

The OTM-R is one of the pillars of the European Charter for Researchers. It provides a code of conduct for recruitment of research staff. It guarantees the hiring of employees with the highest subject-matter competence; provides equal opportunities for all candidates; supports the development of scientific development and mobility.

In 2018, SWPS University began to work on making its research staff recruitment solutions coherent. New procedures were created, and they were based on OTM-R guidelines.

The procedures for recruiting research staff used by SWPS University assume:

1) The use of research position definitions:

(a) First Stage Researcher (R1): a doctoral candidate with a research record of up to 4 years,

(b) Recognised Researcher (R2): a researcher with a doctoral degree, not fully independent, with a research output of more than 4 years,

(c) Established Researcher (R3): an independent researcher with a doctoral degree and research output of more than 4 years,

(d) Leading Researcher (R4): manager of research projects.

2) Compliance with the internal Regulations for Competitions for Research Positions ([link to the document](#)).

3) SWPS University staff involved in the recruitment process research staff have been trained in the application of the OTM-R guidelines. The conduct of competitions is supervised by an employee delegated by the HR department.

4) Competition announcements are published in accordance with accepted templates on the websites of SWPS University, National Science Center, Ministry of Science and Higher Education, and Euraxess. The announcements that are published online on the websites of SWPS University and Euraxess are also in English, which makes recruitment information reach a wider group of researchers.

5) SWPS University creates attractive employment conditions for the researchers. The competition announcements include detailed information on this subject along with information about the proposed salary.

6) The number of application documents is minimised. We expect the candidates to send a scientific resume including a description of their scientific achievements, a list of publications, a list of awards and achievements for scientific work, and a description of the competencies that are necessary to perform the tasks specified in the announcement;

7) Incoming applications are managed using an e-tool (eRecruiter);

8) The selection committee shall consist of at least two (2) persons who are researchers or researchers/teachers, including the Project Manager, who is the Chairperson of the Committee, and the Secretary of the Committee. The member of the Competition Committee is the Dean of the Faculty at which the winning candidate researcher or researcher/teacher will be employed, or a person representing the Dean that has been indicated by him/her. The Competition Committee is appointed by the Rector upon the proposal put forward by the Dean;

9) Both sexes are represented in the competition committees that evaluate incoming applications;

10) Applications are selected with the use of IT solutions that serve to keep the objective character of the evaluation;

11) All candidates for a research position receive information on the status of their application and information on the completion of the competition process. Candidates invited to an interview with the selection committee receive feedback from the Committee Chairperson regarding the reasons for the rejection of their application. At that time, they can then appeal the decision of the selection committee competition committee and report their objections to the Committee Chairperson.