

REPORT FOR 2019

No	Task/Action	Timing	Responsible Unit	Current status	Monitoring/Indicators
Tasks implemented at the central level					
ETHICAL AND PROFESSIONAL ASPECTS					
1.1	Training about innovative methods of conducting classes Planned training of 4 groups of employees (60 people in total)	From winter semester 2019/2020 until winter semester 2020/2021	Quality of Teaching Office	In progress	Certificates of attendance
1.2	IT training with the use of Office 365 tools in didactics	From winter semester 2020/2021	Quality of Teaching Office	In progress	Certificates of attendance
1.3	IT training with presentation tools	From winter semester 2020/2021	Quality of Teaching Office	In progress	Certificates of attendance
1.4	IT trainings in the creation of e-learning content	From winter semester 2020/2021	Quality of Teaching Office	In progress	Certificates of attendance
1.5	English language course – academic skills – 2 course rounds	Academic years 2018/2019, 2019/2020	Quality of Teaching Office	In progress (will be continued)	Certificates of attendance
1.6	Regular information and training meetings for PhD students (kick off meetings)	Beginning of every academic year	PhD Student Council	In progress (will be continued)	Internal related acts
1.7.	Creating the university-wide bibliographic database including scientific profiles and achievements of individual employees of the University of Gdańsk/implementation/development according to needs	Preparation: until the end of 2018 Implementation: academic year 2019/2020	Science Office, UG Library	In progress (will be continued)	Database: UG Base of Knowledge https://repozytorium.bg.ug.edu.pl/index.seam
1.8.	Dissemination of the Code of Ethics for the Academic Teacher – placing an employee on the portal as a compulsory element to read	October/November 2019	Science Office, IT Center	Completed	92,5% employees have read the Code – electronic confirmation

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1.9.	Development of anti-mobbing policy for students and doctoral students	Until March 2020	Vice-Rector for Student Affairs and Education	In progress	Ordinance of Rector
1.10	Classes for PhD students in writing scientific papers and publication strategies – as part of the Doctoral School program	Academic year 2019/2020	Vice-Rector for Student Affairs and Education	In progress	Teaching schedule
1.11	Diversity management training at the University of Gdańsk	Preparation of the training plan for the academic year 2019/2020 (up to VI. 2019) Conducting training: academic year 2019/2020	Training Section	In progress	Attendance list
1.12	Open Access to scientific publications and research results – information on website/trainings for academic staff and PhD students/development of UG Repository	Academic year 2019/2020	Science Office, UG Library	In progress	Open Access Report 2019
RECRUITMENT AND EVALUATION OF EMPLOYEES					
2.1	Development and implementation of OTMR principles at the UG	a) Development of recommendations regarding HR policy and employment procedures: by September 2019 b) Preparation of the document UG Human Resources	a) EKN Committee b) Vice-Rector for Science	a) Completed b), c), d): In progress	a) Document prepared and forwarded to the Rector for further proceedings 10/07/2019

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		<p>Policy – at central level: by March 2020</p> <p>c) Preparation of recruitment criteria at the level of a given Faculty: by VI.2020</p> <p>d) Monitoring the implementation of recruitment procedures: continuous mode</p>	<p>c) Deans of Faculties</p> <p>d) Deans of Faculties</p>		
2.2.	Clarification of the criteria in the evaluation of teaching and organizational activities of academic teachers and emphasizing the importance of mobility in scientific development	Preparation of regulations for the evaluation of academic staff at the University of Gdańsk: by December 2019	Vice-Rector for Science, Science Office, Organization and Legislation Office	Completed	Ordinance No. 123 / R / 19 Of the Rector of the University of Gdańsk of December 31, 2019 on the periodic evaluation of researchers and academic teachers
PROFESSIONAL CAREER DEVELOPMENT AND WORKING CONDITIONS					
3.1	Research policy – preparation of a document including priorities for the development of scientific research, directions, strategic objectives and tools to achieve these goals/implementation	<p>Preparation: until the end of 2018</p> <p>Implementation: academic year 2019/2020</p>	Vice-Rector for Science	Completed	https://en.ug.edu.pl/sites/default/files/nodes/strona-wersja-angielska/52429/files/ug_academic_research_development_policy.pdf
3.2.	Support for employees applying for scientific grants: a) Identifying problems and weak points b) Improvement and intensification of the system for acquiring international projects through the establishment of the Center International Research Cooperation (CMWB), which will take	a) Preparing a report as part of the Ministry of Science and Higher Education Strategy of Excellence – Research University: until 25/05/2019	a) Science Office, Development Project Management Office	a) Completed	UG Report – Strategy of Excellence – Research University

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	over the UG's coordination, management and all activities initiating the active cooperation of UG scientists with foreign centers through ongoing analytics of potential financing sources, pairing teams, searching for potential consortium members, stimulating interdisciplinary projects and cooperation with companies commercially preparing grant applications	b) task included in the project of the Ministry of Science and Higher Education – Initiative of Excellence – Research University: until 2025	b) Vice-Rector for Science	b) suspended because UG did not receive funding	
3.3.	Implementation of the incentive system for project managers and supporting staff	Task included in the project of the Ministry of Science and Higher Education – Initiative of Excellence – Research University: until 2025	Vice-Rector for Science	Suspended because UG did not receive funding	
3.4.	Changing the remuneration system for conducting classes in English	Salary supplements for conducting classes in English – as part of tasks (23) – in the project of the Ministry of Science and Higher Education – Initiative of Excellence – Research University: until 2025.	Vice-Rector for Science	Suspended because UG did not receive funding	

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3.5.	Expansion – The UG website in English	Task included in the project of the Ministry of Science and Higher Education – Initiative of Excellence – Research University: until 2025	Vice-Rector for Science, Vice-Rector for Student Affairs and Education	Suspended because UG did not receive funding	
3.6.	Facilitating access to information on protective clothing and access to the UG Warehouse	Until December 2019	Health and Safety Inspectorate, IT Center	Completed	Direct information on the website https://ug.edu.pl/universytet/struktura_ug/administracja_centralna/rektor/kanclerz/zastepca_kanclerza_d_s_administracyjnych/dzial_administracji_i_transportu/magazyn_odziezy_ochronnej_i_roboty
Tasks implemented directly at the UG Faculties					
B.1	National Scientific Conference of PhD Students of Natural Science. The conference aims to exchange experiences and ideas among PhD students of natural science, including biology, chemistry, ecology, biotechnology, oceanology.	Once in a year	Faculty of Biology, Vice-Rector for Science	Completed	Number of conference participants: 145
B.2	Conference on Academic Didactics of the Ideatorium. The conference aims to share ideas and experience in the field of academic education	Once in a year	Faculty of Biology, chair of the organizing committee	Completed	Number of conference participants: 137
BT.1	Raising the scientific level of employees of the Intercollegiate Faculty of Biotechnology UG&MUG through	Regular meetings with the International	Intercollegiate Faculty of Biotechnology UG&MUG,	Completed	Attendance list

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	cooperation with the International Scientific Council of IFoB	Scientific Council of IFoB	Dean		
Ch.1	Meetings with employers to examine the needs of the surroundings and verify the fields of education	Once a month 1 hour from the summer semester 2018	Faculty of Chemistry, Coordinator for contacts with employers	Completed	Reports on meetings: 2 meetings (information on the website)
Ch.2	Meetings of the Consultative Board in order to improve the quality of education, practical aspects of teaching necessary in the labor market	In November 2018 and 2019	Faculty of Chemistry Coordinator for contacts with employers	Partially completed	Number of people who attended the meetings: 20 people (attendance list)
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 summer semester 2019/2020 on Fridays once a month. The topics of the meetings will be adapted to the needs	Faculty of Economics, Vice-Dean for Science	Completed for 2019 (3 meetings)	Number of people who attended the meetings: average 15-25 http://ekonom.ug.edu.pl/web/OtwarteseminariumwydzialoweOSW/index.html?lang=pl&ao=harmonogram
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 summer semester of the 2019/2020 academic year	Faculty of Economics, Vice-Dean for Science	Completed for 2019 (11 visitors), will be continued in 2020	Number of people who attended the meetings: average 30-40
E.3	Implementation of the Fulbright scholarship program – inviting researchers from leading US universities to conduct lectures at the FoE.	From the summer semester of the 2019/2020 academic year	Faculty of Economics, Vice-Dean for Science	Suspended, there was no contract	

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F.1	Training supporting development of young scientists and PhD students from the Faculty of Languages, with particular emphasis on the transparency of regulations and equality issues	Training once a year from 2018 for the next 3 years	Faculty of Languages, Vice-Dean for Science	Completed for 2019, will be continued	Attendance list: 30 persons
H.1	Maintaining the relations between the master and students by including retired academic teachers in the scientific and didactic life of the Faculty of History	2018-2020	Faculty of History, Dean	Completed for 2019, will be continued	Attendance list of FC: available at Faculty office
H.2	Information campaign for PhD students on the possibilities and principles of obtaining grants from the BMN, NCN and other institutions	Classes inaugurating the new academic year 2018/2019, 2019/2020	Faculty of History, Head of PhD studies	Completed for 2019, will be continued	Annual Report in scientific activity of the Faculty of History: 33 PhD students and young researchers obtained grants
H.3	Educational campaign (poster exhibition) on the occasion of 100 years of Independence in the building of the Faculty of History and Faculty of Languages, UG Library and III secondary school in Gdansk	2019/2020	Faculty of History, Scientific Circle of History PhD Students, Department of Didactics of History	In progress	
MFI. 1	Implementation of the agreement with the Experiment Science Center in Gdynia and the Hevelianum Center in Gdańsk on the joint dissemination of the results of scientific research	2018-2020	Faculty of Mathematics, Physics and Informatics, Dean	Will be continued	Activity Report available on the website: https://experyment.gdynia.pl/pl/oferta/science-cafe/science-cafe-17-11-2019/artykul https://experyment.gdynia.pl/pl/odwiedz-nas/archiwum-aktualnosci/sciencecom-festiwal-kol-naukowych-i-srodowisk-akademickich/artykul

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					https://experyment.gdynia.pl/pl/akademii-experymentu/archiwum-wykladow
OG.1	Workshops on the preparation of scientific projects – support for PhD students	Once a year from the academic year 2018/2019 for the next 3 years	Faculty of Oceanography and Geography, Dean for Science and Development	Completed for 2019, will be continued	One workshop (4 meetings) completed: 12 participants in each meeting (PhD students from the Faculty of Oceanography and Geography)
Z.1	Periodic scientific seminars organized by Vice-Dean for Science and Part-time Studies	At least once per semester	Faculty of Management, Vice-Dean for Science and Part-time Studies	Completed for 2019, will be continued	Number of NCN applications for financing the research projects submitted by PhD students in the subsequent years: 23
Z.1	Regular meetings of all employees of the Faculty of Management	At least once per semester (usually at the end of September)	Faculty of Management, Dean	Completed	Number of meetings: 2