

No	Task/Action	Timing	Responsible Unit
<b>Tasks implemented at the central level</b>			
<b>ETHICAL AND PROFESSIONAL ASPECTS</b>			
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
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	Science and International Cooperation Office, UG Library
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
1.9.	Development of anti-mobbing policy for students and doctoral students.	Until March 2020	Vice-Rector for Student Affairs and Education
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
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 - the academic year 2019/2020	Training Section
1.12	Open access to scientific publications and research results – information on website/trainings for academic staff and PhD – students/ development of Repository of UG	Academic year 2019/2010	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 personnel policy and employment procedures - by September 2019 b) preparation of the document UG Human Resources Policy - at central level - 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 - continuous mode	a) EKN Committee  b) Vice-Rector for Science  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) Improvement and intensification of the system for acquiring international projects through the establishment of the Center International Research Cooperation (CMWB), which will take over the UG's coordination, management and all activities initiating the active cooperation of UG scientists with foreign centers through ongoing	a) preparing a report as part of the Ministry of Science and Higher Education Strategy of Excellence -Research University - until 25/05/2019 b) task included in the project of the Ministry of Science and Higher Education - Initiative of Excellence - Research	a) Science Office, Development Project Management Office  b) Vice-Rector for Science

	analytics of potential financing sources, pairing teams, searching for potential consortium members, stimulating interdisciplinary projects and cooperation with companies commercially preparing grant applications	University - until 2025	
<b>3.3.</b>	Implementation of the system incentive for managers projects and staff supporting	task included in the project of the Ministry of Science and Higher Education - Initiative of Excellence - Research University - until 2025.	Vice-Rector for Science
<b>3.4.</b>	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
<b>3.5.</b>	Expansion - The UG website English version	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
<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.	Once in a year	Faculty of Biology, chair of the organizing committee

	The conference aims to share ideas and experience in the field of academic education.		
<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 ofMWB	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 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
<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>E.3</b>	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
<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