

Good practices in University of Warsaw faculties and units - combining work, family and private life – 2025 summary

As part of a collection of good practices in faculties and units at the UW - an annual initiative of the Equality Team - the Equal opportunities chief specialist asked for information on initiatives related to equality and diversity, including forms of support for reconciliation of work, family and private life - the regulations and practices in place - and the infrastructure arrangements for parents at the University.

23 out of 25 Faculties, 4 out of 4 Doctoral Schools and 12 out of 31 organisational units of the University have responded to the question.

The informations were prepared on the basis of responses submitted by units and categorised in terms of the issues identified. We invite you to consult the catalogue below and to implement the selected solutions in Faculties, Doctoral Schools and organisational units of the University.

- **Adaptation of working time and organisation to individual needs**

- Flexible starting and finishing working hours when possible (Centre for Foreign Language Teacher Training and European Education, Centre for Forensic Sciences, Doctoral School of Humanities, Heavy Ion Laboratory, Faculty of Economic Sciences, Faculty of History, Faculty of Political Science and International Studies, Faculty of Sociology, Interdisciplinary Centre for Mathematical and Computer Modelling, Robert Zajonc Institute for Social Studies)
- Active support for flexible forms of work by enabling the performance of tasks in remote or hybrid mode, wherever the nature of the duties allows it (Centre for Foreign Language Teacher Training and European Education, Doctoral School of Humanities, Faculty of Archaeology, Faculty of Culture and Arts, Faculty of Economic Sciences, Faculty of History, Faculty of Political Science and International Studies, Faculty of Psychology, Faculty of Sociology, Heavy Ion Laboratory, Robert Zajonc Institute for Social Studies, University of Warsaw Library)
- Flexible working arrangements for staff who are parents (Centre for Foreign Language Teacher Training and European Education, Faculty of Applied Social Sciences and Resocialisation, Faculty of Archaeology, Faculty of Asian and African Cultures, Faculty of Chemistry, Faculty of Law and Administration, Faculty of Sociology, Institute of Americas and Europe, Physical Education Centre)
- Taking into account (as far as possible) the needs of teaching staff who are parents when setting up the course grids (Centre for Foreign Language Teacher Training and European Education, Faculty of Applied Social Sciences and Resocialisation, Faculty of Archaeology, Faculty of Asian and African Cultures, Faculty of Geography and Regional Studies, Faculty of Law and Administration, Faculty of

Political Science and International Relations, Faculty of Sociology, Institute of Americas and Europe)

- Taking into account individual needs resulting from the need to care for an elderly dependent person (Faculty of Applied Social Sciences and Resocialisation, Interdisciplinary Doctoral School)
- Possibility to come to work with a child (Faculty of Archaeology, Faculty of Political Science and International Studies, Faculty of Psychology, Robert Zajonc Institute for Social Studies,)
- Reduction of administrative hours during the summer holidays (Faculty of History)

- **Adaptation of study to individual needs**

- Flexibility of study for students who are parents and/or pregnant (Centre for Foreign Language Teacher Training and European Education, Faculty of Applied Linguistics, Faculty of Archaeology, Faculty of Asian and African Cultures, Faculty of Law and Administration, Faculty of Physics)
- Flexible timetable for doctoral students taking into account their family responsibilities (Doctoral Schools)
- Possibility to reschedule the mid-term assessment interview in case of important family/care responsibilities (Doctoral Schools)
- Development of hybrid course offerings enabling participation by people with health limitations or caring responsibilities (Foreign Language Teaching Centre)

- **Organisation of work meetings**

- Organising events and mandatory meetings until 4 p.m. and/or remotely (Centre for Europe, Centre for Language Teacher Training and European Education, Faculty of Applied Social Sciences and Resocialisation, Faculty of Archaeology, Faculty of Asian and African Cultures, Faculty of Chemistry, Faculty of Education, Faculty of Geology, Faculty of History, Faculty of Law and Administration, Faculty of Mathematics, Informatics and Mechanics, Faculty of Modern Languages, Faculty of Psychology, Faculty of Sociology, Robert Zajonc Institute for Social Studies)
- Recording of key meetings and making the recordings available to those who could not attend (Interdisciplinary Centre for Mathematical and Computer Modelling)
- Introducing at Faculty Boards, Teaching Boards and the Faculty Election Committee, electronic voting using the Central Authentication System (Faculty of Mathematics, Informatics and Mechanics)

- **The possibility of coming to work with a child** (Faculty of Archaeology, Faculty of Political Science and International Studies, Faculty of Psychology, Robert Zajonc Institute for Social Studies)

- **Respecting time off work**

- Not contacting staff members outside their working hours, especially at weekends (Centre for Europe, Centre for Foreign Language Teacher Training and European Education, Faculty of Applied Linguistics, Faculty of Biology, Institute of Americas and Europe)
 - Monitoring of the use of staff leave and reminding of the possibility to use leave days (Faculty of Applied Linguistics, Faculty of Psychology)
- **Assessment of academic achievements**
 - Postponement of performance appraisal by the time of absence due to maternity leave, leave on maternity leave conditions, paternity leave, parental leave or health leave, military service or substitute service (all Faculties, in accordance with the provisions of the Act of 20 July 2018 – Prawo o szkolnictwie wyższym i nauce)
 - Extension by one year of the time limit for publication of submitted scientific works in the case of documented long-term leave related to caring for a child born or adopted, caring for an ill close relative or own serious health situation (Faculty of Mathematics, Informatics and Mechanics)
 - Inclusion of leave related to childcare in the regulations for the distribution of allowances, rewarding academically active persons (Faculty of Mathematics, Informatics and Mechanics)
 - Consideration of breaks related to caring responsibilities in the evaluation of the scientific achievements of candidates (Doctoral Schools, in accordance with the provisions of the Act of 20 July 2018 – Prawo o szkolnictwie wyższym i nauce)
 - Taking into account the caring responsibilities of employed persons and students when assessing their work/study performance (Faculty of Applied Social Sciences and Resocialization, Faculty of Sociology)
 - Encouraging employed persons to indicate in self-presentations the challenges of caring responsibilities (Faculty of Sociology)
- **Dedicated competitions and grants**
 - Organising competitions aimed at researchers who are parents of young children and who are returning to scientific activity after breaks related to the birth, upbringing or adoption of a child (IDUB)
 - Taking account of family and personal circumstances in the requirements for the duration of a degree (Faculty of Chemistry)
- **Infrastructure solutions**
 - Baby-changing facilities in the bathroom for parents with children (Faculty of Asian and African Cultures, Faculty of Biology, Faculty of Education, Faculty of History, Faculty of Psychology)
 - Space for leaving baby strollers (Faculty of Psychology, Faculty of Sociology)
 - Providing a permanent space for a parent with a child - a social room with a changing table, sofa, microwave oven, toys (Faculty of Management Faculty of

Modern Languages, Faculty of Psychology, Faculty of Sociology, University of Warsaw Library)

- Provision of temporary space for a parent with a child when needed (Faculty of Asian and African Cultures, Faculty of Chemistry, Heavy Ion Laboratory)
- Possibility to use the "University Toddlers" preschool (all Faculties)

- **Integration across faculties and units**

- **Weekly open integration meetings** (Centre for Foreign Language Teacher Training and European Education, Faculty of Sociology)
- **Activity of an integrative intergenerational club for current and former male and female employees** (Centre for Foreign Language Teaching)