

No	Task/Action	Timing	Responsible Unit
Tasks implemented at the <b>central level</b>			
<b>ETHICAL AND PROFESSIONAL ASPECTS</b>			
<b>1.1</b>	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
<b>1.2</b>	IT training with the use of Office 365 tools in didactics	From winter semester 2020/2021	Quality of Teaching Office
<b>1.3</b>	IT training with presentation tools	From winter semester 2020/2021	Quality of Teaching Office
<b>1.4</b>	IT trainings in the creation of e-learning content	From winter semester 2020/2021	Quality of Teaching Office
<b>1.5</b>	English language course – academic skills – 2 course rounds	Academic years 2018/2019, 2019/2020	Quality of Teaching Office
<b>1.6</b>	Regular information and training meetings for PhD students (kick off meetings)	Beginning of every academic year	PhD Student Council
<b>1.7.</b>	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
<b>1.8.</b>	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
<b>1.9.</b>	Development of anti-mobbing policy for students and doctoral students.	Until September 2020	Vice-Rector for Student Affairs and Education
<b>1.10</b>	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
<b>1.11</b>	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
<b>1.12</b>	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

<b>RECRUITMENT AND EVALUATION OF EMPLOYEES</b>			
<b>2.1</b>	Development and implementation of OTMR principles in UG	a) Development of recommendations regarding HR policy and employment procedures: by September 2019 b) Preparation of the Ordinance of the Rector regulating the rules of recruitment and employment of employees: by March 2020 c) Preparation of recruitment criteria at the level of a given Faculty: by VI.2020 d) Monitoring the implementation of recruitment procedures (using the prepared template): continuous mode	a) EKN Committee  b) Vice-Rector for Science (project), Rector – announcing the Ordinance  c) Deans of Faculties  d) Deans of Faculties
<b>2.2.</b>	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
<b>PROFESSIONAL CAREER DEVELOPMENT AND WORKING CONDITIONS</b>			
<b>3.1</b>	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
<b>3.2.</b>	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	a) Science Office, Development Project Management Office  b) Vice-Rector for Science

		Implementation: from April/May 2020	
<b>3.3.</b>	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
<b>3.4.</b>	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
<b>3.5.</b>	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
<b>3.6.</b>	Facilitating access to information on protective clothing and access to the UG Warehouse	Until December 2019	Health and Safety Inspectorate IT Center
<b>Tasks implemented directly at the UG Faculties</b>			
<b>B.1</b>	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>B.2</b>	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
<b>BT.1</b>	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
<b>Ch.1</b>	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
<b>Ch.2</b>	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
<b>E.1</b>	Regular information and training meetings for faculty employees to support research and teaching activities as well as	The meetings will be held from the summer semester	Faculty of Economics, Vice-Dean for Science

	dissemination of information on conducted research, sharing experiences	2019/2020. The topics of the meetings will be adapted to the needs.	
<b>E.2</b>	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
<b>F.1</b>	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
<b>H.1</b>	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
<b>H.2</b>	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
<b>H.3</b>	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 Didactics of History
<b>MFI.1</b>	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
<b>OG.1</b>	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
<b>Z.1</b>	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
<b>Z.1</b>	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