

Good practices in University of Warsaw faculties and units – 2025 summary

As part of the 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 regulations, practices and infrastructure facilities implemented in the areas of:

- **Equality and diversity:** initiatives to address discrimination and promote equal treatment;
- **Gender-balanced representation:** measures to foster the assumption of decision-making positions by women (or men in feminised faculties and units);
- **Work-life balance:** arrangements to facilitate the reconciliation of academic and professional responsibilities with private life;
- **Care infrastructure:** solutions for parents studying and working at the University of Warsaw.

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.

1. Equality and diversity: initiatives to address discrimination and promote equal treatment

• Support for the LGBT+ community

- Active support for transgender and non-binary individuals by using their preferred data and communicating it to instruction to ensure their identity is fully respected (Centre for Europe, Centre for Foreign Language Teacher Training and European Education, College of Interdisciplinary Individual Studies in the Humanities and Social Sciences, Institute of the Americas and Europe, Faculty of “Artes Liberales”, Faculty of Culture and Arts, Faculty of Geography and Regional Studies, Faculty of Journalism, Information and Bibliology, Faculty of Modern Languages, Faculty of Philosophy, Faculty of Sociology, Physical Education Centre)
- Introduction of gender-neutral toilets (Faculty of Applied Social Sciences and Resocialisation, Physical Education Centre, Robert Zajonc Institute for Social Studies, University of Warsaw Library)
- Use of inclusive language, introduction of feminatives and neutratives into internal and external communication (Centre for Foreign Languages Teaching, Doctoral School of Humanities, Faculty of Philosophy, Faculty of Sociology)
- Organising events as part of Pride Month (Faculty of Sociology)

- **Support for people with disabilities and those with special needs in learning**
 - Appointment of a person to support students with special needs in learning (Faculty of Archaeology, Faculty of Geography and Regional Studies, Faculty of History, Faculty of Journalism, Information and Bibliology, Faculty of Modern Languages, Faculty of Philosophy, Faculty of Sociology)
 - Installation of an induction loop for the hearing and visually impaired (Doctoral School of Social Sciences)
 - Installation of markers for the deaf and hard of hearing (Faculty of Political Science and International Studies, University of Warsaw Library)
 - Presence of a Polish sign language interpreter at major information, research and integration events (Doctoral School of Humanities, Doctoral School of Social Sciences)
 - Organisation of a space/quiet room (Faculty of Applied Social Sciences and Resocialisation, Faculty of Asian and African Cultures, Faculty of Economic Sciences, Faculty of History, Faculty of Modern Languages, Robert Zajonc Institute for Social Studies)
 - Running a club for neurodiverse people (Volunteer Centre in cooperation with the Psychological Counselling Centre)
 - Cooperation with the Office for Persons with Disabilities in adapting examinations to individual needs (Centre for Foreign Language Teaching)
- **Support for non-Polish speakers**
 - Supporting and developing bilingual communication at the University by preparing documents and information for the academic community in Polish and English (Doctoral School of Humanities, Doctoral School of Social Sciences, Faculty of Asian and African Cultures, Faculty of Biology, Faculty of Economic Sciences)
 - Presence of an English translator at major events (Doctoral School of Social Sciences)
 - Conducting activities and events for the international community and integrating Polish and non-Polish speakers (Centre for Foreign Language Teaching, Volunteer Centre)
 - Supporting non-Polish speakers in learning Polish, translation and legal and administrative matters (Faculty of Management, Volunteer Centre)
- **Activities to increase the visibility and effectiveness of equality plenipotentiaries**
 - Introduction and explanation of his/her role during the Adaptation Days for new students (Faculty of "Artes Liberales", Faculty of Psychology)
 - Appointment of two equality plenipotentiaries in one organisational unit - a woman and a man (Faculty of Biology, Faculty of Geology, Faculty of Philosophy, Faculty of Psychology)
 - Preparation of a dedicated website with information on support at the university (Centre for Foreign Language Teaching, College of Interdisciplinary Individual

Studies in the Humanities and Social Sciences, Interdisciplinary Doctoral School, Faculty of Archaeology, Faculty of Economic Sciences, Faculty of Law and Administration, Faculty of Modern Languages, Robert Zajonc Institute for Social Studies)

- Appointment of regular duty at a specified place and time (Doctoral Schools, Faculty of 'Artes Liberales', Faculty of Journalism, Information and Bibliology, Faculty of Sociology)
- Monthly meetings with the Dean's Team to discuss current activities (Faculty of Modern Languages)
- Regular equality section in the Faculty newsletter (Faculty of Journalism, Information and Bibliology)

- **Equality and diversity in teaching**

- Organisation of teaching classes on equality, diversity and tolerance issues and/or integration of these aspects into existing classes (many faculties and units, full list of courses available in English: <https://rownowazni.uw.edu.pl/en/equality-based-classes-at-faculties-and-units-conducted-in-english/>)
- Organising workshops and training on equality issues for staff (Centre for Europe, Doctoral School of Humanities, Faculty of Asian and African Cultures, Faculty of Geology, Faculty of History, Faculty of Political Science and International Studies, Physical Education Centre)
- Making equality and anti-discrimination materials and guides available on the website and in public spaces (Faculty of Economic Sciences, Faculty of History, Robert Zajonc Institute for Social Studies, Volunteer Centre)
- Preparation of an 'Academic Essential' for first-year undergraduate students outlining principles of inclusive communication and patterns of communication in the academic environment (Faculty of Journalism, Information and Bibliology)

2. Supporting gender-balanced recruitment, access to decision-making positions and academic career development

- **Use of gender-neutral terms in job advertisements and academic competitions** (Faculty of Applied Linguistics)

- **Setting quotas in decision-making bodies of feminised/masculinised units**

- Representation of 40% of women on each committee and rule on the presence of a woman in the Dean's College (Faculty of Chemistry)
- Rules for compulsory participation of women in faculty committees and representation of 2/7 persons of each gender in doctoral committees (Faculty of Law and Administration)

- **The assumption of Faculty functions, e.g. Equality Plenipotentiary and Mobility Coordinator, by women and men alternately** (Faculty of Psychology)

- **Promotion of women in STEM**

- “Girls into the exact sciences” and “Girls into Polytechnics” campaigns (Faculty of Physics)
- Scholarship competitions for female UW students active in STEM (Faculty of Mathematics, Informatics and Mechanics)
- “It's Her Future - Women in Technology” programme (Faculty of Management)

3. Work-life balance: arrangements to facilitate the reconciliation of academic and professional responsibilities with private life

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

- Flexible starting and ending work 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)
- Consideration of individual needs arising from the need to care for an older dependent (Faculty of Applied Social Sciences and Resocialisation, Interdisciplinary Doctoral School)

- Reducing the working hours of the administration during the summer holidays (Faculty of History)
- **Adaptation of study time and organisation to individual needs**
 - Flexibility of education 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)
 - Possibility to suspend training for parental and caring reasons, or to transfer part of the course to another stage of training and implement the programme to the extent that parental responsibilities can be exercised (Doctoral Schools)
 - The development of a hybrid course offer, enabling those with health constraints or caring responsibilities to participate (Centre for Foreign Language Teaching)
- **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)
- **Organisation of business meetings and respect for time off work**
 - 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 key meetings and making these recordings available to those who could not attend (Interdisciplinary Centre for Mathematical and Computer Modelling)
 - Not contacting staff 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)

4. **Care infrastructure: solutions for parents studying and working at the University of Warsaw**

- **Provision of baby changing facilities in the bathroom for parents with children** (Faculty of Asian and African Cultures, Faculty of Biology, Faculty of Economic Sciences, Faculty of Education, Faculty of History, Faculty of Psychology, Faculty of Sociology)
- **Provision of social space for employees and/or students** (Centre for Foreign Language Teacher Training and European Education, Heavy Ion Laboratory, Faculty of Applied Social Sciences and Social Resocialization, Faculty of Archaeology, Faculty of Economic Sciences, Faculty of Education, Faculty of History, Faculty of Management, Faculty of Modern Languages, Faculty of Philosophy, Faculty of Psychology, University of Warsaw Library)
- **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)