



UNIVERSITY OF GDANSK

REPORT & ACTION PLAN



HR EXCELLENCE IN RESEARCH



UNIVERSITY OF GDANSK

INTERNAL REVIEW

Name Organisation under review:

University of Gdansk, Poland

Organisation's contact details:

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Web-link to published version of organisation's HR Strategy and Action Plan:

https://ug.edu.pl/pracownicy/rozwoj_kariera

https://en.ug.edu.pl/research/european_charter_researchers

Web-link to organisational recruitment policy (OTM-R principles):⁴⁵

Submission date to the European Commission: 11 April 2018

1. ORGANISATIONAL INFORMATION

STAFF & STUDENTS	FTE
<i>Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research</i>	1731.8
<i>Of whom are international (i.e. foreign nationality)</i>	60
<i>Of whom are externally funded (i.e. for whom the organisation is host organisation)</i>	74,28
<i>Of whom are women</i>	942.3
<i>Of whom are stage R3 or R4¹ = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor.</i>	153
<i>Of whom are stage R2 = in most organisations corresponding with postdoctoral level</i>	362
<i>Of whom are stage R1 = in most organisations corresponding with doctoral level</i>	853.9
<i>Total number of students (if relevant)</i>	24 658
<i>Total number of staff (including management, administrative, teaching and research staff)</i>	3146.6
RESEARCH FUNDING (figures for most recent fiscal year)	€
<i>Total annual organisational budget</i>	80 121 962.92
<i>Annual organisational direct government funding (block funding, used for teaching, research, infrastructure,...)</i>	65 895 161.64
<i>Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)</i>	14 039 228.74
<i>Annual funding from private, non-government sources, designated for research</i>	187 572.54

¹ http://ec.europa.eu/euraxess/pdf/research_policies/Towards_a_European_Framework_for_Research_Careers_final.pdf

ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)

The University of Gdansk combines respect for tradition with a commitment to the new. It offers a wide range of academic subjects, and an equally wide range of subjects that lead to professional qualifications demanded by the job market. We are dynamically evolving and developing. Recently built University's Baltic Campus, is one of the largest university complexes in northern Poland. The members of the academic staff of the University of Gdansk conduct scientific and scholarly research on a world-class level, not only creatively expanding the frontiers of knowledge, but also serving the whole of the Pomerania region with their knowledge and experience, thus aiding its dynamic modern development.

2. NARRATIVE

Introduction:

On 16th of April 2016, the University of Gdańsk received the HR Excellence in Research award and for the last two years has been implementing the tasks presented in the HR Strategy of the University of Gdansk. The process was monitored by a working team and ECR coordinator. Detailed reports on the activities carried out can be found on the website:

https://ug.edu.pl/pracownicy/rozwój_kariera (Polish version)

https://en.ug.edu.pl/research/european_charter_researchers (English version)

By the by-law of the Rector of the University of Gdańsk No. 4/R/18 dated January 8, 2018 there was established a Commission for ECR, composed of representatives of all Faculties at the University of Gdańsk and representatives of PhD students, students and retired employees whose task is internal analysis of activities carried out in accordance with the plan included in the Strategy HR (HR Strategy of University of Gdańsk); development of guidelines and action plan for the next 3 years in accordance with the recommendations of the European Charter for Researchers; preparation of a report for the European Commission with regard to being granted the HR Excellence in Research logo; monitoring implementation of activities in line with the action plan for 2018-2021.

Commission members:

Prof. dr hab. Piotr Stepnowski, Vice Rector for Research and Foreign Cooperation – Chair of the Commission;

Dr hab. Katarzyna Potrykus – Faculty of Biology,

Dr hab. Beata Grobelna, prof. UG – Faculty of Chemistry,

Dr hab. Barbara Pawłowska, prof. UG – Faculty of Economics,

Dr hab. Tomasz Wiśniewski – Faculty of Languages,

Dr hab. Anna Paner, prof. UG – Faculty of History,

Dr hab. Wiesław Laskowski, prof. UG – Faculty of Mathematics, Physics and Informatics,

Prof. dr hab. Andrzej Gąsiorowski – Faculty of Social Sciences,

Dr hab. Wojciech Tylmann, prof. UG – Faculty of Oceanography and Geography,

Dr hab. Octavian Nawrot, prof. UG – Faculty of Law and Administration,
Prof. dr hab. Małgorzata Wiśniewska – Faculty of Management,
Prof. dr hab. Krzysztof Liberek – Intercollegiate Faculty of Biotechnology UG&MUG,
Prof. dr hab. Bernard Lammek – Rector-Senior, Rector's advisor,
Alan Puckowski, MA – Faculty of Chemistry,
PhD Adam Jagiełło-Rusiłowski – Faculty of Social Sciences,
Julia Szczęsna MA – Center for Human Resources Management,
Piotr Zieliński, MA – PhD Students' Parliament,
Krystian Siekierski – Student Parliament

Key achievements and progress of the University's original plan of action 2016 and two - year review:

Having reviewed partial reports on the completed tasks the members of the ECR Commission carried out monitoring of the degree of implementation (**gap analysis**) of the individual elements on each of the Faculties and additionally in the group of PhD students and students. On the basis of internal consultations at the Faculties, in Dean's colleges, the strengths and weaknesses of the planned and implemented activities were assessed.

Ethical and Professional Aspects – planned activities have been completed. There has been very high activity at the Faculty level, especially in the area of **public engagement**.

The list of activities carried out at individual Faculties is attached as Annex 1 to this document.

In addition, in December 2017 University of Gdańsk enacted the Policy for the development of open access to scientific publications, such as – training in copyright and good publication practices and the creation of the UG repository, the Scientific Journals Platform and the Knowledge Base – are already being implemented.

In November 2017, University of Gdańsk signed the Corporate Social Responsibility Declaration (**CRS**), which assumes the dissemination of the idea of equality, diversity and tolerance, protection of human rights with regard to the entire academic community and its surroundings, as well as conducting responsible scientific research.

By-law of the Rector of the University of Gdańsk No. 104/R/17 dated October 24, 2017, introduced the Policy on preventing mobbing and discrimination, the subject of which is to regulate the rules of preventing mobbing and discrimination in the University and proceedings in case of suspicion that any employee is subject to mobbing or discrimination, or that there are situations in the workplace that encourage mobbing or discrimination. The policy aims to fulfill the University's obligation to prevent mobbing and discrimination in the workplace, emphasizing preventive measures aimed at avoiding undesirable behaviors that could be considered as mobbing or discrimination.

The mentioned actions implemented at the central level through their anchoring in internal legal acts constitute a strong basis for continuing activity in these areas.

Recruitment and Evaluation of Employees – tasks have been partially implemented and will be continued in the following years. Currently in Poland there is ongoing work related to the enacting a new law called the Constitution for Science. <http://konstytucjadlanauki.gov.pl/>. The draft law provides

for broad changes regarding the university system, financing, scientific evaluation and many aspects that transfer to the level of statutes of scientific units. The planned changes are to take effect from 1.10.2018, with transition periods until 2020. Therefore, as a public university, we prepare for new solutions, especially organizational ones, which will also take into account the principles of Card & Code in the field of recruitment and evaluation of employees.

Professional Development and Working Conditions – tasks have been completed. A lot of activities concerned improving the flow of information, expanding the database of international agreements, international exchange, organizational support for people leaving or coming from abroad to our University. Additional activities were conducted individually at the Faculties.

The list of activities carried out at individual Faculties is attached as Annex 2 to the document.

Based on the opinions collected and with a view to further scientific development and an increase in internationalization, the Commission emphasizes the need to continue activities in this area, especially support for mobility and career guidance for people starting their careers, which was included in the action plan for the next 3 years (**corrective plan**).

3. ACTIONS

No.	Task/action	Timing	Responsible Unit	Current Status	Report with details of action
1.1.	Preparation of central application for co-financing activities disseminating results of research within the Universal Science Zone	November 2016	Science and International Cooperation Office	Completed	R.1.1.
1.2.	Support for researchers applying for grants at the European level, including activities disseminating research results, e.g. European Night of Scientists	February 2017	Development Projects Management Office	Completed	R.1.2.
2.1.	Supplement to the document "Principles of the HR Policy of the University of Gdańsk" in relation to academic teachers (Annex to the by-law of the Rector No. 118/R/15) about the provisions emphasizing the necessity of applying the ECR recommendations in the field of employee recruitment, such as detailed descriptions of the required knowledge	The task will be continued due to the announced changes in the Law on Higher Education in the period up to 2020.	Rector, Vice-Rectors	Partially completed, will be continued	R.2.1.

	and qualifications of candidates as well as prospects of professional development in advertisements, applying a good practice of informing candidates about the results of recruitment with explanation and indication of the strengths and weaknesses of their applications.				
2.2.	Preparation of internal regulations regarding recruitment/people solution policy at Faculties.	The task will be continued due to the announced changes in the Law on Higher Education in the period up to 2020.	Deans of Faculties	Partially completed, will be continued	R.2.2.
3.1.	Intensifying actions informing about professional development opportunities by applying for national and international grants – a newsletter for employees and PhD students.	December 2016	Development Projects Management Office, Research Projects Management Office, Science and International Cooperation Office	Completed	R.3.3.
3.2	Creating a database of scientific internships for employees and PhD students.	December 2016	Science and International Cooperation Office	Partially completed, will be continued	R.3.2., 3.3., 3.4
3.3. 3.4.	Expansion of the database of bilateral agreements. Providing scientists with administrative support when applying for academic internships.	December 2016	Science and International Cooperation Office	Partially completed, will be continued	R.3.2., 3.3., 3.4

The analysis of current activities carried out by the Commission showed the necessity to continue the actions supporting the scientific development, international exchange and mobility of researchers. Due to changes in Polish legal regulations concerning the entire higher education sector, intensive studies will be carried out in the next 3 years to adapt the regulations related to the recruitment process, evaluation of scientific achievements, employee evaluation, career paths and many other aspects that fall within the scope of **Recruitment and Evaluation of Employees**. In addition, taking into account the need to introduce innovative teaching methods, improvement of teaching skills of employees, continuous scientific development, dissemination of research results, and especially support of PhD students and young researchers at the beginning of their careers, new tasks should be implemented in the following years.

The Commission, after consulting the Faculties, in addition to the continuation of selected activities, approved new tasks to be implemented, both at the central level and at individual Faculties.

No.	Task/Action	Timing	Responsible Unit
TASKS IMPLEMENTED AT THE CENTRAL LEVEL			
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	Education Office and Training Section
1.2	IT training with the use of Office 365 tools in didactics	From winter semester 2020/2021	Education Office and Training Section
1.3	IT training with presentation tools	From winter semester 2020/2021	Education Office and Training Section
1.4	IT trainings in the creation of e-learning content	From winter semester 2020/2021	Education Office and Training Section
1.5	English language course – academic skills – 2 course rounds	Academic year 2018/2019, 2019/2020	Education Office and Training Section
1.6	Regular information and training meetings for PhD students (kick off meetings)	Every beginning of an Academic year	PhD Student Council
2.1	Research policy – preparation of a document including priorities for the development of scientific research, directions, strategic objectives and tools to achieve these goals	Until the end of 2018	Vice-Rector for Research and Foreign Cooperation
2.2	Creating an university-wide bibliographic database including	Until the end of 2018	Science and International

	scientific profiles and achievements of individual employees of the University of Gdańsk		Cooperation Office, UG Library
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 Research and Foreign Cooperation
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
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 ofMWB	Intercollegiate Faculty of Biotechnology UG&MUG, 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
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
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 2017/2018 on Fridays once a month. The topics of the meetings will be adapted to the needs.	Faculty of Economics, Vice-Dean for Science
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 2017/2018 academic year	Faculty of Economics, Vice-Dean for Science

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 2017/2018 academic year	Faculty of Economics, Vice-Dean for Science
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
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
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
H.3	Training in the field of speech culture and methodology for conducting educational activities for museum employees.	2018	Faculty of History, Department of Didactics of History
H.4	Educational campaign (poster exhibition) on the occasion of 100 years of Independence in the building of the Faculty of History and Languages	2018	Faculty of History, Scientific Circle of History PhD Students, Department of Didactics of History
MFI.1	Implementation of the agreement with the Experyment 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
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
Z.1	Periodic scientific seminars organized by dr hab. Paweł Antonowicz, prof. UG, Vice-Dean for Science and Part-time Studies	At least once per semester	Faculty of Management, Vice-Dean for Science and Part-time Studies

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
PA.1	A special administrative position for the Faculty of Law and Administration (a specialist in projects)	2018-2020	Faculty of Law and Administration, Dean
PA.2	An information system on the possible grants (e-mail newsletters)	At least one per 3 months	Faculty of Law and Administration, Dean
PA. 3	Presentation/training conducted by experts from the EU National Contact Point.	At least one per semester	Faculty of Law and Administration, Dean

4. IMPLEMENTATION

The purpose of the internal audit and assessment of the implementation of the HR Strategy of UG was to identify the strengths and weaknesses of the planned and implemented activities, adjust the plan and identify key elements to be implemented in the future. Members of the ECR Commission have made an in-depth analysis of the data included in the partial reports and consulted the state of work and future needs at the various Faculties.

The implementation of actions presented in the Action Plan (both continuation and new tasks) will be monitored on a regular basis by Responsible Units and presented to the Commission in the form of annual reports.

Additionally, for all new activities for the next 3 years, the implementation and monitoring of progress has been defined.

No.	Implementation Method	Development Monitoring /Indicators
1.1	Rrecruitment at the Faculties in accordance with the guidelines of the Project Development PROgram of the University of Gdansk (ProUG)	Students' results in the next academic year
1.2	Rrecruitment at the Faculties in accordance with the guidelines of the Project Development PROgram of the University of Gdansk (ProUG)	Students' results in the next academic year
1.3	Rrecruitment at the Faculties in accordance with the guidelines of the Project Development PROgram of the University of Gdansk (ProUG)	Students' results in the next academic year
1.4	Rrecruitment at the Faculties in accordance with the guidelines of the Project Development PROgram of the University of Gdansk (ProUG)	Students' results in the next academic year

1.5	Rrecruitment at the Faculties in accordance with the guidelines of the Project Development PROgram of the University of Gdansk (ProUG)	Students' results in the next academic year
1.6	Information about the meeting will be posted on the website of UG PhD Students Board. Information will be also sent via email to all of the Dean Offices for PhD studies at all of the Faculties UG and to the PhD students.	Meeting attendance list
2.1	By-law of UG Senate	Internal related acts
2.2	By-law of Rector of the UG	Reports on scientific activities
B.1	Information on the website http://konferencjaprzyrodnicza.ug.edu.pl/ and mailing about planned conference	Number of conference participants (presentations and poster sessions)
B.2	Information on the website http://www.ideatorium.ug.edu.pl/ and mailing about planned conference	Number of conference participants
BT.1	Evaluation of scientific activities carried out at the Faculty by the Council. Indicating strengths and weaknesses. Consultation on changes in the structure	Report on the research activity
Ch.1	Information on the website and mailing for students and PhD students	Number of people who attended consultations
Ch.2	- mailing to the members of RK	Reports on meetings
E.1	The topics of the meetings will be consulted with employees and adapted to their needs. Information about meetings will be sent to employees by e-mail. Meetings will take place on a date excluded from classes.	Number of people who attended the meetings
E.2	Conducting lectures on the most current topics in modern economics. Information about meetings will be disseminated to employees and students.	Number of people who attended the meetings
E.3	Organization of lectures by American scientists and meetings aimed at undertaking joint research on the issues of the contemporary global economy. Information about meetings will be sent by e-mail to employees and posted on the Faculty's website.	Number of people who attended the meetings
F.1	Information on the website of the Faculty of Languages Direct announcement through individual institutes and the PhD student council.	Final survey Qualitative report

H.1	Participation of retired independent research workers in the Faculty Council, participation in conferences and publications of FoH, as far as human resources are concerned – running a graduate seminar	Attendance list of FC Annual Report in scientific activity of the Faculty of History
H.2	Training, workshops	List of application for grants by young scientists
H.3	Didactic workshops for employees of the Stutthof Museum	List of attendance at the workshops
H.4	Exhibition in the hall of the Faculty of History	Report from the exhibition on the website
MFI.1	Organizing events disseminating research results	Number of joint events disseminating research/educational/popular science results
OG.1	Workshops were placed in the program of Environmental Doctoral Studies at the Faculty of Oceanography and Geography, all PhD students will have the opportunity to participate	Number of NCN applications for financing the research projects submitted by PhD students in the subsequent years
Z.1	Invitation to participate on the Faculty's website	Number of people: applying for grants Leaving for internships Publishing in journals from IF
Z.1	Information sent via email to all employees, Departments	Number of people: applying for grants Leaving for internships Publishing in journals from IF
PA.1	Specialist in projects (existing administrative position) – tasks realization	Employee evaluation
PA.2	Information sent via email	Numbers of emails
PA.3	Invitation to participate on the Faculty's website/email message to all employees	List of attendance

Conducting systematic monitoring of progress in implementing the planned activities will allow proper preparation of external audit.

A list of additional activities carried out at UG faculties in the field of Ethical and Professional Aspects

Faculty of Biology – Organization of popular science events "Biologists' Night", "Brain Day", Gdańsk Ornithological Meetings, as part of which students, PhD students and employees of the Faculty of Biology present a series of lectures, shows and workshops presenting contemporary biology.

Faculty of Chemistry – Preparation and receiving a grant for a project for the promotion of science to the Ministry of Science and Higher Education entitled "Model and experiment – a series of lectures and workshops for young explorers" 2017

2. Preparation and receiving a grant for the project for WFOŚiGW "A series of workshops and laboratory classes *Z ekologii za pan brat*" for the implementation of events during BFN 2017.

3. Participation in the project: "Today education – tomorrow work! Raising the quality of general education in 15 primary schools and 4 junior high schools from the area of Puck Municipality" implemented in the period 01.09.2016-31.07.2018. Contractor.

Faculty of Economics

1. **Baltic Festival of Science** – May 2017 – students and employees of the Faculty of Economics have prepared 13 workshop events addressed to primary school, junior high school and high school students. They presented various aspects of economics and finance, including: the basics of maritime economy, playing the stock and financial markets, managing the home budget.

2. **Baltic Festival of Economics** – 2 editions (March 2016, March 2017), one edition planned (March 2018) – an event aimed at popularizing science, addressed to schools, in particular to junior high schools and high schools with economic classes; As part of workshop events conducted by students of the Faculty of Economics, participants are introduced into basic economics in the form of training games.

3. **Sopot Science Picnic** – 2 editions (June 2016, June 2017) – an event addressed to entire families, held every year at the Spa Square in Sopot, during which participants can take part in training activities and games aimed at disseminating the basic economic knowledge.

4. **Akademia Fairs** – 2 editions (March 2016, March 2017) – an event addressed to high school students whose task is to popularize the activity of the Faculty of Economics and encouraging high school students to study at the Faculty. At the FoE stand, the achievements of members of the Student Organizations at the Faculty of Economics are presented.

5. **University – I like it!** – (February – June 2016) – a series of events taking place outside the Tri-City, which popularized the University of Gdańsk and presented the scientific and didactic profile of the University. Thematic events organized by the Faculties were held in Kościerzyna, Chojnice and Ostróda.

6. **Picnic of Inspiration on Mały Jeziorak in Iława** – September 2017 – an event popularizing science in the form of games and educational activities co-organized by members of the Student Organization of International Finance of the Faculty of Economics.

7. **Congress of Economical Student Organizations** – April 2017 – an open conference organized by members of the Students Clubs and employees of the Faculty of Economics, which presented the results of research conducted by members of the Student Organizations.

8. **Organization and implementation of the National Shipping-Logistics Olympiad** financed from the funds of the Ministry of National Education (contract no. MEN/2016/DKZU/940) in 2016/2017.

9. **Organization of the Competition POLAND IN UNION**. This competition is organized as part of the celebration of the EUROPEAN DAY. The competition is intended for all upper secondary students from the Pomorskie Voivodeship. In 2017, the 14th edition of this event was held.

10. **Sopot Logistic Workshops** – an annual initiative of the Student Organization of Logistics, which aims to promote logistics and confront theoretical knowledge acquired during classes at the University with practical application in the economy.

11. **The Gdańsk Career Festival** (organized in March 2017 on the FoE as part of the Study in Gdansk),
12. **World Entrepreneurship Week** – organized on November 14-17, 2016, November 13-19, 2017 in over 170 countries. The task of this global event is to stimulate the development of entrepreneurship, especially among those who have already taken the first step in the path of business success and are looking for inspiration.

Faculty of Mathematics, Physics and Informatics – signing of agreements with the Experiment Science Center in Gdynia and the Hevelianum Center in Gdańsk on the joint dissemination of research results.

Faculty of Law and Administration – A special administrative position for the Faculty of Law and Administration (a specialist in projects) has been created; An information system on the possible grants (information sent electronically in the form of a newsletter) was created, presentation/training conducted by experts from the EU National Contact Point.

A list of additional activities carried out at UG faculties in the field of Professional Development and Working Conditions

Intercollegiate Faculty of Biotechnology – Newsletter sent to PhD students and employees of the Faculty, including detailed information on announced grant calls.

Faculty of Chemistry – Preparing the project for the National Center for Research and Development (NCBiR): "Step ahead: Qualifications – Development – career thanks to internships increasing the chances of the UG Chemistry graduate on labor market" – project granted funding. 2017.

POWER project for PhD students joint with the Faculty of Mathematics, Physics and Informatics. 2018

Faculty of Economics:

Since 2015, the Faculty has been organizing external seminars for faculty employees. As part of the mobility workshops are organized to raise teaching competences, team work and organizational skills:

- Methods of teaching students (workshops under the agenda of the Department of Didactics at the Institute of Pedagogy of the Faculty of Social Sciences of the University of Gdańsk);
- Integration game in the field of team building (moderator: SSIL Research & Consulting);
- Workshops "University and media relations" – how to use the potential of the media when working at the university and effectively cooperate with journalists;

Workshops strengthening the skills of the academic staff in the field of presentation and communication (workshops "Your voice is Your strength")

Faculty staff participate in courses and trainings raising their teaching qualifications and obtain certificates confirming the acquired skills:

- Train the Academics workshops. Teaching accounting: Using case study and assessment practice,
- The Leader's Challenge, training conducted for ACCA, leading: Ashim Kumar FCCA, coach, teacher & speaker, The John Maxwell Team,
- SAP TERP10_66 Training workshops, organizer: Universitat Duisburg Essen,
- SAP Introductory Training, organizers: SAP UCC Munchen, Helsinki Metropolia University of Applied Sciences,
- ELA Doctorate Workshop – workshops for PhD students of logistics from all over Europe, organizer: ELA (European Logistics Association),
- Self-motivation – training conducted by PwC Academy Joanna Kucharczyk-Capiga,
- School of Tutors XII edition organized by Collegium Wratislaviense in Wrocław.

Faculty of Law and Administration – an administrative position at the Faculty (project specialist); sending e-mails (newsletter) about calls to employees of the Faculty (project specialist) and displaying announcements about grants in a showcase at the Dean's Office; publishing information about grants in the employees tab – grants and calls https://prawo.ug.edu.pl/dzialalnosc_naukowa/wsparcie_badan_naukowych

international promotion – a new information leaflet containing the educational offer of the Faculty of Law and Administration in English; Organization of the European Dean Forum organized by the Faculty in cooperation with the International Association of Law Schools, aimed at extending the Faculty's cooperation with international research centers and strengthening relations with the Faculties of Law belonging to IALS.

Faculty of Management – Participation of PhD students in inter-collegiate project workshops realized by using the Problem Based Learning (PBL) method organized by the Tutor Center of the University of Gdańsk;

III. Scientific Seminar of the Faculty of Management at the University of Gdańsk, devoted to the issues of the assessment of habilitation applications, and in particular the assessment of scientific achievements. The meeting was one of the few occasions to listen to the opinion of experts who have experience in both reviewing habilitation applications, as well as in the work of various evaluation committees and scientific bodies; IV Seminar of the Faculty of Management of the University of Gdańsk, which was attended by nearly 50 academic staff from the Faculty of Management and the Faculty of Economics of the University of Gdańsk. The subject of this meeting was to discuss, among others, the following problems: RECOMMENDED FUTURE ACTIVITIES FOR EMPLOYEES OF THE FACULTY OF MANAGEMENT AT UG, that is, a resultant of ideas, in which direction we should go, to be well evaluated not only at our Faculty, but also in relation to initiatives taken at other economic faculties and management in Poland.