

## ACTION PLAN 2023-2025

No	Task/Action	Timing	Responsible Unit	Monitoring/Indicators
<b>PRIORITY – INCREASING INTERNATIONALIZATION LEVEL</b>				
1.1	English language course – basic skills (A1/A2 level) – administration staff	Q2 2023	International Office	Number of participants
1.2	Research and development agreement – unified template in English and Polish	Q1-Q2 2023	Visiting Professors Office	Document template
1.3	Internship agreement – unified template in English and Polish	Q1-Q2 2023	Visiting Professors Office	Document template
1.4	International Office Newsletter – for UG students and staff (in English)	Q1 2023-Q4 2025	International Office	Newsletter
1.5	Information poles (in Polish and English) on the campus	Q3 2023	International Office	Number of information poles
1.6	Visiting Professors scholarship	Q1-Q4 2023	Visiting Professors Office	Financial support awarded
1.7	“UG international coffee” – series of meetings with UG authorities responsible for international cooperation	Q1-Q4 2023	International Office	Number of meetings
1.8	Expansion – The UG website in English	2021-2022	Center for Communication and Promotion	English website
1.9	Enhancing international outreach; 2-month visit by the faculty and students of the University of Michigan-Dearborn (classes and open events at three UG faculties: Faculty of Social Sciences, Faculty of Languages, Faculty of Management); Faculty of History offers a class on Polish history to visitors – increasing competencies in teaching in a multicultural context.	Q1 2023	Faculty of History – coordinator	3 courses to be offered by visiting professors in the Spring semester, public lectures; Class for foreign students offered by the Faculty of History. Public lectures.
1.10	Enhancing international cooperation; 2-week visit by faculty and students of Valdosta State University to the Faculty of History – increasing diversity at UG campus.	Q1 2023	Faculty of History	Free and open academic events organized at the Faculty of History (lectures, trips – list)
1.11	Stimulating Faculty international mobility	2023-2025	Faculty of History	Promotion of international exchange programs; facilitating international

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				mobilities outside Europe within existing agreements, Erasmus+ (global); increased cooperation within SEA-EU
<b>1.12</b>	Electronic application for business trip abroad	Q1 2023	Science Office	Number of electronic applications
<b>1.13</b>	introduction of a language policy	2023-2024	Language Policy Development Team	Language policy document
<b>PRIORITY – IMPROVING THE QUALITY OF SCIENTIFIC RESEARCH</b>				
<b>2.1</b>	<p>Activities under the "Excellence Initiative – Research University":</p> <p>a) Program of young leaders of UG research groups – junG b) UG's scientific journals development program c) Publishing program d) Small Grants Program</p>	<p>Deadlines: 2023-2025</p> <p>a) ongoing b) ongoing c) ongoing d) ongoing</p>	Science Office	<p>Report Number of grants Financial support awarded</p> <p>Information on website <a href="https://ug.edu.pl/nauka_ug/inicjatywa_doskonalosci_-_uczelnia_badawcza">https://ug.edu.pl/nauka_ug/inicjatywa_doskonalosci - uczelnia_badawcza</a></p>
<b>2.2</b>	<p>Development of the research infrastructure base – FarU and Sea EU</p> <p>Development of a platform for reporting data on academic achievement for FarU development of this platform on an ongoing basis in 2024-2025)</p>	<p>Q1-Q4 2023</p> <p>Q2 2023</p>	<p>SEA-EU Project Manager, Director of Daniel Fahrenheit Union of Universities in Gdańsk</p> <p>UG Library</p>	<p>List of equipment <a href="https://research.sea-eu.ug.edu.pl/resources">https://research.sea-eu.ug.edu.pl/resources</a> <a href="https://faru.edu.pl/en/resources">https://faru.edu.pl/en/resources</a></p>
<b>2.3</b>	Support for scientists applying for grants and implementing projects by organizing training and meetings in the field of obtaining funds for research and project implementation (including from the National PR Contact Point Horizon Europe, Horizontal Contact Point for EU Framework Programs Northern Poland, Erasmus+ InnHUB, National Science Centre, etc.).	Ongoing	<p>Scientific Projects Office and UG Development Projects Office</p> <p>UG Library</p>	Number of trainings conducted

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<b>2.4</b>	Intensification of campaigns informing about the possibilities of applying for research grants by sending Newsletters of Scientific Projects Office and UG Development Projects Office.	Ongoing	Scientific Projects Office and UG Development Projects Office	Number of Newsletters sent
<b>2.5</b>	Support for initiatives that consider activities disseminating the results of scientific research, e.g., European Researchers' Night.	Ongoing	UG Development Projects Office	Number of submitted projects
<b>2.6</b>	Series of meetings with the scientists representing the research groups, to improve the knowledge on the scientific involvement of the research groups and knowledge on the research apparatus.	From Q1 2023 to Q4 2023	Faculty of Chemistry Coordinator	Percentage of the faculty members and PhD students attended in meeting
<b>2.7</b>	“Piątek na Historycznym” – meeting series – free and open to all; weekly events featuring public lectures, book promotions, workshops, and events featuring both active and retired faculty members – aim: integration of the academic community, promotion of research, opening the campus to the general public.	2023-2025	Faculty of History	Report on the series (list of events organized)
<b>2.8</b>	Effectiveness in research team building - mentoring and visual thinking formula	Q1 2024 to Q3 2024	Faculty of Languages	Participant surveys (before and after training)
<b>2.9</b>	Support by specialized units of the University of Gdańsk for the commercialization of interests and scientific research of the academic staff to develop research tools in cooperation with the socio-business environment of the University of Gdańsk.	Q1-Q4 2025	HR Development at the UG Team	Number of beneficiaries
<b>2.10</b>	Introduction of the document "PhD Student's must-know" – a document containing useful information for doctoral students on the organization of education and conducting research	Q3 2023	Secretariat of Doctoral Schools, Education Office, Legal Office	The document "PhD student's must-know"

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PRIORITY – OPEN SCIENCE AND SOCIAL RESPONSIBILITY				
<b>3.1</b>	Open Access to scientific publications and research results – information on website/trainings for academic staff and PhD students	Ongoing	Science Office, UG Library	OA Annual Reports <a href="https://en.ug.edu.pl/research/hrs4r">https://en.ug.edu.pl/research/hrs4r</a>
	Organisation of OA Week	Once a year	Science Office, UG Library	Information on website
	Adoption of a research data management policy within SEA EU and at UG	Q4 2023		ORD Policy
<b>3.2</b>	Establishment of a central Research Ethics Committee	Q1 2023	Vice-Rector for Research	Rector's order
<b>3.3</b>	Organizing two debates called "University Conversations on Ethics" with the participation of the academic community (teachers and administration) and disciplinary officers.	Q4 2023 Q2 2024	Faculty of Law and Administration	Number of participants
<b>3.4</b>	Identifying the needs and practices of researchers in research data management – meetings with representatives of scientific disciplines.	Q1 2023	Research Data Management and Open Science Section, UG Library	Series of meetings with scientists, needs analysis and support plan
<b>3.5</b>	Research data repository	Q1 2023 – infrastructure construction 2023 promotion 2023-2025 – development 2024 – association with EOSC 2025 – certification	Research Data Management and Open Science Section, UG Library	Core Trust Seal DataCitation index
<b>3.6</b>	EOSC Polish working group	Q1 2024 join in the group's work	Research Data Management and Open Science Section, UG Library	Consortium member

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3.7	Data management experience exchange platform	2024 – building a platform for contact and exchange of experience and good practices between researchers of the academic community in data management	Research Data Management and Open Science Section, UG Library	Researchers' activity on the platform Feedback
3.8	DMP Creator: a tool for writing, reviewing and checking DMPs	Q1 2023 consultation with argos and PCSS Q2 2023 consultation and cooperation with GUMed (Data Rail) Q1 2024 Creating a tool for writing, reviewing and checking DMPs Q2 2024 incorporation into EOSC Q4-5, 2024 introduction of the tool, trainings	Research Data Management and Open Science Section, UG Library	Functioning DMP creator
3.9	ORD Trainings: data management, DMP, data security, repository search workshop, intellectual property rights, personal data	2023 Departmental trainings Q3 2023 – PhD school Q4 2023 Organization of trainings from external entities	Research Data Management and Open Science Section, UG Library	Training at each department Feedback
3.10	Connection to the Polish Platform of Medical Research (PPM)	2024	Research Data Management and Open Science Section, UG Library	UG research data on Polish Platform of Medical Research (PPM)

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<b>3.11</b>	Open Ph.D.s in the Knowledge Base	2024-2025	Research Data Management and Open Science Section, UG Library	Uploading doctoral dissertations to the Knowledge Base
<b>3.12</b>	DMPolly (board game) an accessible and fun way to learn about research data management and NCN requirements	2024	Research Data Management and Open Science Section, UG Library	Creating and launching the game
<b>3.13</b>	Implementation of the regulations of internal reporting at the UG regarding violations of the law and follow-up actions	Q1 2023	Legal Office	Regulations and the number of notifications and implemented procedures <a href="https://bip.ug.edu.pl/akty_normatywne/108311/zarządzenie_nr_3r22_rektora_uniwersytetu_gdanskiego_z_dnia_5_stycznia_2022_roku_w_sprawie_wprowadzenia_regulaminu_zgłoszen_wewnętrznych_w">https://bip.ug.edu.pl/akty_normatywne/108311/zarządzenie_nr_3r22_rektora_uniwersytetu_gdanskiego_z_dnia_5_stycznia_2022_roku_w_sprawie_wprowadzenia_regulaminu_zgłoszen_wewnętrznych_w</a>
<b>3.14</b>	Amendment of the Ordinance of the Rector of the University of Gdańsk on the acceptance and consideration of complaints and applications	Q1 2023	Legal Office	Amended Ordinance of the Rector <a href="https://bip.ug.edu.pl/akty_normatywne/114282/zarządzenie_nr_14r23_rektora_uniwersytetu_gdanskiego_z_dnia_7_lutego_2023_roku_w_sprawie_organizacji_przyjmowania_i_zalotwiania_skarż oraz wnioskow_w">https://bip.ug.edu.pl/akty_normatywne/114282/zarządzenie_nr_14r23_rektora_uniwersytetu_gdanskiego_z_dnia_7_lutego_2023_roku_w_sprawie_organizacji_przyjmowania_i_zalotwiania_skarż oraz wnioskow_w</a>
<b>3.15</b>	Activity of the Equal Treatment and Anti-Mobbing Ombudsman	Ongoing	Equal Treatment and Anti-Mobbing Ombudsman Office	Information on the website <a href="https://ug.edu.pl/o-uczelnim/uniwersytet-odpowiedzialny-spoecznie/biuro-rzecznika-ds-rownego-traktowania-i-przeciwdzialania-mobbingowi">https://ug.edu.pl/o-uczelnim/uniwersytet-odpowiedzialny-spoecznie/biuro-rzecznika-ds-rownego-traktowania-i-przeciwdzialania-mobbingowi</a>
<b>3.16</b>	Actions to increase gender equality: a) GEP implementation (5 main goals) b) Competition "Inclusion of gender in the research" c) Life/work balance – mentoring	2021-2025 2022-2024 2022-2023	Project Manager Project Manager Project Manager	Annual project report and information on website <a href="https://ug.edu.pl/news/sites/ug.edu.pl/news/files/attachments/node/files/GEP%20eng.pdf">https://ug.edu.pl/news/sites/ug.edu.pl/news/files/attachments/node/files/GEP%20eng.pdf</a>

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				<p>Information on website  <a href="https://ug.edu.pl/news/pl/4037/nagroda-specjalna-rektora-ug-dla-prac-magisterskich-i-doktorskich-poruszajacych-tematyke-plci-w">https://ug.edu.pl/news/pl/4037/nagroda-specjalna-rektora-ug-dla-prac-magisterskich-i-doktorskich-poruszajacych-tematyke-plci-w</a></p> <p><a href="https://ug.edu.pl/news/pl/4386/pierwszy-dzien-miedzynarodowej-konferencji-nauka-i-edukacja-na-rzecz-zrownowazonego-rozwoju-relacja">https://ug.edu.pl/news/pl/4386/pierwszy-dzien-miedzynarodowej-konferencji-nauka-i-edukacja-na-rzecz-zrownowazonego-rozwoju-relacja</a></p> <p><a href="https://ug.edu.pl/news/pl/4273/mentoring-w-ramach-projektu-mindthegeps">https://ug.edu.pl/news/pl/4273/mentoring-w-ramach-projektu-mindthegeps</a></p>
<b>3.17</b>	<p>Implementation of the third mission of the university – societal impact and Corporate Social Responsibility (CSR):</p> <ul style="list-style-type: none"> <li>• internship program for students and doctoral students</li> <li>• trainings, workshops and debates</li> <li>• Open University</li> <li>• popularization of scientific research results of members of the academic community</li> <li>• cooperation with the socio-economic environment in the field of SDG (Sustainable Development Goals), as well as local community</li> <li>• preparing an offer of postgraduate studies in the field of education for sustainable development</li> </ul>	2023-2025	Center for Sustainable Development	<p>Reports and information on website  <a href="https://czrug.ug.edu.pl/en/en_start/">https://czrug.ug.edu.pl/en/en_start/</a></p>

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	<ul style="list-style-type: none"> <li>preparing a database of experts in sustainable development of the University of Gdańsk</li> </ul>			
<b>3.18</b>	<p>Arranging “a kids’ play corner” within the common/social space.</p> <p>Organized as a pilot action at the IFB; concept easily adaptable by all the other faculties</p>	Q3 2023 (at the IFB)	Pilot organized by Intercollegiate Faculty of Biotechnology UG&MUG (and any other units joining the action)	Photo
<b>3.19</b>	Active work in a diverse team – workshop (12h)	Q4 2023-Q1 2024	Intercollegiate Faculty of Biotechnology UG&MUG	Number of speakers/attendees
<b>3.20</b>	Social Responsibility – lectures (15h)	Q4 2023-Q1 2024	Intercollegiate Faculty of Biotechnology UG&MUG	Number of lectures
<b>3.21</b>	<p>“Open Economic Lectures” – the series of meetings with economics is intended to deepen knowledge in the field of economics and various problems that are described and solved in the framework of economic sciences. Open Economic Lectures are conducted by experienced academic lecturers who combine their scientific and didactic work at the Faculty of Economics with economic practice and involvement in various organizations, institutions and events related to the promotion of economic knowledge.</p>	<p>The meetings will be held in the winter and summer semester 2022/2023. The topics of the meetings consider the needs based on the pilot questionnaire.</p>	Faculty of Economics, Vice-Dean for Development and Cooperation with Socio-Economic Environment	<p>Numbers of lectures</p> <p>Number of participants</p>
<b>3.22</b>	Equality behavior in practice – theatre workshops	Q4 2024 do Q2 2025	Faculty of Languages	“Mentimeter” application during training
<b>3.23</b>	National level conference – Chemistry-Business-Environment and panel discussion with representatives of universities, business and local government	2023-2025	Faculty of Chemistry	Number of participants/year
<b>3.24</b>	Popular science lectures for secondary school students to introduce the scientific activities to a wider audience (future students)	2023-2025	Faculty of Chemistry	Number of participants/year



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PRIORITY – SUPPORT FOR RECRUITMENT AND EVALUATION OF EMPLOYEES PROCESSES				
<b>4.1</b>	Preparation, analysis and definition of problems and needs in the field of shaping basic HR processes: recruitment, selection, employment, onboarding new employees, training and development, motivating, periodic evaluation, rotations/internal internships, career paths and promotions, employee leaving the organization.	Q1-Q4 2023	Deputy Chancellor for HR Human Resources Department HR Strategy Development Team at the University of Gdańsk	Report Improvement requests Recommendations to the HR Policy
<b>4.2</b>	Preparation of competency profiles for managerial positions at the University of Gdańsk administration units and diagnosis of the adequacy of the organizational structure of the University of Gdańsk in the context of development challenges and environmental conditions.	Q1 2023-Q4 2024	UG Rector Deputy Chancellor for HR HR Strategy Development Team at the University of Gdańsk	Preparation of a catalog of job descriptions along with competency profiles
<b>4.3</b>	Defining recommendations considering foreign internships in promotion procedures and periodic evaluation for the academic and administrative staff of the University of Gdańsk.	Q2-Q3 2023	Deputy Chancellor for HR Human Resources Department	Indication of the conditions of foreign internships Number of participants using the program
<b>4.4</b>	Revitalization and verification of the objectives of the Periodic Employee Evaluation System for employees of UG administration units.  Proposal of a new periodic evaluation model based on competency management.	Q2-Q4 2023  Q1-Q2 2024	Deputy Chancellor for HR Human Resources Department  Human Resources Management Division at the Faculty of Management	Report  A new model of evaluation Number of employees trained in the new model
<b>4.5</b>	Diagnosis of connecting the development goals of the University of Gdańsk with the new model of evaluating academic staff at individual Faculties.	Q3-Q4 2023	UG Rector	Report Number of employees diagnosed

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	Focus meetings with Dean's teams and selected research and teaching staff of the University of Gdańsk.			
4.6	Introduction of tools to support the diagnosis of the evaluation of the trial period after entering work and the assessment of competences and planning further development for newly hired employees.	Q1-Q3 2024	Team for HR Development at the University of Gdańsk	Document in the form of a procedure Number of people trained in implementing the application of a given tool
4.7	Building a web platform for conducting <i>initial interviews</i> with job candidates at the University of Gdańsk.	Q1-Q4 2024	Team for HR Development at the University of Gdańsk	Number of people interviewed
<b>PRIORITY – SUPPORT FOR PROFESSIONAL CAREER DEVELOPMENT AND IMPROVING WORKING CONDITIONS</b>				
5.1	Conducting a diagnosis of current challenges in the field of human resource management in administration units and research teams, including a diagnosis of barriers to efficient performance of work from the perspective of the managerial staff and employees of the University of Gdańsk.  <i>Focus meetings</i> with the management staff of UG units.	Q1-Q4 2023	Deputy Chancellor for HR Human Resources Department	Results of focus meetings Report
5.2	Conducting a diagnosis of the general level of professional satisfaction of the administrative staff as well as research and teaching staff of the University of Gdańsk. Recognition of the conditions and factors shaping the level of perceived satisfaction and commitment by the employees of the University of Gdańsk.  Surveys among UG employees.	Q2-Q3 2023  Q4 2023	Deputy Chancellor for HR Human Resources Department Human Resources Management Division at the Faculty of Management	Number of polls Results Report Number of people in training

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	Training of management staff in the interpretation and use of research results.			
<b>5.3</b>	Evaluation of development priorities in the field of competencies of the UG managerial staff. Analysis of key factors for the scientific development of academic staff, analysis of the impact of academic staff mobility on scientific achievements.	Q1-Q4 2023	HR Strategy Development Team at the University of Gdańsk	Report
<b>5.4</b>	Preparation of a catalog of good practices in the field of work organization and human resources management based on existing legal regulations, with particular emphasis on the upcoming changes in labor law and market conditions.	Q1-Q2 2024	Team for HR Development at the University of Gdańsk	Report
<b>5.5</b>	Creation of a Center for the Improvement of Managerial Competences (CDDK), considering the best academic and business practices, national and international; the creation of CDKK will be based on the potential of human and intellectual capital of the employees of the UG's faculties.	Q1-Q2 2023	Team for HR Development at the University of Gdańsk	Establishment of CDDK Number of people participating in the program
<b>5.6</b>	Inclusion of employees with disabilities in the overall management and leading model of UG units, support for diversity management principles based on the CSR approach in a knowledge-based organization.	Q1-Q2 2024	Team for HR Development at the University of Gdańsk	Number of people participating in the program
<b>5.7</b>	Designing a talent management model for managerial positions in divisions of administrative units based on the identification of the managerial potential and the requirements of the directions of UG development.	Q1-Q2 2025	Team for HR Development at the University of Gdańsk	Document in the form of a procedure Number of people trained in implementing the application of a given tool Number of people in the talent management plan

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5.8	<p>Organization of a development and incentive program for academic teachers, consultations with career advisors and coaches in the direction of career development, interpersonal communication and building personal well-being.</p> <p>Building individual plan programs for further professional development, deepening self-awareness in the area of cooperation in teams at departments and projects, consolidating and learning about one's strengths and improving the quality of interpersonal communication.</p>	Q3 2023-Q2 2024	Team for HR Development at the University of Gdańsk	<p>Document in the form of a procedure</p> <p>The number of people trained in implementing the application of a given tool</p> <p>Number of people participating in the programs</p>
5.9	Two conferences on Academic Didactics. These conferences aim to share ideas and experience in the field of academic education.	Q2 2023 Q3 2024	Faculty of Biology	Number of participants
5.10	<p>Training for management staff in the field of:</p> <ul style="list-style-type: none"> <li>- team building</li> <li>- managerial competences</li> <li>- making decisions</li> <li>- self-presentation in social situations</li> <li>- social communication</li> <li>- improving their leadership style</li> </ul>	Q2 2023-Q4 2025	Team for HR Development at the University of Gdańsk	Number of people participating in the training
5.11	The use of the HR Excellence in Research logo in correspondence by employees of the HR Department.	Q2 2023	Deputy Chancellor for HR Human Resources Department	Signature in correspondence with the Human Resources Department
5.12	HR Excellence in Research – a international conference organized by the University of Gdańsk with the participation of foreign experts –especially within Sea EU group - exchange of experiences and good practices.	Q3 2025	HR Excellence in Research Coordinator Vice-Rector for International Cooperation Sea EU coordinator	Information about the conference on the website/number of participants
5.13	Increasing access to sports facilities			

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	a) Construction of the UG Sports Center b) Introducing sports cards for employees	a) 2025 b) Q1 2023	a) Rector b) Department of Social Affairs	a) New contract with constructing company b) Number of issued cards
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