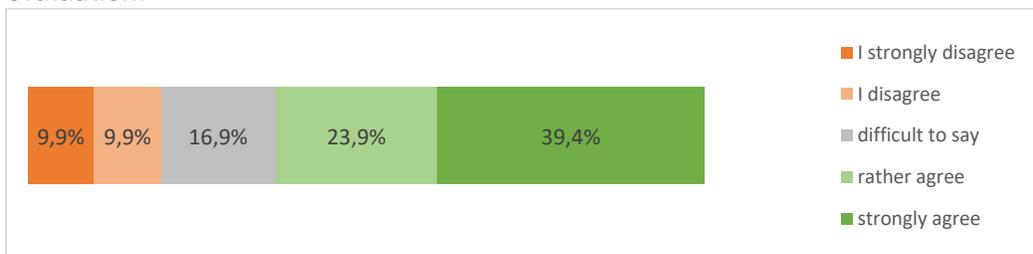
14. There is a system of staff evaluation in IH PAN for regular assessment of their professional performance carried out in a transparent manner by an independent committee.



15. The staff evaluation system in IH PAN takes into account the overall scientific creativity as well as research results and publications.

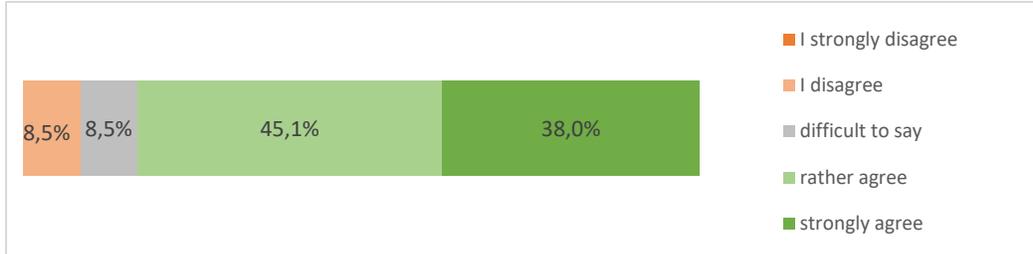


16. The evaluation system in IH PAN takes into account national or international cooperation, administrative duties and mobility in the evaluation system, thus influencing the outcome of the staff evaluation.

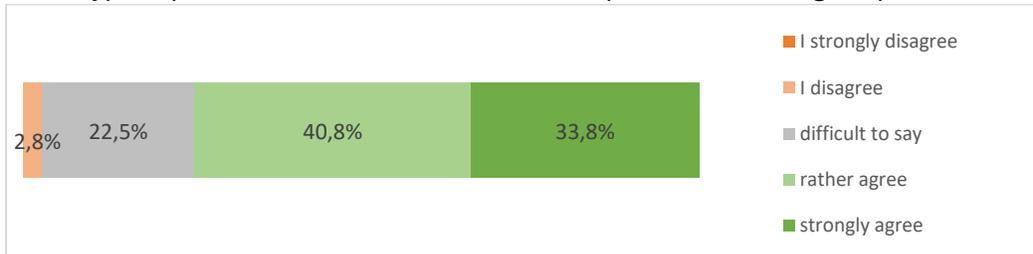


**PART II.
RECRUITMENT**

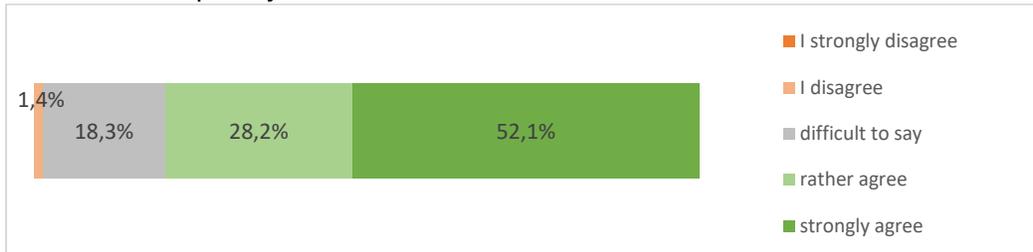
17. In IH PAN, the standards for recruiting staff for jobs are clearly defined and based only on merit criteria.



18. In IH PAN, the employer has established open and transparent recruitment procedures adapted to the type of position offered, which can be compared with analogous procedures in foreign centres.



19. In IH PAN, the composition of the Selection Committee is determined without preference to either gender, based on the professional experience and the background and training of its members in order to adequately assess the candidates.



20. In IH PAN, the employer informs candidates about the recruitment process, the criteria for selecting candidates, career prospects and the strengths and weaknesses of the applications submitted.

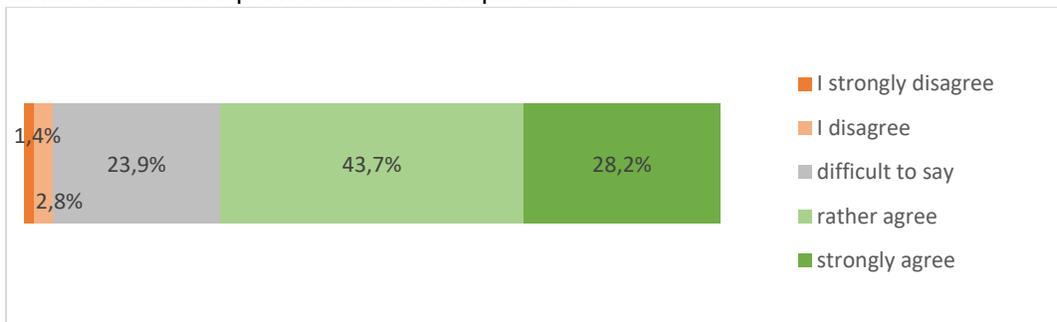


21. In IH PAN, the employer takes into account the whole range of professional experience of the candidates in the selection process, assessing their achievements both qualitatively and

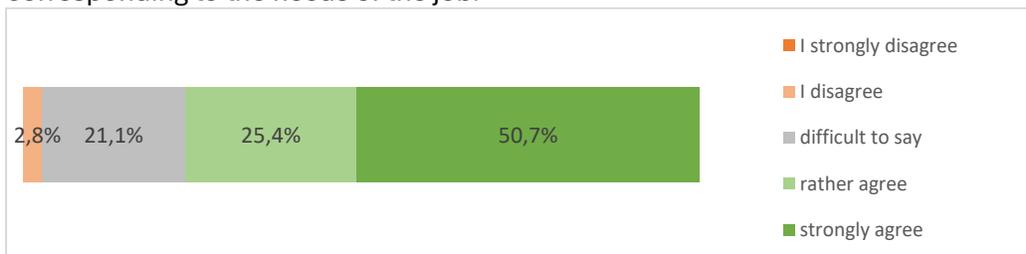
quantitatively, not limiting themselves to the number of publications, but also taking into account other achievements, the level of knowledge of foreign languages, administrative experience, etc.



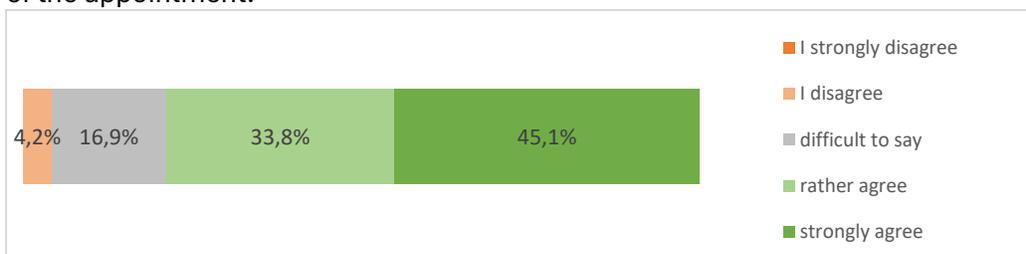
22. In IH PAN, in the recruitment process, mobility experience (residence in another country/region or in a different research environment), professional experience including informal qualifications, change of discipline or specialisation during the research career are seen as valuable contributions to the candidate's professional development.



23. In IH PAN, the recruitment process establishes the required level of basic qualifications corresponding to the needs of the job.

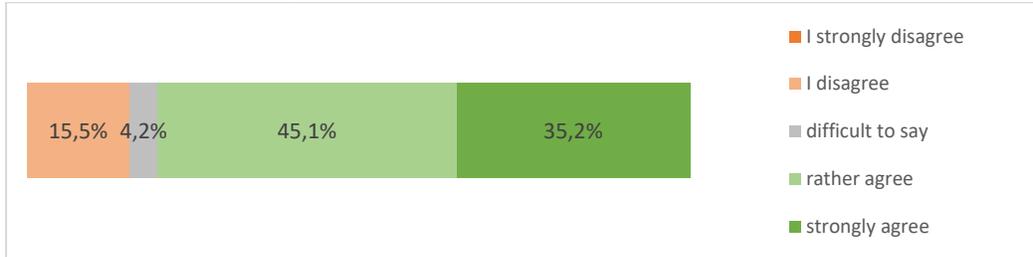


24. In IH PAN, the employer has established clear rules for recruitment and temporary employment for positions in research projects, as well as the maximum duration of the position and the objectives of the appointment.

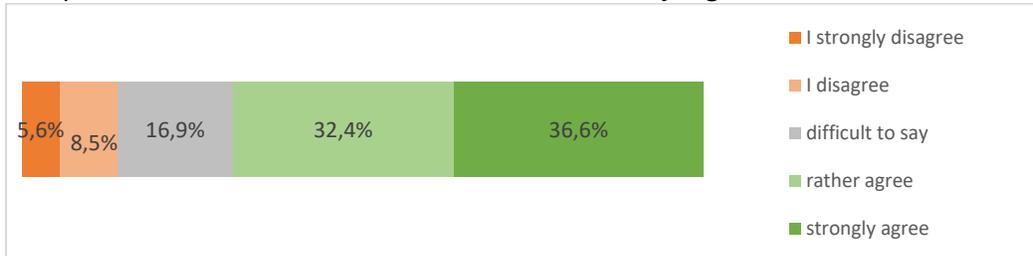


**PART III.
WORKING CONDITIONS**

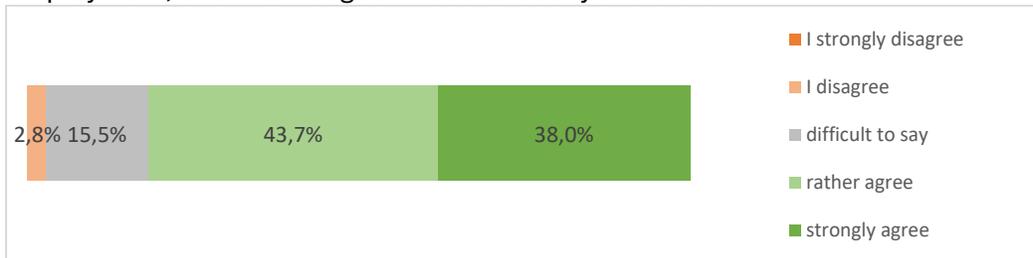
25 In IH PAN, all employees are recognised as professionals and treated in an appropriate manner.



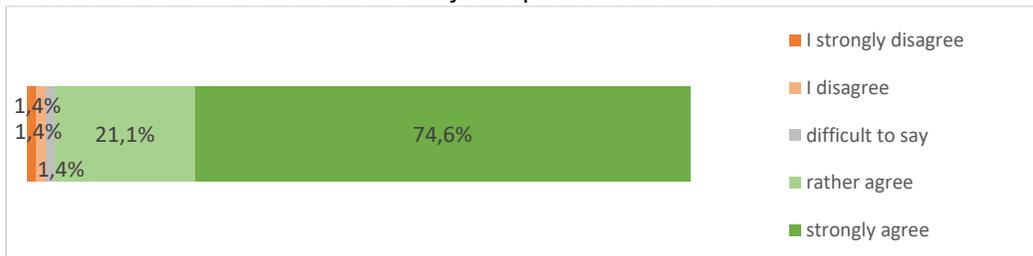
26. IH PAN is committed to providing an appropriate research environment and infrastructure. It complies with national and sectoral health and safety regulations.



27. There are clear rules in IH PAN for the allocation of the resources needed to conduct research and make it public and to carry out other activities undertaken by staff within the scope of their employment, and knowledge of these is readily available.



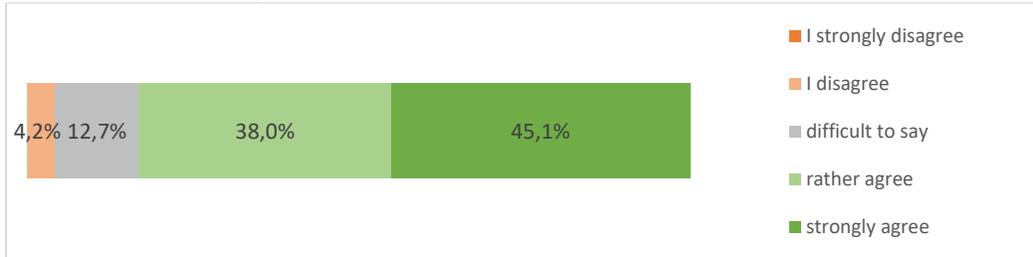
28. IH PAN provides flexible working conditions (e.g. flexible working hours), allowing for effective research and reconciliation of family and professional life.



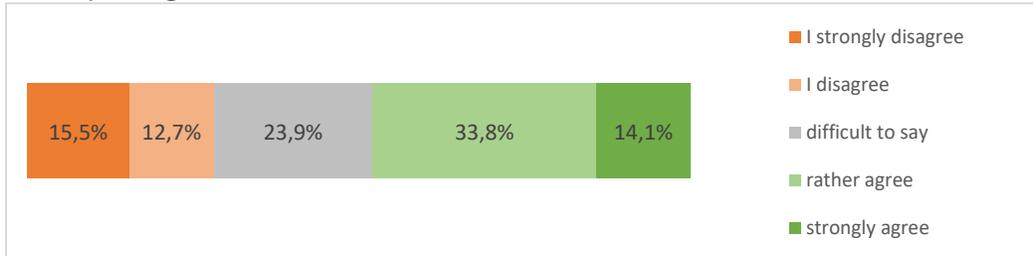
29. IH PAN provides stable employment conditions. The type of employment contract concluded does not have a negative impact on the performance of employees.



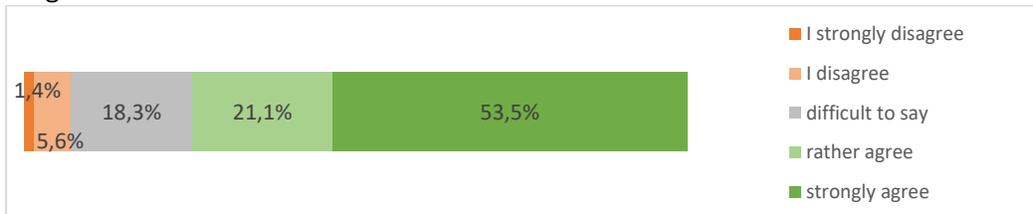
30. There are clear rules in IH PAN regarding the allocation of funds for research and staff activities and their accounting.



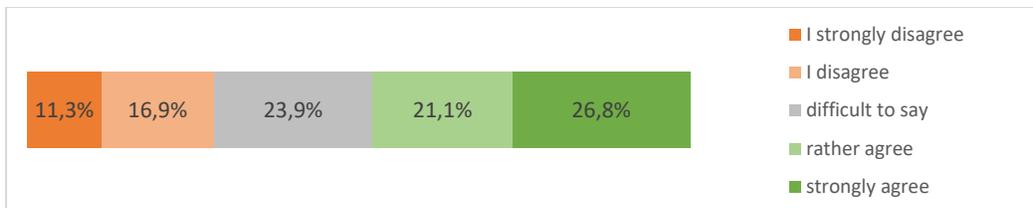
31. IH PAN provides research staff with fair and attractive remuneration conditions together with a social package.



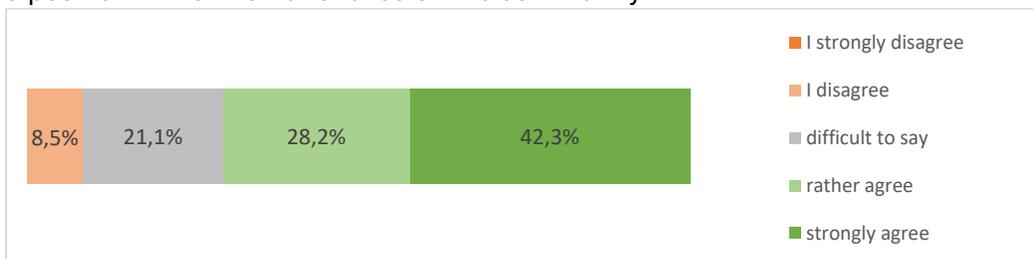
32. There is equal treatment in IH PAN for representatives of different genders at every stage of their career. The Institute provides equal opportunities for all during recruitment and at subsequent career stages.



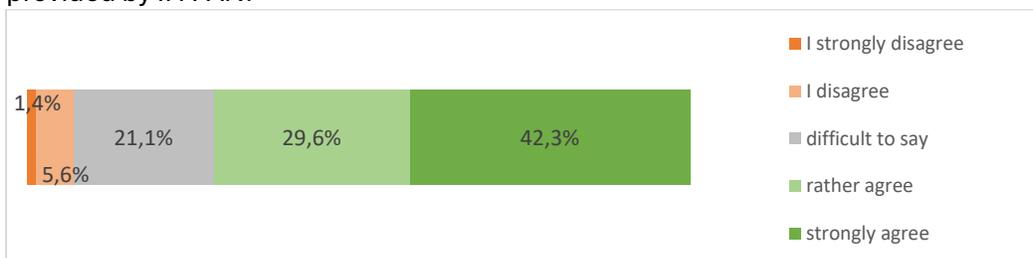
33. Researchers in IH PAN have the opportunity to set/consult their own strategy for research career development. Mentors are available to support and inspire the professional development of researchers.



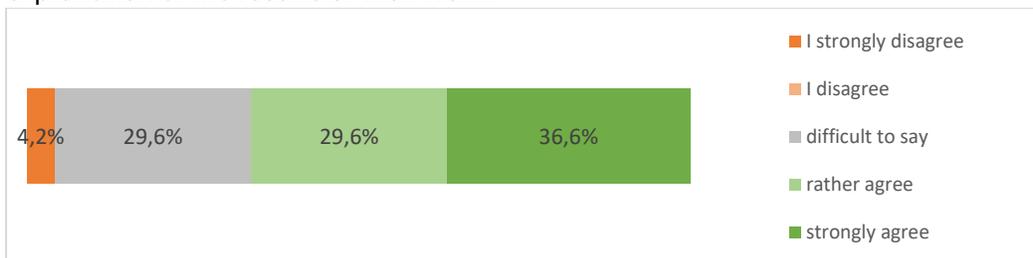
34. IH PAN supports and encourages research staff to participate in national and international mobilities /traineeships and to actively seek opportunities for international cooperation and to build a position in the international scientific community.



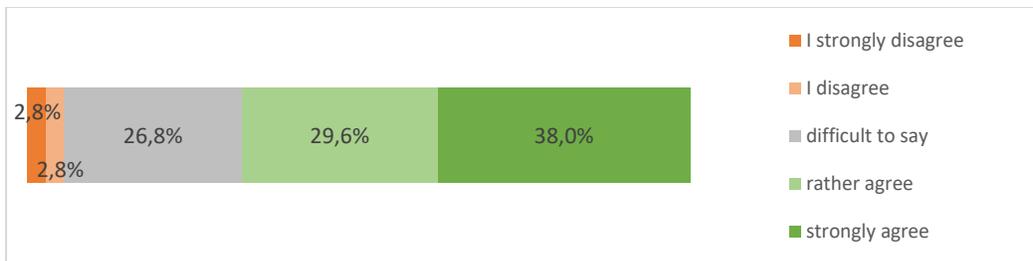
35. Employees at every stage of their career should be able to benefit from career counselling provided by IH PAN.



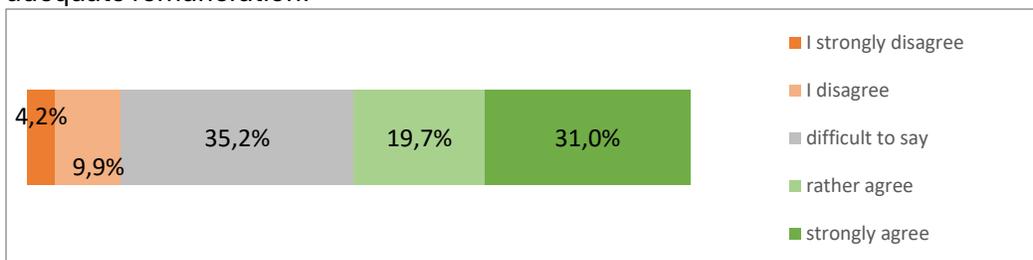
36. IH PAN clearly defines the rules related to the exploitation of copyrights by its employees and, in particular, does not exclude the possibility of financial gain by research staff from the commercial exploitation of the results of their work.



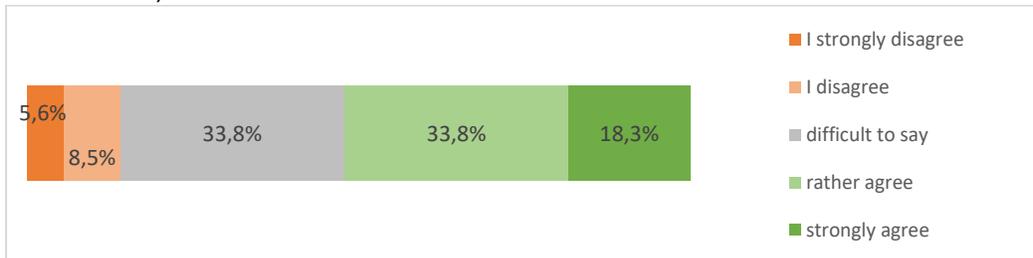
37. IH PAN takes a positive attitude towards co-authorship. It makes sure that the creative contributions of researchers - especially PhD candidates and young scientists - are reflected by listing them as co-authors.



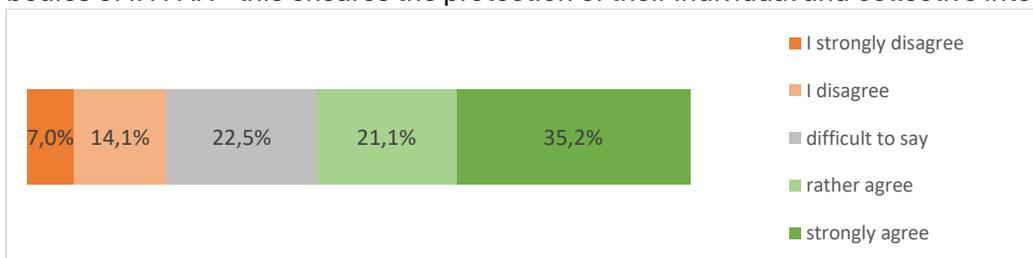
38. IH PAN supports the involvement of employees in the training of young scientists and students. It recognises this activity in the employee's individual appraisal and provides appropriate training and adequate remuneration.



39. Procedures and bodies are in place in IH PAN to deal efficiently and impartially with any disputes or conflicts (including issues concerning conflicts between supervisors and early career researchers).



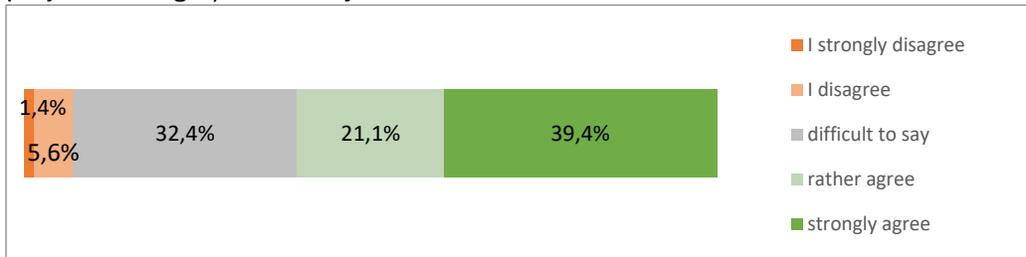
40. All groups of employees (research staff, administrative staff, other staff) and at different stages of their careers are adequately represented in all decision-making, information and consultation bodies of IH PAN - this ensures the protection of their individual and collective interests.



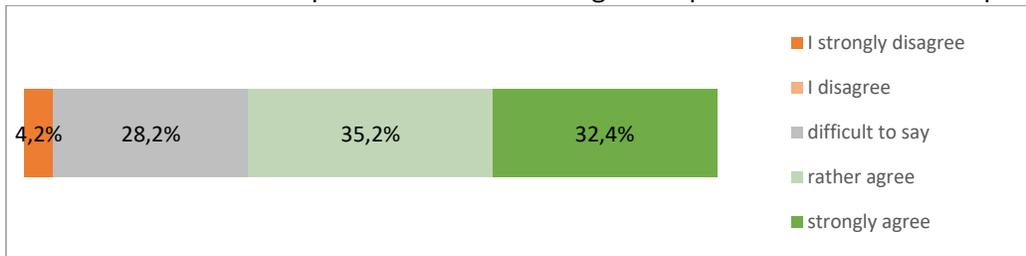
PART IV.

TRAINING AND DEVELOPMENT

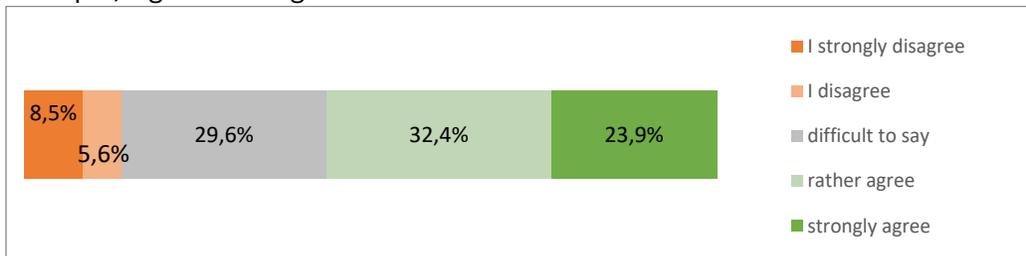
41. In IH PAN, the standards for the relationship with a supervisor (e.g. supervisor or project manager) are clearly defined.



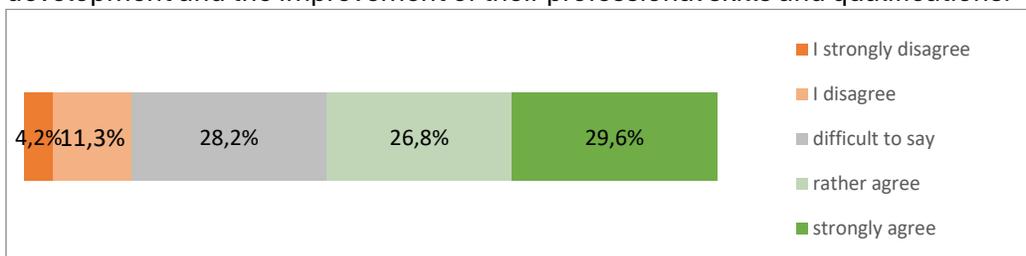
42. In IH PAN, the employer will appoint a supervisor who is capable of supervising research work, has the time, relevant knowledge, experience, competence and commitment to whom the early career researcher can report on matters relating to the performance of his/her professional duties.



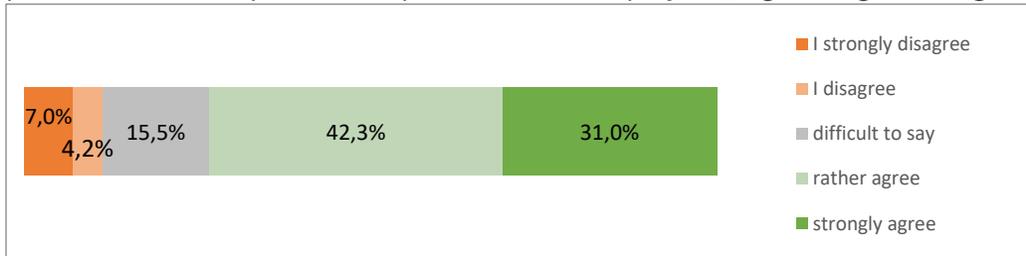
43. In IH PAN, supervisors take care to ensure a fair division of responsibilities between employees that does not hinder their professional development, e.g. impose administrative duties equally on all research staff, ensure that administrative staff are not forced to do work that should be done by, for example, a grant manager.



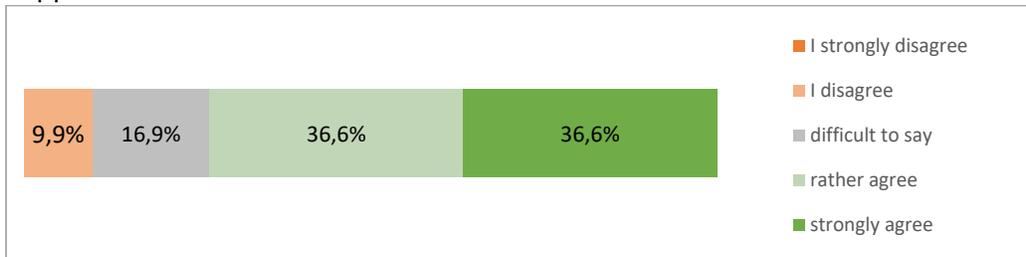
44. In IH PAN, the employer supports employees at all stages of their careers in their continuing development and the improvement of their professional skills and qualifications.



45. In IH PAN, the employer informs the employees about the possibilities and rules for funding to promote the development and qualification of employees, e.g. through training.



46. Individual initiatives of staff members that can positively influence their professional development and gain position and recognition in the international scientific community are supported at IH PAN.



47. In IH PAN, employees have the possibility to appeal against an employer's decision related to their professional development, e.g. against the outcome of an employee appraisal or a decision not to grant funding.

