

REPORT FOR 2020

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	List of attendance (up to 60 people)
1.2	IT training with the use of Office 365 tools in didactics	From winter semester 2020/2021	Quality of Teaching Office	To start in January	List of attendance (up to 45 people)
1.3	IT training with presentation tools	From winter semester 2020/2021	Quality of Teaching Office	To start in April	List of attendance (up to 45 people)
1.4	IT trainings in the creation of e-learning content	From winter semester 2020/2021	Quality of Teaching Office	To start in February	List of attendance (up to 45 people)
1.5	English language course – academic skills – 2 course rounds	Academic years 2018/2019, 2019/2020	Quality of Teaching Office	Completed	List of attendance (30 people)
1.6	Regular information and training meetings for PhD students (kick off meetings)	Beginning of every academic year	PhD Student Council	In progress (two meetings completed; will be continued)	Number of meeting1 attendees – 32 Number of meeting2 attendees – 43
1.7.	Creating an 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 will be continued in 2020/2021	Science Office, UG Library	In progress – new functionality will be added	Knowledge Base of the University of Gdansk https://repozytorium.bg.ug.edu.pl/SearchGlobal.seam?lang=en
1.8.	Dissemination of the Code of Ethics for the Academic Teacher – placing an	October/November 2019	Science Office, IT Center	Completed	92,5% employees have read the Code – electronic confirmation

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	employee on the portal as a compulsory element to read.				
1.9.	Development of anti-mobbing policy for students and doctoral students.	Until September 2020	Vice-Rector for Student Affairs and Education	In progress	Modification of Rector ordinance 104/11 and changes in Code of Ethics for PhD students http://www.radadoktorantow.ug.edu.pl/wp-content/uploads/2020/07/Kodeks-Etyki-Doktoranta-Uniwersytetu-Gda%C5%84skiego.pdf
1.10	Classes for PhD students in writing scientific papers and publication strategies – as part of the Doctoral School program	Academic year 2019/2020, will be continued in 2020/2021	Vice-Rector for Student Affairs and Education	In progress – will be continued in 20/21 academic year	List of attendance
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	Partially implemented – We conducted <i>A Diversity Team Management</i> course for biotechnology students. Its implementation was the direct output of 2016-2020 of the EU Horizon 2020 project STARBIOS2 – Structural Transformation to Attain Responsible BIOSciences (G.A. n. 709517).	List of attendance

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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, will be continued in 2020/2021	Science Office, UG Library	Completed	Report OA 2020 https://ug.edu.pl/sites/default/files/nodes/strona/52130/files/report_open_access_2020.pdf
RECRUITMENT AND EVALUATION OF EMPLOYEES					
2.1	Development and implementation of OTMR principles in UG	<p>a) Development of recommendations regarding HR policy and employment procedures: by September 2019</p> <p>b) Preparation of the Ordinance of the Rector regulating the rules of recruitment and employment of employees: 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 (using the prepared</p>	<p>a) EKN Committee</p> <p>b) Vice-Rector for Science (project), Rector – announcing the Ordinance</p> <p>c) Deans of Faculties</p> <p>d) Deans of Faculties</p>	<p>a) Completed</p> <p>b) Completed</p> <p>c) Completed</p> <p>d) Completed</p>	<p>a) Document prepared and forwarded to the Rector for further proceedings 10/07/2019</p> <p>b) <u>Regulation No. 111/R/19 of the Rector</u></p> <p>c) Internal regulations at Faculties</p> <p>d) Report on quality monitoring of the recruitment process in 2020</p>

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		template): continuous mode			
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	Preparation: until the end of 2018 Implementation: academic year 2019/2020	Vice-Rector for Research and Foreign Cooperation	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) introduction of the "small grants" system	a) preparing a report as part of the Ministry of Science and Higher Education Strategy of Excellence – Research University: until 25/05/2019 b) Preparation: by March 2020 Implementation: from April/May 2020	a) Science Office, Development Project Management Office b) Vice-Rector for Science	a) Completed b) In progress (delay because of pandemic restrictions) – regulations are prepared/implementation March 2021	a) UG Report – Strategy of Excellence – Research University b) https://ug.edu.pl/nauka_ug/iniciatywa_doskonalosci-uczelnia_badawcza/program_malych_grantow

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3.3.	Implementation of the UG's publishing program designed to co-fund the costs of publication in prestigious scientific journals and publishing houses and to disseminate these publications in open access	Preparation: by March 2020 Implementation: from April/May 2020	Vice-Rector for Science, Chief Financial Officer	Completed Will be continued in 2021	Results of publishing program 2020 https://ug.edu.pl/nauka_ug/inicjatywa_doskonalosci_uczelnia_badawcza/sprawozdania
3.4.	Changing the remuneration system for conducting classes in English	Project of additional remuneration for classes conducted in English: by June 2020 Implementation: from the academic year 2020/2021	Vice-Rector for Science, Chief Financial Officer, Vice-Rector for IT Development and Internationalisation	Suspended operation due to a pandemic and transition to remote learning	Suspended operation due to a pandemic and transition to remote learning
3.5.	Expansion – The UG website English version	Implementation of the new website: March 2020 (along with the English version)	Vice-Rector for Student Affairs and Education Vice-Rector for IT Development and Internationalisation	In progress	https://en.ug.edu.pl/
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_ds_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.	Once in a year	Faculty of Biology, Vice-	Not completed; had to be	

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	The conference aims to exchange experiences and ideas among PhD students of natural science, including biology, chemistry, ecology, biotechnology, oceanology		Rector for Research and Foreign Cooperation	postponed due to COVID-19 pandemic	
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	Not completed; had to be postponed due to COVID-19 pandemic	
BT.1	Raising the scientific level of employees of the Intercollegiate Faculty of Biotechnology UG&MUG through cooperation with the International Scientific Council of IFoB	Regular meetings with the International Scientific Council of IFoB	Intercollegiate Faculty of Biotechnology UG&MUG, Dean	Postponed/ In progress	Unfortunately, due to the pandemic-related circumstances it was agreed to postpone the meeting with the International Scientific Advisory Board. Current plans propose the meeting to take place at the turn of the year 2021/2022 (circumstances-dependent).
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	Partially completed	Due to the SARS-CoV2 plague, the meetings in 2020 were canceled. With the hard situation on the market, most of the employers declared the reduction of the employment rather than increasement.
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	The meetings will be held from the	Faculty of Economics,	Yearly goals achieved. Due to	2020 – 3 online seminars

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	support research and teaching activities as well as dissemination of information on conducted research, sharing experiences	summer semester 2019/2020. The topics of the meetings will be adapted to the needs.	Vice-Dean for Science	the Covid-19 crisis seminars were moved to on-line format	
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	Yearly goals achieved.	2020 – 4 short term visits 2 long term – semestral visits, online lectures
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	17 participants from various institutes.
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	Ongoing. Due to COVID-19 the in-person contacts were not as intense as in the previous years.	With Rector's permission some senior scholars (past retirement age) continue their didactic work for the Faculty. Retired academic teachers continue to publish in cooperation with the UG, also in edited volumes with co-authored with our current faculty.
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	Ongoing. The efforts to keep the graduate students informed about founding opportunities are carried on multiple	Selected samples from Faculty's webpage: https://historia.ug.edu.pl/media/aktualnosci/91940/spotkanie_informacyjne_dot_konkursow_ncn

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				<p>levels (UG, UG Graduate School and Faculty of History). In lieu of the pandemic, the in-person meetings with the Deputy Dean for Research were discontinued (except for the MS Teams online office hours). Emails and intensified online output were used instead. For the incoming graduate students the information is provided by the Graduate School staff, also as a special class (grant application/management training – first year).</p>	<p>https://historia.ug.edu.pl/media/aktualnosci/86182/nabor_wniosku_do_konkursu_ncn_etiuda_7 https://historia.ug.edu.pl/media/aktualnosci/86799/ogloszenie_o_naborze_do_programu_prom_w_ramach_nawa https://historia.ug.edu.pl/media/aktualnosci/87813/dni_narodowe_go_centrum_nauki https://historia.ug.edu.pl/media/aktualnosci/89773/finansowanie_projektow_z_subwencji_budzetowej_2019 https://historia.ug.edu.pl/media/aktualnosci/90477/narodowy_program_rozwoju_humanistyki_-_spotkanie_informacyjne</p> <p>Graduate School program: https://sd.ug.edu.pl/sites/default/files/2021-02/1%20SD%20%28nauki%20humanistyczne%29.pdf</p>
H.3	Educational campaign (poster exhibition) on the occasion of 100 years of Independence in the building of the Faculty of History and Languages, UG Library and III secondary school in Gdansk	2019/2020	Faculty of History, Scientific Circle of History PhD Students, Department of	Completed	<p>https://ug.edu.pl/media/aktualnosci/80265/wystawa_z_okazji_100_-_lecia_niepodleglosci_na_wydziale_historycznym</p>

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			Didactics of History		
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://experymet.gdynia.pl/dla-doroslych/science-cafe/
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	Partially completed	Workshop 2019/2020 completed, 4 meetings, 30 participants in each meeting (PhD students from the Doctoral School of Exact and Natural sciences)
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	Partially completed / In progress in every month	In progress – according to the schedule for the academic year 2020/2021 / at each seminar min. 80 people from the Faculty of Economics and the Faculty of Management
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	Partially completed	A completed project of meetings with one of the leading employers in Pomerania – the Capital Group REMONTOWA (more: Wydział Zarządzania Uniwersytet Gdański (ug.edu.pl)) / The project will continue after the COVID-19 pandemic