

REVISED ACTION PLAN 2021-2022

No	Task/Action	Timing	Responsible Unit	Current status	Monitoring/Indicators
Tasks implemented at the central level					
ETHICAL AND PROFESSIONAL ASPECTS					
1.1.	Training in academic didactics, as well as "expert duty hours", during which it will be possible to exchange experiences in the field of didactics (as well as research – but in the scope coinciding in one way or another with didactics)	2021-2022	Center of Didactic Improvement and Tutoring	In progress	Number of participants
1.2.	Trainings and courses for academic and administrative staff on topics: <ul style="list-style-type: none"> • Teambuilding • Measurement of reaction and evaluation of cooperation with clients • The art of decision making • Communication with the patient and difficult client • Sources of law regulating the principles of encouraging the position of the school director / facility • Mobbing and anti-mobbing actions • Professional promotion of teachers • Self-presentation on the labor market, business and personal life • Strategic analysis in practice • Team management – how to be an even better manager? 	Until September 2021	Foundation for the Development of the University of Gdańsk	In progress	Number of courses List of participants

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	<ul style="list-style-type: none"> How to make a good first impression - effective principles of social communication 				
1.3.	Regular information and training meetings for PhD students (kick off meetings)	Beginning of every academic year	PhD Student Council	In progress	Number of meetings Number of participants
1.4.	Open Access to scientific publications and research results – information on website/trainings for academic staff and PhD students/development of UG Repository	Academic year 2021/2022	Science Office, UG Library	In progress	OA Annual Report
1.5.	<p>Actions to increase gender equality:</p> <p>a) Appointment of the Representative for equal treatment and counteracting mobbing</p> <p>b) Project EU Horizon 2020 MINDtheGEPs „Modifying Institutions by Developing the Gender Equality Plans (2021-2023)”</p>	<p>a) 2021-2022</p> <p>b) 2021-2022</p>	<p>a) Rector</p> <p>b) Project Manager</p>	<p>a) Completed</p> <p>b) In progress</p>	<p>a) Update of the Statute of the University of Gdańsk</p> <p>b) Report</p>
1.6.	<p>Implementation of the third mission of the university – societal impact and Corporate Social Responsibility (CSR):</p> <ul style="list-style-type: none"> internship program for students and doctoral students trainings, workshops and debates Open University popularization of scientific research results of members of the academic community cooperation with the socio-economic environment in the field of SDG (Sustainable 	2021-2022	Center for Sustainable Development	In progress	Report Number of meetings Number of participants

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	<p>Development Goals), as well as local community</p> <ul style="list-style-type: none"> • preparing an offer of postgraduate studies in the field of education for sustainable development • preparing a database of experts in sustainable development of the University of Gdańsk 				
1.7.	<p>Increasing the number of activities related to the protection of intellectual property:</p> <p>a) Appointment of the UG Representative for Scientific Integrity</p> <p>b) Series of lectures on scientific misconduct</p>	<p>1st and 2nd quarter of 2021</p>	<p>a) Rector</p> <p>b) Vice-Rector for Research</p>	<p>a) Completed</p> <p>b) Completed</p>	<p>a) Update of the Statute of the University of Gdańsk</p> <p>b) Number of meetings Number of participants</p>
RECRUITMENT AND EVALUATION OF EMPLOYEES					
2.1.	<p><u>Development and implementation of OTMR principles in UG</u></p> <p>a) Ordinance of the Rector regulating the rules of recruitment and employment of employees – implementation – Recruitment Guide</p> <p>b) Monitoring of the recruitment process</p>	<p>2021-2024</p> <p>a) 2021</p> <p>b) Ongoing (every year reports)</p>	<p>Rector – announcing the Ordinance</p> <p>b) Deans of Faculties/ Coordinator of HR Excellence in Research</p>	<p>a) Completed</p> <p>b) In progress</p>	<p>a) <u>Regulation No. 111/R/19 of the Rector Recruitment Guide</u> https://en.ug.edu.pl/sites/default/files/_nodes/strona-wersja-angielska/52429/files/regulation_111-r-19_guide.pdf</p> <p>b) Annual report https://en.ug.edu.pl/sites/default/files/_nodes/strona-wersja-</p>

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	c) Adoption and implementation of the Staff Development Policy of the University of Gdańsk	c) 2021-2024	c) Vice-Rector for International Cooperation, Commission for the implementation and monitoring of the HR Excellence in Research strategy	c) In progress	angielska/52429/files/hr_monitoring_of_the_recruitment_processes_of_academic_teachers_at_ug.pdf c) Regulation no. 87/R/21 https://bip.ug.edu.pl/akty_normatywne/104356/zarzadzenie_nr_87r21_rektora_uniwersytetu_gdanskiego_z_dnia_1_czerwca_2021_roku_w_sprawie_okreslenia_szczegolowych_zasad_polityki_kadrowej
PROFESSIONAL CAREER DEVELOPMENT AND WORKING CONDITIONS					
3.1.	Activities under the "Excellence Initiative – Research University": a) Program of young leaders of UG research groups – junG b) UG's scientific journals development program c) Publishing program d) Small Grants Program e) The Gdańsk Humanities Support Program	Deadlines: a) ongoing b) 15.04.2021 c) ongoing d) ongoing e) 15.03.2021	Science Office	In progress	Report Number of grants Financial support awarded Information on website https://ug.edu.pl/nauka_ug/inicjatywa_doskonalosci_uczelnia_badawcza
3.2.	Expansion – The UG website in Polish and English	2021-2022	Center for Communication and Promotion	In progress	https://ug.edu.pl https://en.ug.edu.pl/
3.3.	Actions aimed at refreshing the image of university – a new logo	2 nd quarter of 2021	Center for Communication and Promotion	Completed	Regulation no. R/84/21 https://bip.ug.edu.pl/akty_normatywne/104270/zarzadzenie_nr_84r21_rektora_uniwersytetu_gdanskiego_z_dnia_28_maja_2021_roku_w_sprawie_zasad_uzywania

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3.4.	Preparing an inventory of available scientific equipment (shared infrastructure) within SEA-EU and the Fahrenheit University Association	2021	SEA-EU Project Manager, Director of Daniel Fahrenheit Union of Universities in Gdańsk	In progress	List of equipment
3.5.	Transferring employee documentation to online systems: a) Transfer of ODO applications and applications in the Publication Program to the Employee Portal b) Active use of the EZD system c) Acceptance of scanned documentation d) Active UG Mailing	2021	IT Center	a) Completed b) In progress c) Completed d) In progress	Employee Portal and EZD system (Electronic Documentation Management System)
3.6.	Increasing access to sports facilities a) Construction of the UG Sports Center b) Introducing sports cards for employees	a) 2023 b) 1st quarter of 2022	a) Rector b) Department of Social Affairs	In progress	a) Opening day b) Number of issued cards
3.6.	Increasing internationalization level			In progress	
3.6.1	English language course – academic skills (B1-C1 level) – academic staff	Academic year 2020/2021	International Office	Completed	Number of participants
3.6.2	English language course – basic skills (A1/A2 level) – administration staff	Academic year 2020/2021	International Office	Completed	Number of participants
3.6.3	Intercultural workshop – academic and administration staff	Planned in June/July 2021	International Office	In progress	Number of participants

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3.6.4	UG Mobile App providing information for students (in Polish and English)	To be launched by the end of academic year 2020/2021	International Office	In progress	Launching of the app
3.6.5	Information poles (in Polish and English) on the campus	To be installed by the end of academic year 2020/2021	International Office	In progress	Number of information poles
3.6.6	Orientation days for international bachelor & master students	Beginning of each academic year	Foreign Students Office	In progress	Number of participants
3.6.7	Orientation days for Erasmus students	Beginning of each semester	Erasmus Exchange Office	In progress	Number of participants
3.6.8	Welcome guide – a short guide for international students	Published in academic year 2020/21	International Office	Completed	https://ug.edu.pl/sites/default/files/_nodes/strona/99218/files/university_of_gdansk_welcome_guide.pdf
3.6.9	Unified bachelor and master students recruitment system IRK (for Polish and international students) – Polish and English version	Launched for the intake 2020/2021	Recruitment Office, Foreign Student Office, IT Department	In progress	IRK system
3.6.10	MoU (Memorandum of Understanding) – unified template in English and Polish	Updated in academic year 2020/2021	International Office	Completed	https://ug.edu.pl/sites/default/files/_nodes/strona/91969/files/mou_basic_ver_eng_0.docx
3.6.11	Updated UG Study Regulations in English	Published in academic year 2020/21	Education Office	Completed	https://ug.edu.pl/sites/default/files/_nodes/akty_normatywne/83742/files/zalz20u15regstud_english.pdf
3.6.12	Online Students Accommodation System (Polish and English version)	Launched in academic year 2020/2021	Student Housing Department, IT Department, Foreign Students Office	Completed	SAS online

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3.6.13	Visiting Professors support service (accommodation, library access, email address in UG domain, etc.)	Launched in February 2021	Visiting Professors Office	Completed	Number of visiting professors Internal report
3.6.14	Online learning agreement (OLA) for Erasmus students	Implemented for Erasmus students in academic year 2021/2022	Erasmus Exchange Office	In progress	OLA system
3.6.15	Implementation of EWP (Erasmus without Paper)	To be implemented in academic year 2021/2022	Erasmus Exchange Office, IT Department	In progress	EWP System
3.6.16	Visiting Professors scholarship + scholarship regulations	To be launched in academic year 2021/22		In progress	Financial support awarded
3.6.17	International cooperation guide for UG staff	To be updated and published in academic year 2021/2022	Visiting Professors Office	In progress	Guide
3.6.18	Double diploma agreement template (bachelor & master studies)	To be prepared in academic year 2021/2022	Education Office, International Office	In progress	Template
Tasks implemented directly at the UG Faculties					
B.1.	National Scientific Conference of PhD Students of Natural Sciences. The conference aims to exchange experiences and ideas among PhD students of natural sciences, including biology, chemistry, ecology, biotechnology, and oceanology.	Once a year	Faculty of Biology, Vice-Rector for Research	In progress	Number of participants
B.2.	"Ideatorium" – a Conference on Academic Didactics. The conference aims to share ideas and experience in the field of academic education.	Once a year	Faculty of Biology, chair of the organizing committee	In progress	Number of participants

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B.3.	A series of lectures in Current Biology. The aim is to introduce Ph.D. students to new and broad concepts in the field of biology. National and international speakers are invited for this event.	Several lectures in the summer semester.	Faculty of Biology	In progress	Number of participants
B.4.	Language courses for the faculty and staff of the Faculty of Biology	Beginning in May 2021, 30-hour English (4 groups) and Spanish (1 group) language courses. Upon completion, possibly extended in January 2022 for another term (and for more groups).	Faculty of Biology	In progress	Number of participants
BT.1	Small grant programme for the doctoral students, to compensate for the disadvantage between the old and the new mode (LISMIDOS vs Doctoral School)	2021, 2022	Intercollegiate Faculty of Biotechnology UG&MUG	Started	Number of grants applied for/awarded
BT.2	Increasing the study offer at the Biotechnology course (level 1, BSc studies) to include 1-2 additional subjects in English	From 2022	Intercollegiate Faculty of Biotechnology UG&MUG	Planning and conceptualization	Number of students undertaking the new subjects
BT.3	Providing targeted opportunities for the mid-experience scientists to present at the IFB seminar series programme	From 2021	Intercollegiate Faculty of Biotechnology UG&MUG	Started	Number of talks given by mid-experienced researchers
CH.1	Series of meetings with the scientists representing the research groups, to improve the knowledge on the scientific involvement of the research groups and knowledge on the research apparatus.	Meeting in every month with a vacation break	Faculty of Chemistry Coordinator	In progress	Percentage of the faculty members and PhD students attended in meeting.

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E.1	Regular information and training meetings for faculty employees to support research and teaching activities as well as dissemination of information on conducted research, sharing experiences	The meetings will be held from the winter semester 2021/2022. The topics of the meetings will be adapted to the needs.	Faculty of Economics, Vice-Dean for Science	In progress	Numbers of meetings Number of participants
E.2	Implementation of the "visiting professors" program. Organization of the arrival and stay of selected scientists from leading international institutions to conduct lectures for students and organizations of joint scientific seminars	From the winter semester of the 2021/2022 academic year	Faculty of Economics, Vice-Dean for Science	In progress	Numbers of lectures Number of participants
E.3	"Open Economic Lectures" - the series of meetings with economics is intended to deepen knowledge in the field of economics and various problems that are described and solved in the framework of economic sciences. Open Economic Lectures are conducted by experienced academic lecturers who combine their scientific and didactic work at the Faculty of Economics with economic practice and involvement in various organizations, institutions and events related to the promotion of economic knowledge.	The meetings will be held in the winter and summer semester 2021/2022. The topics of the meetings consider the needs based on the pilot questionnaire.	Faculty of Economics, Vice-Dean for Development and Cooperation with Socio-Economic Environment	In progress	Numbers of lectures Number of participants
F.1.	Training supporting development of young academics and PhD students from the Faculty of Languages, with particular emphasis on the transparency of regulations and equality issues (in Polish).	2021-2022	Faculty of Languages, Vice-Dean for Science		Number of participants

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F.2.	Training supporting development of academics for the Faculty of Languages, with particular emphasis on the administrative and research procedures (in English).	2021-2022	Faculty of Languages, Vice-Dean for Science		Number of participants
H.1.	Assistance from the Faculty's administration in drafting and administering grant proposals.	Spring 2021	Faculty of History, Dean's Office	In progress	Designate a person to advise, assist and monitor progress of grant applications and realization of successful projects.
H.2.	Training in the Code of Ethics of the Employee of the University of Gdańsk and the Code of Ethics of the Academic Teacher (especially for young & new employees)	Fall 2021	Request HR Excellence team at UG to conduct an online training for the Faculty of History (faculty and PhD students)	Request placed	Workshop to be organized (online, asynchronous)
H.3.	Access to information about Faculty's for foreign partners (profile, research, events in English)	Spring and Fall 2021	Faculty of History; webmaster, Deputy Dean for International Exchange	In progress	English version of the website – faculty profiles, Departments' profiles in English, current academic events and calls – posted at: https://en.historia.ug.edu.pl/
H.4	Civic engagement training (for innovative teaching and community outreach modules) offered to employees and doctoral students of the University of Gdańsk	Fall 2021	To be organized	Planning	Workshop to be organized
ICCVS. 1.	Organization of intercultural / diversity management workshops for ICCVS employees / doctoral students.	2021	ICCVS	In progress	Number of participants
ICCVS. 2.	A participatory program for the organization of integration actions by ICCVS employees and doctoral students in terms of intercultural and inclusion.	2022	ICCVS	In progress	Number of participants

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OG.1	Workshop on the HR development policy and the academic career paths at the University of Gdańsk	Once a year from the academic year 2021/2022 for the next 2 years	Faculty of Oceanography and Geography, Dean's Office	In preparation	Number of participants
PA.1	Organisation of at least 2 thematic workshops within the "Faculty Talks" series in the area of ethics and staff development, including one with the participation of the student community	December 2022	Faculty of Law and Administration	In progress	Number of participants
PA.2	Creation of a system of awarding distinctions for teaching and organisational activity for the benefit of the Faculty (an award of the Dean of the Faculty of Law and Administration for involvement in work for the benefit of the Faculty, granted annually to outstanding persons from among academic teachers and administration employees)	December 2022	Faculty of Law and Administration	In progress	System