



**Regulation No. 44/2023  
of the Rector of the University of Opole  
of June 05, 2023**

**on the appointment of the Team for the Application and  
Implementation of the European Charter for Researchers and the Code  
of Conduct for the Recruitment of Researchers at the University of  
Opole**

Pursuant to **Art. 23(2)(2)** of the Act of 20 July 2018 - *Law on Higher Education and Science* (Journal of Laws 2023, Item 742) as amended), the **Rector of the University of Opole** orders as follows:

**Section 1**

A **Team for the application and implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers**, hereinafter referred to as the Team, shall be established at the University of Opole.

**Section 2**

The Team referred to in Section 1 shall consist of:

- 1) Members coordinating the work of the Team:
  - a) **Assoc. Prof. Rafał Matwiejczuk, MEng, PhD, DSc** – Vice-Rector for Development and Finance, Team Chair
  - b) **Assoc. Prof. Dominika MALCHAR-MICHALSKA, MEng, PhD, DSc** – Team Deputy Chair,
  - c) **Laura PŁATKOWSKA-PROKOPCZYK, PhD,**
  - d) **Małgorzata MITRUS, PhD,**
  - e) **Agnieszka PIESTRAK, MA;**
- 2) Team members representing academic teachers and doctoral students:
  - a) directors of the Institutes
  - b) heads of inter-faculty university-wide teaching units,
  - c) Chair of the Scientific Council,
  - d) Director of the Doctoral School of the University of Opole,
  - e) Representative of doctoral students/Doctoral Students' Union of the University of Opole.
  - f) other employees involved in the work of the Team;
- 3) Team members representing non-academic staff:
  - a) Director of the Chancellor's Office,
  - b) Deputy Director of the Human Resources Office
  - c) Director of the Finance Office
  - d) Director of the Office for Research and Project Management
  - e) Proxy for Equal Treatment.
  - f) Director of the Office of Marketing and Public Relations,

- g) Director of the IT Centre,
- h) representative of the Legal Service Team,
- i) Internal Auditor,
- j) Director of the Centre of Modern Technologies,
- k) Director of the Office of Quality Assurance,
- l) Disciplinary Officer for Academic Teachers,
- m) Director of the Office of Academic and Student Affairs
- n) heads of faculty offices,
- o) Data Protection Officer
- p) Director of the UO Library
- q) other employees included in the work of the Team.

### **Section 3**

#### 1. Tasks of the Team's Chair:

- 1) substantive supervision of the Team's work;
- 2) coordination of the works carried out by the Team, in accordance with the adopted scope of work and implementation schedule;
- 3) ensuring proper flow of information and communication within the scope of the works conducted;
- 4) presenting regular reports on the Team's activity to the Rector of the University of Opole.

#### 2. The Team's tasks:

- 1) preparation of application documentation;
- 2) implementation (after obtaining the award) of the principles of the European Charter for Researchers, hereinafter referred to as the Charter, and the Code of Conduct for the Recruitment of Researchers, hereinafter referred to as the Code, in accordance with the guidelines of the European Commission.

#### 3. Scope of the Team's work:

- 1) developing and conducting a study (survey) among academic teachers and doctoral students of the University of Opole concerning their assessment of the implementation of the principles of the Charter and the Code by the University of Opole;
- 2) preparation of a report on the study (survey) conducted among academic teachers and doctoral students of the University of Opole;
- 3) developing and carrying out activities to promote the principles of the Charter and the Code among the University of Opole employees, in particular academic teachers and doctoral students;
- 4) preparing and submitting to the European Commission all required documents related to the application process;
- 5) analysing internal legal regulations, procedures and practices applied at the University of Opole with regard to compliance and the extent to which the University implements the provisions of the Charter and the Code, taking into account the obligations arising from applicable acts of national law, with respect to the areas of operation of the Units of the University of Opole;
- 6) preparing activities (in Polish and English), including:
  - a) the Team's work schedule and responsibilities,
  - b) preparation of an Action Plan aimed at enhancing and implementing internal regulations at the University of Opole for compliance with the Charter and the Code,
  - c) carrying out the process of implementing the provisions of the Charter and the Code into internal regulations, standards and practices of the University of Opole (after obtaining an award),
  - d) other actions indicated in the course of the Team's work.

**Section 4**

The Team members report on the results of the work carried out, in accordance with the procedure adopted in the Action Plan.

**Section 5**

This Regulation shall enter into force on the day of signature.

**Rector of the University of Opole**

*Prof. Dr habil. Marek Masnyk*