

PUNO

Gender Equality Plan

2026–2028

A practical institutional plan for a small university community built around volunteers, students and academic activity.

DOCUMENT CONTROL	DETAIL
Institution	Polish University Abroad (PUNO)
Plan period	2026–2028
Status	Draft for review and formal adoption
Approved by	Board of Trustees (W Mier-Jędrzejowicz, G Czubińska, M Fleming, U Lenik, M Dowgiel)
Approval date	12 October 2026
GEP Lead	Prof. Grażyna Czubińska – Pro-Rector and Trustee
Next review	11 October 2028

Approval

This plan takes effect when formally approved by PUNO's governing body. The approving officer's name, role, signature and date should be completed before publication.

Name: Prof. W Mier-Jędrzejowicz**Role:** Rector PUNO**Signature:** _____ **Date:** 12 October 2026

1. Purpose and commitment

The Polish University Abroad (PUNO) is committed to providing an inclusive, respectful and safe environment in which volunteers, students, lecturers, researchers and office holders can participate and contribute fairly. This Gender Equality Plan (GEP) sets out practical actions, responsibilities and indicators for advancing gender equality in PUNO's organisational culture, governance, academic work and research.

PUNO will implement this plan in a way that is proportionate to its size and operating model. The plan applies to volunteers, students, lecturers and other self-employed contributors, staff where applicable, trustees, Senate members and people involved in recruitment, supervision or decision-making. It complements PUNO's existing policies and does not replace them.

The plan distinguishes between (a) four process requirements for an effective and verifiable GEP and (b) five recommended thematic areas. PUNO will use the measures below to turn existing commitments and policies into documented practice and reviewable progress.

2. Institutional context and baseline

PUNO is a small educational charity whose activities rely substantially on volunteers. At the baseline date to be recorded at adoption, the University reports 56 volunteers: 38 women and 18 men. Three individuals provide administrative support on a self-employed basis. Lecturers are paid for teaching on an hourly, self-employed basis. Teaching rates are agreed at the beginning of the academic year and are applied consistently across the University's courses.

PUNO's governing Board of Trustees has five members: three women and two men. The Senate has 19 members: ten women and nine men. The baseline date and the data source should be recorded when this plan is adopted. A baseline count of students and a clearer breakdown of other personnel and contributors will be established during the first monitoring cycle.

Group	Women	Men	Total	Baseline / note
Volunteers	38	18	56	Reported current count; 10 October 2026
Board of Trustees	3	2	5	Reported current count; 10 October 2026
Senate	10	9	19	Reported current count; 10 October 2026
Students	23	3	26	Reported current count; 10 October 2026
Self-employed administrative support	3	0	3	Recorded separately from volunteers
Lecturers / researchers	14	2	16	Reported current count; 10 October 2026

PUNO already has policies covering privacy, academic freedom, safeguarding, whistleblowing, anti-bullying, equality, diversity and inclusion, research ethics and discipline. The GEP will connect these policies to assigned responsibilities, communication, training and monitoring. Before publication, PUNO should confirm the current titles and versions of the policies listed in Appendix 1.

3. Four process requirements

3.1 Public document

Following formal approval, PUNO will publish the current GEP on its website and communicate it to volunteers, students, lecturers, researchers, trustees and Senate members. The website copy will show the approval date, plan period, responsible lead and review date. The GEP Lead will check the public version after each review.

3.2 Dedicated responsibility, resources and expertise

The Board of Trustees will appoint a GEP Lead and a senior sponsor. PUNO will record the time, administrative support and any specialist advice made available for implementation. The commitment will be proportionate to PUNO's size; it will be explicit rather than assumed. Where internal expertise is limited, PUNO may use suitable external guidance or training.

Commitment to complete at adoption	Assigned person / provision
Senior accountable person from the governing body	Urszula Lenik
GEP Lead responsible for coordination and reporting	Grażyna Czubińska
Time available for GEP coordination	2 days (14 hours)
Administrative support / access to expertise	Administrative staff to provide statistical data

Commitment to complete at adoption	Assigned person / provision
Any budget or external training provision	£ 1,000

3.3 Data collection and monitoring

PUNO will maintain a proportionate, secure set of sex- and, where voluntarily provided and appropriate, gender-disaggregated data on personnel and students. Data will be separated by group and role where this is useful and safe. PUNO will report progress against the indicators in this plan at least every two years. Small-group results will be combined or withheld where disclosure could identify an individual. Data collection will follow PUNO's privacy policy and applicable data-protection requirements.

The GEP Lead will coordinate the data return with the relevant administrative contact. PUNO will use existing records where suitable and avoid collecting information that is not needed for the stated monitoring purpose. Participation in optional surveys or self-identification questions will be voluntary.

3.4 Training and awareness

PUNO will provide accessible gender-equality awareness activity for trustees, Senate members, volunteers, lecturers, researchers and relevant decision makers. Training may be delivered online and/or through a short briefing and will cover respectful conduct, unconscious bias, inclusive decision-making, routes for raising concerns and the relevance of gender in research and teaching. Completion or attendance will be recorded.

4. Thematic measures and targets

The following actions are designed for PUNO's current size and volunteer-based model. Targets are process-focused and do not impose numerical quotas. PUNO will review them using the baseline and indicators below.

4.1 Work-life balance and organisational culture

Set clear role descriptions and expected time commitments for volunteer and academic roles. Encourage flexibility, the right to decline additional duties, and the option to pause or end voluntary involvement without penalty. Run a short anonymous pulse survey on workload, flexibility, respect and belonging.

LEAD GEP Lead; role coordinators	TARGET / TIMING: Publish role expectations by March 2027. Offer one anonymous survey per year, subject to safe response numbers. Review findings and agree follow-up actions. INDICATOR: Role descriptions in place; survey response rate where safe; actions recorded; concerns reviewed.
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4.2 Gender balance in leadership and decision-making

Record and review the gender composition of the Board, Senate and relevant committees. Use open communication of vacancies, transparent role criteria and broad invitations to participate. Consider meeting times and formats that support participation.

LEAD Board member; Senate Secretary /	TARGET / TIMING: Update composition at least every two years. Maintain an inclusive process for nominations and appointments. INDICATOR: Composition data updated; vacancy and nomination processes documented; participation barriers considered.
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4.3 Equality in recruitment, appointment and progression

Apply clear, role-relevant criteria to volunteer appointments, teaching and other paid self-employed roles, committee appointments and access to development opportunities. Advertise opportunities through appropriate channels and monitor participation and outcomes where numbers allow. Review teaching-rate arrangements periodically for consistency and fairness.

LEAD GEP Lead; relevant role coordinators	TARGET / TIMING: Use written criteria for each new appointment or opportunity from March 2027. Review processes annually. INDICATOR: Criteria and opportunity notices retained; decisions documented; rate-setting process reviewed.
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4.4 Gender dimension in research and teaching

Introduce a short consideration prompt at research-proposal and course/material design stages: could sex, gender or intersecting factors affect the research question, participants, interpretation, examples or learning experience? If relevant, explain how these are addressed; if not, record why they are not relevant.

LEAD Research Ethics contact; academic leads	TARGET / TIMING: Use the prompt for new research proposals and relevant teaching-design work from March 2027. Review uptake annually. INDICATOR: Prompt adopted; proportion of new proposals / course designs with a recorded consideration; examples of resulting changes.
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4.5 Prevention and response to gender-based violence

Make existing safeguarding, anti-bullying, whistleblowing, disciplinary and EDI procedures easy to find. Identify a named contact and an alternative contact for raising concerns. Explain reporting and response routes, confidentiality limits, support options and protection from retaliation. Provide periodic awareness training.

LEAD Safeguarding Lead; senior accountable person	TARGET / TIMING: Publish contact and reporting information by December 2026. Review procedures and training annually. INDICATOR: Named contacts published; annual policy review recorded; training completed; anonymised incident trends reviewed where appropriate.
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5. Implementation, reporting and review

The GEP Lead will maintain an action log showing progress, evidence, barriers and any corrective action. The accountable person will review progress with the Board of Trustees at least annually. A summary of progress will be shared with the Senate and PUNO community, protecting confidentiality where small numbers or sensitive matters are involved.

PUNO will complete a formal review at least every two years and before the plan period ends. The review will consider whether actions were completed, what the indicators show, feedback from the community, changes in PUNO's structure and any updates to applicable guidance. The Board will approve revisions and ensure the updated plan is republished.

Review cycle	Activity	Owner	Record
At adoption	Confirm baseline date, responsible people, time and support; approve and publish the plan.	Board of Trustees / GEP Lead	Approved plan and publication record
Annually	Check action log, training, policy accessibility, concerns routes and progress against targets.	GEP Lead; senior accountable person	Annual monitoring note
At least every two years	Update disaggregated data, assess indicators, review actions and publish a progress summary.	GEP Lead; relevant data contacts	Monitoring report and updated plan
End of plan period	Evaluate outcomes and approve the next plan.	Board of Trustees	Evaluation and next GEP

6. Responsibilities

- Board of Trustees formally adopts the plan, appoints the senior accountable person and GEP Lead, and ensures that proportionate time and expertise are available.
- Senior accountable person raises implementation matters with the Board and supports the GEP Lead in addressing barriers.
- GEP Lead: coordinates actions, maintains the action log, organises monitoring and training, and prepares progress reports.
- Senate and academic leads: support inclusive academic practice and apply the gender-dimension prompt where relevant to research and teaching.
- Safeguarding and policy contacts: keep reporting routes accessible, respond in line with applicable policies and inform the GEP Lead of anonymised patterns where appropriate.
- All members of the PUNO community: treat others respectfully, take part in relevant awareness activity and use the published routes to raise concerns.

Appendix 1. Existing policies to link from the published plan

- **Privacy Policy.** [Privacy Policy](#)
- Academic Freedom Policy <https://puno.ac.uk/wp-content/uploads/2026/08/Academic-Freedom.pdf>
- Safeguarding Policy <https://puno.ac.uk/wp-content/uploads/2021/11/PUNOs-Safeguarding-Policy-1.pdf>
- Whistleblowing Policy <https://puno.ac.uk/wp-content/uploads/2021/11/PUNO-Whistleblowing-policy-1.pdf>
- Anti-Bullying Policy <https://puno.ac.uk/wp-content/uploads/2021/11/PUNO-Anti-bullying-policy-1.pdf>
- Equality, Diversity and Inclusion Policy <https://puno.ac.uk/wp-content/uploads/2026/08/Equality-Diversity-and-Inclusion-policy.pdf>
- Research Ethics Policy <https://puno.ac.uk/wp-content/uploads/2021/11/polityka-etyki-badan-naukowych.pdf>
- Disciplinary Policy
- Freedom of Speech Policy <https://puno.ac.uk/wp-content/uploads/2026/08/Freedom-of-speech-policy.pdf>

Before publication, add links to the current approved versions. The public Privacy Policy link supplied by PUNO is included above; add public links to the remaining policies where available. Confirm that the safeguarding and reporting contacts are up to date.

Appendix 2. Reference framework

European Commission, “Gender equality in research and innovation”, section “Gender Equality Plans”. The Commission describes the four process requirements and five recommended thematic areas used to structure this plan. PUNO should check the latest Commission guidance when approving or revising the plan.

Official guidance: https://research-and-innovation.ec.europa.eu/strategy/strategy-research-and-innovation/democracy-and-rights/gender-equality-research-and-innovation_en

This plan is a draft for institutional review. Complete all bracketed fields, confirm the baseline date and policy links, and obtain formal approval before publication or use as evidence of an adopted GEP.