



TEMPLATE 3: INTERNAL REVIEW

Name Organisation under review: Gdańsk University of Technology
Organisation's contact details: Gabriela Narutowicza 11/12, Gdańsk
Web-link to published version of organisation's HR Strategy and Action Plan:
Web-link to organisational recruitment policy (OTM-R principles):

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>	1305,68
<i>Of whom are international (i.e. foreign nationality)</i>	47,85
<i>Of whom are externally funded (i.e. for whom the organisation is host organisation)</i>	27,42
<i>Of whom are women</i>	476,63
<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>	371,98
<i>Of whom are stage R2 = in most organisations corresponding with postdoctoral level</i>	354,66
<i>Of whom are stage R1 = in most organisations corresponding with doctoral level</i>	593,7
<i>Total number of students (if relevant)</i>	14 986
<i>Total number of staff (including management, administrative, teaching and research staff)</i>	2598,72
RESEARCH FUNDING (figures for most recent fiscal year)	€
<i>Total annual organisational budget</i>	100.039.534,88
<i>Annual organisational direct government funding (block funding, used for teaching, research, infrastructure,...)</i>	61.111.046,51
<i>Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)</i>	9.295.116,28
<i>Annual funding from private, non-government sources, designated for research</i>	4.020.558,14

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

Gdańsk University of Technology is a public academic university, founded in 1945. It is the oldest and largest higher technical school in the North of Poland. GUT is currently undergoing restructuring due to changes in national legislation. The structure and profile of the University are changing. GUT is transforming into a research centre of international recognition, which provides educational services. Over the past two years, emphasis has been placed on international research collaboration, publishing in prestigious journals, and developing OECD smart specialisations. The University has been granted a number of international accreditations (IEP-EUA, AMBA, CEEMAN IQA, EUR-ACE label).

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



2. STRENGTHS AND WEAKNESSES OF THE CURRENT PRACTICE (NARRATIVE)

Ethical and professional aspects

Most of the tasks that were planned in terms of ethical and professional aspects have been implemented. These include:

- GUT Code of Ethics was disseminated by being posted on a website and a mechanism was introduced throughout the University to familiarise researchers with relevant internal documents through a dedicated tab on My GUT website. This activity will be continued as a good practice also for activities that are beyond the HR4R Strategy.
- Information about publishing options in the green-open access formula was developed and made available to researchers, a conference 'Pomeranian Open Science Conference' was organised, and a series of trainings on the abovementioned were carried out. Rules for using the open digital repository for publications of GUT employees were prepared.
- Guidelines to promote research in international databases were developed, and a system for informing researchers about sources of research funding was implemented.
- A number of events were organised during which the HR4R Strategy was promoted, including activities on ethical and professional aspects.
- Information on ongoing research projects as well as information on international cooperation was published on GUT faculty websites.
- Internal legal regulations were updated in the area of evaluation of academic teachers. Nevertheless, due to the amendment to the Law on Higher Education and Science, it is necessary to update the regulations again, taking into account the areas that will be assessed during the parametric assessment of GUT.
- Information on ethical issues and information on legal regulations in the field of research funding was made available on GUT website. Internal legal regulations in the field of occupational health and safety were updated.

Not all planned tasks were successfully completed. In connection with the change in legal regulations (introduction of the Law on Higher Education and Science), from 1 January 2019, universities are required to check their diploma theses in the Unified System for Anti-plagiarism (USA). Later, the obligation to use USA is planned to be extended to doctoral dissertations and postdoctoral habilitation works. The continuation of the task is planned in the HR4R Strategy for 2019-2022.

It was also planned to develop cooperation principles and guidelines for cooperation agreements with the business and local government sector, and non-governmental organisations. The decision was made to postpone the task implementation deadline to the fourth quarter of 2020. The work is coordinated by the Team for Process Optimisation of the Project 'Integrated Development of Gdańsk University of Technology'.

Recruitment and selection

The main task planned in the field of recruitment is currently being implemented. A Working Team was established to develop guidelines for the recruitment of academic teachers. The Team developed preliminary assumptions regarding guidelines for the recruitment of academic teachers, but these are currently in the form of a draft document, as yet not published.

A job advertisement form was developed, unified for the entire University, which contains selected elements in accordance with the requirements of OTM-R.

During the preparation of the amended job advertisement form and the post-recruitment report template at the beginning of 2019, some changes were deliberately introduced to ensure that University employees involved in the recruitment process have a relatively smooth process of implementing the OTM-R assumptions.

Ultimately, December 2021 was set as the deadline for completion, development and implementation



of the 'Open, Transparent and Merit-Based Recruitment processes based on the qualifications of candidates' on the basis of the European Commission's guidelines, including the development and publication of the OTM-R Policy.

Seeing the need to improve the recruitment process and the subsequent onboarding of foreign employees into work under the project 'Integrated Programme of Development of the University', the Team for Optimising Organisational and Managerial Processes deals with optimising the process of employing foreigners so that the process is streamlined in such a way that it is more friendly for both recruiters and job candidates.

One strength that should be highlighted is the modification of the internal rules for the promotion of GUT research and research-didactic staff.

Working conditions

Within the scope of working conditions and social security, a number of internal legal acts in the field of Occupational Health and Safety were reviewed and updated.

To address the understanding of cultural differences and the needs of foreigners and employees of Polish origin, GUT employed a specialist for multiculturalism as part of the same project.

Due to the change in legal requirements (Law on Higher Education and Science), the deadline for the implementation of two important activities in the field of working conditions was postponed, i.e. the introduction of GUT Employees' Remuneration Regulations was postponed to April 2020, and the development and implementation of a system for reducing teaching loads was postponed to the end of 2020.

In addition to activities directly resulting from the HR4R Strategy, it is worth noting that the concept of Civic Budget was introduced at the University. Every employee and GUT student can submit infrastructural projects - investment or renovation, i.e. directly affecting working conditions, which can be realised from the civic budget. Examples of implemented projects: 'Art Park - creation of a relaxation area at the campus entrance from Traugutta Street', 'AED at GUT', '[Modern parking for cars and bicycles with a relaxation zone at campus B](#)', '[Sauna at GUT Academic Sports Centre](#)', and many others.

Training and development

A number of activities have been carried out that have an impact on both training and development opportunities of GUT researchers. These include:

- A training system in the field of internationalisation of science was developed and disseminated
- Information on training offers for researchers was developed and disseminated. A tab was created on a dedicated website regarding the training offer available to the University's academic staff. Within the scope of training, a number of activities were carried out going beyond previously planned activities. These tasks were carried out, among others, as part of projects such as: 'Development of the Interdisciplinary Doctoral Programme with an International Dimension', 'Raising the didactic competences of GUT academic teachers', 'Integrated Programme of Development of GUT', 'PROM Program - International scholarship exchange of doctoral students and academic staff'.

The introduction of career counselling for researchers could not be completed within the planned deadline.

However, a survey performed on doctoral students was conducted according to the plan, the results of which showed the need to introduce career counselling. The task is in progress and its continuation is planned in the HR4R Strategy for 2019-2022.

On 18 April 2019, a Doctoral School was created at GUT. This will be co-conducted with two Gdańsk-based institutes of the Polish Academy of Sciences - the Robert Szwedowski Institute of Fluid-Flow Machinery and the Institute of Water Engineering. From the academic year 2019/2020, the Doctoral School will offer education within 12 scientific disciplines. In connection with the above, the deadline for carrying out tasks relating to the new system of appraisal of doctoral students' work and evaluation of academic supervision in the doctoral school was postponed. Realisation of these tasks was moved



to December 2021.

Have any of the priorities for the short- and medium term changed?

The priorities under the HR4R Strategy have essentially not been changed. The university still strives to provide stable working conditions conducive to scientific development for employees and job candidates, and also strives for the highest possible internationalisation of science.

It should be emphasised that despite the lack of major changes in the HR4R Strategy, due to the change resulting from the Law on Higher Education and Science, GUT is currently in the process of introducing changes in the structure and profile of the University. GUT aspires to be a research centre with international recognition. The university is preparing to publish and implement a number of documents that are key for the functioning of the university. From 1 October 2019, the autonomy of the rector's position will increase. Academic teachers will work according to new job divisions (research, didactic, research and didactic) and in accordance with the scientific discipline in which they conduct research or didactics.

The necessity to act in many areas at the same time (legal changes apply to the area strictly related to HR, as well as education or university management) at the stage of implementing the assumptions of the HR4R Strategy for 2019-2022 may affect the extension of deadlines for the implementation of some of the planned activities.

Have any of the circumstances in which your organisation operates, changed and as such have had an impact on your HR strategy?

The entry into force of the Law on Higher Education and Science had the greatest impact on the HR4R Strategy (the need to change the method of employing researchers, the creation of doctoral schools, a change in GUT Statute, a change in work regulations, remuneration regulations, etc.).

It is worth pointing out that the academic year 2018/2019 was critical for the functioning of Gdańsk University of Technology. We deeply regret to inform you that the previous rector of Gdańsk University of Technology, Professor Jacek Namieśnik, died suddenly on 14 April 2019. Subsequently, on 3 June 2019 Professor Krzysztof Wilde was elected as the new GUT rector. The late rector, Professor Jacek Namieśnik, initiated numerous restructuring and organisational activities, and the newly elected rector, Professor Krzysztof Wilde, supported the process of transforming GUT from a teaching and research university into a research centre of international prestige, competing with foreign universities and, at the same time, pursuing teaching at the highest level. The decisions of the University authorities and the actions taken resulting from them brought very high outcomes in the last assessment of the quality of scientific activity or research and development activity of scientific units in Poland (2 faculties - distinguishing A+ (the highest possible grade), 5 faculties - very good A, and 2 faculties - good B). In the most important national ranking of universities "Perspektywy 2019", Gdańsk University of Technology moved up to 7th place in the ranking of all public Polish universities.

An important element strengthening the implementation of the assumptions of HR4R Strategy is realisation of the project POWER 3.5 'Integrated Programme of Development of Gdańsk University of Technology', which includes trainings improving the competences of the academic, administrative, and management staff, and optimises various selected processes at the University.

Are any strategic decisions under way that may influence the action plan?

Currently, GUT is awaiting the results of the 'Initiative of Excellence - Research University' competition. As part of the competition, the university has applied for the status of a research university, which only a few of the best universities in the country will obtain. Depending on the results of the competition, the University's strategy may change, including the HR4R Strategy. From 1 October 2019 - in accordance with the amended legislation in Poland - the way of managing the University will be changed. The Rector will gain full autonomy in his actions, and his decisions will be based on the opinion of the newly established University Council.



3. ACTIONS

Please consult the list of actions you have submitted as part of your HR strategy. Please add to the overview the current status of these actions as well as the status of the indicators. If any actions have been altered, omitted or added, please provide a commentary for each action.

Proposed actions	Gap Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current status	Remarks
<i>Publishing information on GUT website about ethical principles in Higher Education and on legal regulations regarding research funding</i>	2, 4, 5	11.2016-01.2017	Head of Scientific Affairs Office	<ol style="list-style-type: none"> 1. Availability of information on ethical issues in the area of Higher Education on GUT website. 2. Availability of information on legal regulations regarding research funding on GUT website. 3. Preparation and publication of information in English about the abovementioned. 	Partly completed	https://pg.edu.pl/excellence-in-research/en/card-1
<i>Propagating GUT Code of Ethics by posting it on GUT website and mandatory familiarising of academic staff and doctoral students with it.</i>	3, 10	10.2017-03.2018	Vice-Rector for Scientific Research, Head of Scientific Affairs Office	<ol style="list-style-type: none"> 1. Availability of GUT Code of Ethics on GUT website. 2. Availability of English version of GUT Code of Ethics on GUT website. 3. Introduction of a mechanism to study how familiar GUT researchers are with regulations posted on My GUT portal. 4. Availability of GUT Code of Ethics in the Regulations tab on My GUT portal. 5. Sending e-mails to academics and doctoral students about the abovementioned. 6. Progressive increase in GUT researchers' familiarity with GUT Code of Ethics (survey in 2017/2018: over 60%, in 2018/2019: over 90% of confirmations of familiarity with GUT Code of Ethics by GUT researchers (confirmation report on My GUT portal). 	Partly completed	https://pg.edu.pl/excellence-in-research/en/card-2



Proposed actions	Gap Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current status	Remarks
<i>Introduction of the obligation to check research works in the anti-plagiarism system.</i>	3	09.2018-12.2019	<i>Vice-Rector for Scientific Research, Head of Scientific Affairs Office</i>	<ol style="list-style-type: none"> 1. Preparation of guidelines and providing information on the obligation to check research works in the anti-plagiarism system. 2. Implementation of changes in GUT anti-plagiarism system. 3. Sending e-mails to researchers about the abovementioned. 4. Target achievement of a 95% level of checking of works in GUT anti-plagiarism system (assuming the exclusion of 5% of dissertations from public defence). 	<i>Task in progress</i>	https://pg.edu.pl/excellence-in-research/en/card-3
<i>Implementing a system of information for academics about the sources of research funding.</i>	4, 6	12.2016-10.2017	<i>Head of Project Office</i>	<ol style="list-style-type: none"> 1. Development of a system to inform academics about the sources of research funding. 2. Implementation of the system for informing academics about the sources of research funding. 3. Organisation of university-wide Researcher Day. 	<i>Completed</i>	https://pg.edu.pl/excellence-in-research/en/card-4
<i>Publication of the rules for preparing applications for research funding from various sources, including statutory activity grants, and for distributing, spending, and accounting financial resources.</i>	4, 6	12.2016-10.2017	<i>Head of Scientific Affairs Office, Head of Project Office</i>	<ol style="list-style-type: none"> 1. Availability of information on the website concerning the rules for the preparation of applications for research funding from various sources. 2. Organisation of university-wide Researcher Day. 	<i>Completed</i>	https://pg.edu.pl/excellence-in-research/en/card-5
<i>Publishing information on GUT faculty websites about research projects implemented at these faculties.</i>	4, 6	12.2016-10.2017	<i>Deans of Faculties</i>	<ol style="list-style-type: none"> 1. Availability of information on GUT faculty websites about the research projects carried out at these faculties. 2. Organisation of university-wide Researcher Day. 	<i>Completed</i>	https://pg.edu.pl/excellence-in-research/en/card-6



Proposed actions	Gap Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current status	Remarks
Introduction of the obligation to place abstracts (summaries) of research projects in Polish and English on GUT website.	4	01.2018-06.2018	Vice-Rector for Scientific Research, Head of Project Office	<ol style="list-style-type: none"> 1. Development and submission of guidelines for the IT Services Centre (ISC) to introduce changes to the Projects application on My GUT portal and automatic import of selected project data onto GUT website. 2. Preparation and implementation of the system solution on My GUT portal. 3. Publishing information about research projects on GUT website. 	Completed	https://pg.edu.pl/excellence-in-research/en/card-7
Updating regulations on occupational safety and work.	7, 23	05.2017-12.2019	Head of Occupational Health and Safety and Fire Safety Inspectorate	<ol style="list-style-type: none"> 1. Preparation of a list of internal legal documents in the field of health and safety that are necessary for updating. 2. Update of legal acts according to the list. 3. Availability of legal documents regarding occupational health and safety on GUT website. 4. Sending e-mails to scientific employees and doctoral students regarding selected legal acts on occupational health and safety. 5. Publishing information on new or updated occupational health and safety legal acts in GUT Newsletter. 	Completed	https://pg.edu.pl/excellence-in-research/en/card-8
Preparation of the principles for using the open digital repository of GUT staff publications, created within the framework of the "MOST Wiedzy" ('BRIDGE of Knowledge', Interdisciplinary Open System for Knowledge Transfer), which received funding from the European Funds of "Polska Cyfrowa" (Digital Poland) in the amount of 9, 708,475,21 PLN.	8	07.2017-12.2017	Vice-Rector for Scientific Research , Director of Library	<ol style="list-style-type: none"> 1. Development and publication of information on the principles of using digital repository resources for GUT staff publications on the "MOST Wiedzy" (BRIDGE of Knowledge) portal. 2. Organisation of the conference: "Pomeranian Open Science Conference". 	Completed	https://pg.edu.pl/excellence-in-research/en/card-9



Proposed actions	Gap Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current status	Remarks
<i>Informing about and promoting the propagation of research results in the green-open access formula.</i>	8	01.2018-06.2019	<i>Vice-Rector for Scientific Research</i>	1. <i>Development and sharing of information about the possibility of publishing in the green-open access formula.</i> 2. <i>Organization of the conference: "Pomeranian Open Science Conference".</i>	Completed	https://pg.edu.pl/excellence-in-research/en/card-10
<i>Development of guidelines for promoting research in international databases.</i>	8	01.2018-04.2019	<i>Vice-Rector for Scientific Research</i>	1. <i>Development and availability of guidelines for promoting scientific research in international databases.</i> 2. <i>Organisation of university-wide Researcher Day.</i>	Completed	https://pg.edu.pl/excellence-in-research/en/card-11
<i>Development of cooperation principles and guidelines for cooperation agreements with the business and local government sectors, and non-governmental organisations.</i>	8	09.2017-12.2017	<i>Vice-Rector for Scientific Research, Vice-Rector for Organisation, Deans of Faculties</i>	1. <i>Development and availability of cooperation principles and guidelines for cooperation agreements with business and local government sectors, and non-governmental organisations.</i> 2. <i>Organisation of university-wide Researcher Day.</i>	Task in progress	https://pg.edu.pl/excellence-in-research/en/card-12
<i>Promoting research results in science informers (GUT Newsletter, GUT Bulletin), during the Baltic Science Festival, within the framework of the 'MOST Wiedzy' ('Bridge of Knowledge', Interdisciplinary Open System for Knowledge Transfer) and E-Pioneer projects.</i>	9	09.2016-12.2019	<i>Vice-Rector for Scientific Research, Deans of Faculties</i>	1. <i>The number of scientific profile views in the MOST Wiedzy [BRIDGE of Knowledge] system.</i> 2. <i>Organisation of the conference: "Pomeranian Open Science Conference".</i> 3. <i>Number of participants of the Baltic Science Festival – BSF</i> 4. <i>Number of scientific conferences organised at Gdańsk University of Technology</i>	Completed	https://pg.edu.pl/excellence-in-research/en/card-13



Proposed actions	Gap Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current status	Remarks
<i>Providing information about international cooperation, including information regarding the organisation of international workshops, visiting professors, and international or interuniversity research teams on GUT website.</i>	9	05.2017-12.2019	Vice-Rector for Organisation, Deans of Faculties	1. Availability of information regarding international cooperation on GUT website. 2. Organisation of conference: 'Pomeranian Open Science Conference'. 3. Subpages on faculty websites about international cooperation undertaken.	Completed	https://pg.edu.pl/excellence-in-research/en/card-14
<i>Updating of internal regulations referring to evaluation of academic teachers and doctoral students.</i>	11, 18	09.2016-09.2017	Vice-Rector for Organisation	1. Development and availability of regulations for the evaluation of academic teachers at GUT. 2. Development and availability of regulations for the evaluation of academic teachers at GUT in English. 3. More than 90% of confirmations stating familiarity of GUT researchers with the regulations (confirmation report generated on My GUT portal).	Completed	https://pg.edu.pl/excellence-in-research/en/card-15
<i>Development of guidelines for faculties on the procedures governing recruitment for the positions of academic teachers, including the adoption of varied criteria for assessing their achievements and scientific output, recognising the value of mobility, and informing candidates about the strong and weak points of their applications.</i>	12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 29	05.2017-12.2018	Vice-Rector for Scientific Research	1. Appointment of a working team for the development of guidelines for the recruitment of academic teachers. 2. Development and availability of guidelines, as well as relevant legal regulations in the abovementioned case. 3. Introduction of changes in the employment of academic teachers.	Task in progress	https://pg.edu.pl/excellence-in-research/en/card-16



Proposed actions	Gap Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current status	Remarks
<i>Modification of internal procedures for promoting academic, research and teaching staff.</i>	18, 28	09.2016-09.2017	Vice-Rector for Scientific Research	1. Development and availability of internal procedures for the promotion of academic, research and teaching employees.	Completed	https://pg.edu.pl/excellence-in-research/en/card-17
<i>Disseminating information on equal access to training for researchers within the Centre for Competence Development existing at GUT.</i>	22, 38	09.2017-12.2017	Vice-Rector for Organisation, Deans of Faculties	1. Note on GUT home page about the possibility of using the training offer of the Centre for Competence Development. 2. Article about the possibility of using the training offer of the Centre for Competence Development in the GUT magazine. 3. Organisation of university-wide Researcher Day.	Completed	https://pg.edu.pl/excellence-in-research/en/card-18
<i>Adjustment of working conditions for people with special needs to the existing legislation.</i>	24	05.2017-12.2019	Vice-Rector for Organisation	1. Evaluation report regarding the analysis of current working conditions for people with special needs. 2. 100% execution of activities in accordance with the list of tasks to be performed in order to adapt the working conditions to the existing legislation. 3. Report checking the performance of activities in accordance with the list.	Task in progress	https://pg.edu.pl/excellence-in-research/en/card-19
<i>Updating the Statute of GUT.</i>	25	09.2016-05.2017	GUT Senate	1. Development and availability of the Statute for all employees, and information about the updates. 2. More than 90% of confirmations stating familiarity of GUT researchers with the Statute (confirmation report generated on My GUT portal).	Completed	https://pg.edu.pl/excellence-in-research/en/card-20
<i>Development and publication of regulations governing remuneration and the system of salary motivation for researchers.</i>	26	01.2018-08.2019	Vice-Rector for Scientific Research	1. Development of regulations regarding the remuneration and salary motivation of researchers. 2. Informing the academic community.	Task in progress	https://pg.edu.pl/excellence-in-research/en/card-21



Proposed actions	Gap Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current status	Remarks
<i>Actions promoting women at all levels.</i>	27	05.2017-12.2019	<i>Vice-Rector for Scientific Research, Vice-Rector for Organisation, Deans of Faculties</i>	<i>1. Organisation of an open seminar / day "Women of success".</i>	<i>Completed</i>	https://pg.edu.pl/excellence-in-research/en/card-22
<i>Introducing career counseling for researchers.</i>	30	01.2018-12.2019	<i>Head of Careers Office</i>	<i>1. Conducting a survey. 2. Report on the conducted survey. 3. Introducing career counseling for researchers. 4. Launching the possibility of using career counseling. 5. Dissemination of information on career counseling for researchers (GUT magazine, GUT home page, Careers Office website, Newsletter).</i>	<i>Task in progress</i>	https://pg.edu.pl/excellence-in-research/en/card-23
<i>Propagating the Intellectual Property Regulations and making academic staff and doctoral students acquainted with it.</i>	31	12.2017-04.2018	<i>Vice-Rector for Scientific Research, Head of Centre for Knowledge and Technology Transfer</i>	<i>1. Preparation of the English version of GUT's Intellectual Property Regulations and publication on GUT website. 2. Availability of GUT Intellectual Property Regulations in the Regulations tab on My GUT portal. 3. Establishment of the Attorneys' Office for Intellectual Property and Projects. 4. Organisation of university-wide Scientific Day.</i>	<i>Completed</i>	https://pg.edu.pl/excellence-in-research/en/card-24



Proposed actions	Gap Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current status	Remarks
Introducing the obligation of brief description of the contribution of co-authors to the creation of a research work reported in My GUT database.	32	01.2019-07.2019	Vice-Rector for Scientific Research	Development and availability of guidelines for researchers (e.g. letter from the Rector about the obligation to describe the contribution of co-authors in the publication). 2. Development and submission of guidelines for ISC (IT Services Centre) to introduce changes in the Science application ("Research and development work") on My GUT portal. Preparation and implementation of the system solution on My GUT portal.	Task in progress	https://pg.edu.pl/excellence-in-research/en/card-25
Development and implementation of the system reducing the number of teaching loads.	33	05.2018-01.2019	Vice-Rector for Scientific Research	1. Implemented system for reduction of teaching loads. 2. Informing the academic community.	Task in progress	https://pg.edu.pl/excellence-in-research/en/card-26
Publishing information on legal regulations regarding the rights of researchers to make complaints and appeals.	34	01.2017-10.2017	Vice-Rector for Scientific Research, Head of Scientific Affairs Office	1. Publication on the website of legal regulations regarding complaints and appeals by researchers.	Completed	https://pg.edu.pl/excellence-in-research/en/card-27
Propagating information about the institution of the Doctoral Students' Ombudsman and the Legal Team of the Doctoral Student's Ombudsman operating at the National Representation of the Doctoral Students.	34	10.2017-02.2018	Doctoral Students' Union of Gdańsk University of Technology	1. Publication of information about the institution of the Doctoral Student's Rights Ombudsman and the Legal Team of the Doctoral Student's Rights Ombudsman operating at the National Representation of Doctoral Candidates on the website of the Doctoral Students' 2. Organisation of university-wide Researcher Day.	Completed	https://pg.edu.pl/excellence-in-research/en/card-28



Proposed actions	Gap Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current status	Remarks
<i>Raising the awareness of young researchers, including doctoral students, about the possibilities and advantages of taking part in organisational works at GUT.</i>	35	10.2017-02.2018	Doctoral Students' Union of Gdańsk University of Technology	1. Organisation of university wide Researcher Day.	Completed	https://pg.edu.pl/excellence-in-research/en/card-29
<i>Developing changes in the Regulations for Doctoral Studies.</i>	36	10.2018-04.2019	Vice-Rector for Scientific Research	1. Preparation and availability of doctoral studies regulations. 2. Informing the academic community.	Completed	https://pg.edu.pl/excellence-in-research/en/card-30
<i>Development and implementation of surveys for doctoral students on the quality of scientific supervision provided by their supervisors.</i>	37	08.2017-11.2018	Vice-Rector for Scientific Research	1. Development of survey examining the quality of scientific supervision at doctoral studies. 2. Conducting the survey. 3. Presentation of statistical survey results to doctoral students. 4. Analysis of survey results and taking appropriate measures.	Task in progress	https://pg.edu.pl/excellence-in-research/en/card-31
<i>Developing and propagating a system of trainings for the internationalisation of science</i>	38	01.2018-12.2019	Vice-Rector for Internationalisation and Innovation, Head of International Relations Office	1. Development and availability of training offer for researchers. 2. Organisation of university-wide Researcher Day.	Completed	https://pg.edu.pl/excellence-in-research/en/card-32
<i>Publishing information about trainings available to researchers.</i>	39	08.2017-11.2018	Head of Scientific Affairs Office, Head of Careers Office	1. Development and availability of training offer for researchers.	Completed	https://pg.edu.pl/excellence-in-research/en/card-33
<i>Developing a doctoral thesis supervisor evaluation survey and implementing feedback mechanisms resulting from the evaluation of doctoral students' supervisors.</i>	40	01.2018-12.2019	Vice-Rector for Scientific Research, Doctoral Students' Union of Gdańsk University of Technology	1. Development of doctoral thesis supervisor evaluation survey. 2. Presentation of statistical survey results to doctoral students. 3. Development of conclusions from the survey results and taking appropriate measures.	Task in progress	https://pg.edu.pl/excellence-in-research/en/card-34



Comments on the implementation of the OTM-R principles

Gdańsk University of Technology applies national regulations regarding the employment of academic teachers, including researchers. Due to the change in legal requirements (new Law on Higher Education and Science) and the University Authorities' plans with regard to Gdańsk University of Technology obtaining the status of a research university (the results of the competition 'Initiative of excellence - research university' are planned for October 2019), it was decided to postpone the date of development and implementation of the OTM-R policy at GUT.

4. IMPLEMENTATION (MAX. 1 PAGE)

General overview of the implementation process: (max. 1000 words).

On 8 September 2016, Gdańsk University of Technology expressed its support for the recommendations of the European Commission No. 2005/251/EC, indicating the convergence of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers with the development strategy of the University. Signing and submitting the statements of support to the European Commission became GUT's first step in applying for the right to use the European Logo HR Excellence in Research.

The formal process of implementing the principles of the European Charter and the Code at GUT was commenced on 23 September 2016. For this purpose the Rector appointed the University Team for the Implementation of the Principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at Gdańsk University of Technology.

One of the elements of the implementation of the principles of the Charter and the Code was conducting an anonymous survey among GUT researchers, academics, and doctoral students. The survey analysed the opinion of researchers regarding the compatibility of the rules and actions of the University with the principles of the Charter and the Code. At the same time, an analysis of national and internal legal regulations, and procedures and practices applied at the University in the scope of realisation of the principles of the Charter and the Code was carried out. The provided answers and the results of the analysis of documentation and activities of GUT allowed for the identification of aspects that required improvement. Thus, they formed the basis for the development of the action plan for the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at Gdańsk University of Technology, called the Human Resources for Researchers Strategy (GUT HR4R Strategy).

In response to the European Commission Decision No.: Ares(2017)957623 – HRS4R assessment PL-UGDANSK (Nov deadline) – PENDING (minor alterations), the Rector decreed introducing the consolidated text of GUT HR4R Strategy, which included the supplement and the correction according to EC indications.

The Extended Strategy was assessed positively by the EC (decision No.: Ares (2017) 3627716 – HRS4R: RE-assessment PL-UGDANSK (Nov deadline) – HR award granted), which on 18 July 2017 granted Gdańsk University of Technology the right to use the HR Excellence in Research logo.

In order to monitor the implementation of the provisions of the Charter and the Code, the Rector of GUT established the Team for the Monitoring of the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at Gdańsk University of Technology. In 2019, a team to implement the guidelines for employing academic teachers at Gdańsk University of Technology, i.e. 'Open, Transparent and Merit-based Recruitment' (OTM-R), was also formally appointed.

During the 2 years of implementation of GUT HR4R Strategy, the Team for Implementation met many times, established the methodology and schedule of the team's work and a detailed concept for implementing the principles of the Charter and Code at GUT, i.e. a list of actions to be carried out under specific tasks specified in GUT HR4R Strategy. Meanwhile, the Team for Monitoring developed their work schedule, defined indicators of the implementation of activities within the realisation of the GUT HR4R Strategy and systematically evaluated the effects of implementing the principles of the Charter and the Code on a specially designed 'Task Monitoring Card' form. The tasks were carried out by smaller groups working in accordance with their area of competence. The work was coordinated by



responsible persons according to the provisions in the GUT HR4R Strategy.

Information on the progress in implementing the Charter and the Code guidelines was published on a dedicated website: <https://pg.edu.pl/excellence-in-research> and on its English-language equivalent: <https://pg.edu.pl/excellence-in-research/en>, while the units responsible for implementation disseminated information in accordance with the action plan on the relevant websites of faculties and central administration offices. Information on events and new solutions related to the GUT HR4R Strategy was also published in the 'GUT Newsletter', which the entire academic community receives. Periodic (semi-annual) reports on the activities of the Teams were sent to the Rector of GUT.

Due to the need for ongoing communication within and between the Teams and the need to collect evidence of the implementation of the GUT HR4R Strategy, a forum and document repository was conducted on the university moodle platform 'enauzanie.pg.edu.pl'. The Quality Management Office supervised the consistency and completeness of documentation resulting from the implementation of the GUT HR4R Strategy and the flow of information between the members of the Teams.

To summarise the 2-year activities realised in accordance with the GUT HR4R Strategy, the Team for Monitoring considered 24 tasks out of 34 non-recurring tasks to be completed and developed further recommendations to be included in the update of the GUT HR4R Strategy for the years 2019-2022 ('Revised Action Plan for 2019-2022'). In this, the team suggested further work on 10 open tasks and proposed transferring 5 tasks to the new GUT HR4R Strategy as requiring continuous improvement. The Team for Implementation supported the above demands, updated the wording of some activities and expanded the plan. GUT Senate issued a positive opinion on the action plan for implementing the principles of the Charter and the Code at GUT as part of the GUT HR4R Strategy for the period 2019-2022.

How have you prepared the internal review?

All actions taken were systematically evaluated on a specially designed 'Task Monitoring Card' form by the Team for Monitoring the Implementation of the Principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at GUT.

During the summary meeting, the Team for Monitoring considered 24 tasks out of 34 non-recurring tasks* to be completed and developed further recommendations to be included in the update of the GUT HR4R Strategy for the years 2019-2022 ('Revised Action Plan for 2019-2022'). In this, the team suggested further work on 10 open tasks and proposed transferring 5 tasks to the new GUT HR4R Strategy as requiring continuous improvement.

The Team for Implementation supported the above demands, updated the wording of some activities and expanded the plan.

GUT Senate issued a positive opinion on the action plan for implementing the principles of the Charter and the Code at GUT as part of the GUT HR4R Strategy for the period 2019-2022. The Rector decreed introducing the GUT HR4R Strategy for the period 2019-2022.

All legal acts were published in the on-line GUT document repository and also on a dedicated website: <https://pg.edu.pl/excellence-in-research> and on its English-language equivalent: <https://pg.edu.pl/excellence-in-research/en>. Moreover, the decree was sent to every member of GUT community by e-mail.

The template of the internal review was prepared by the Team for the Implementation of the Principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at GUT and accepted by the vice-rector for organisation. The completion of the internal review was preceded by discussions in various university bodies, e.g. during the university seminars 'Quality Day of GUT' and while preparing for EUA accreditation.

How have you involved the research community, your main stakeholders, in the implementation process?

The research community and all other stakeholders were involved indirectly. The tasks were carried out by smaller groups working in accordance with their area of competence. The work was coordinated by responsible persons according to the provisions in the GUT HR4R Strategy. The Teams for

Implementation and Monitoring have been operating for the last two years. In general, about 50 people, members of these university teams and smaller working groups, have been engaged directly. The decision to organise the work in this way was connected with the increased number of duties of the academic staff resulting from changes in Polish law.

We used the following communication channels to inform the GUT community about changes in and steps of the implementation process according to the action plan described in GUT HR4R Strategy:

1. individual e-mails – in order to inform about new legal acts and to invite participation in trainings, and to ask the GUT community to read the important regulations posted on the internal website My GUT (<https://moja.pg.edu.pl/>),
2. main website (<https://pg.edu.pl/> and <https://pg.edu.pl/en>) and GUT Newsletter <https://biuletyn.pg.edu.pl/> – in order to inform about changes in the Polish law, organised events, conferences or funds obtained for projects,
3. dedicated websites, like:
 - <https://pg.edu.pl/excellence-in-research> and <https://pg.edu.pl/excellence-in-research/en> – in order to inform about the implementation of GUT HR4R Strategy
 - <https://mostwiedzy.pl/pl/> and <https://mostwiedzy.pl/en/>, – in order to inform about the science and didactics progress at GUT (publications, magazines, people, inventions, projects, laboratories, research teams, research equipment, e-learning courses, repository Open Access, events)
 - <https://pg.edu.pl/ustawa2.0> – in order to inform about changes in Polish and University law, also to use it as a forum for discussion for all stakeholders
 - <https://pg.edu.pl/szkola-doktorska> and <https://pg.edu.pl/szkola-doktorska/main-page> – in order to inform about opening the doctoral school at GUT, the recruitment of doctoral students and all legal regulations
4. the internal portal My GUT <https://moja.pg.edu.pl/> – in order to collect all data regarding projects, publications, travel, etc., and promote this information
5. the university moodle platform 'enauczanie.pg.edu.pl' – to have a forum, document repository and contact between members of Teams for Implementation and Monitoring and because of the need to collect evidence of the implementation of the GUT HR4R Strategy
6. meetings between the University authorities, representatives of Teams and coordinators of tasks

Do you have an implementation committee and/or steering group regularly overseeing progress?

Yes, the University has established two committees: The Team for Implementation and the Team for Monitoring the Implementation of the Principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at GUT.

They steered and evaluated the process of implementation as described above.

Is there any alignment of organisational policies with the HRS4R? For example, is the HRS4R recognized in the organisation's research strategy, overarching HR policy?

Yes, GUT Senate issued a positive opinion on the action plan for implementing the principles of the Charter and the Code at GUT as part of the GUT HR4R Strategy for the period 2019-2022. The Rector decreed introducing the GUT HR4R Strategy for the period 2019-2022.

GUT also expressed support for the recommendations of the European Commission No. 2005/251/EC, indicating the convergence of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers with the development strategy of the University.

The University's strategic goals are defined by the following tasks:

STRATEGICALLY DETERMINED – raising funds for the implementation of strategic tasks, consistent



with the needs of the University, with the priorities and undertakings of the EU, Poland and the region,
MAXIMALLY INNOVATIVE – implementation of new mechanisms and the use of new organisations that stimulate the development of innovative solutions for both GUT and the region,

ATTRACTIVE TO ALL – introduction and development of lifelong learning education forms, use of team design and e-learning in study programmes, as well as modernisation of didactic and research laboratories and focusing research on practical applications,

RELYING ON PERSONALITIES – providing development conditions for all students, doctoral students, post-graduate students and employees, in particular the best ones, setting them ambitious tasks and rewarding significant results,

TOTALLY CREATED WITH PASSION – gradual elimination of administrative impediments and barriers, preference for proven patterns, cultivation of work culture and climate for innovation.

How is your organisation ensuring that the proposed actions are also being implemented?

GUT has established two University committees responsible for implementing and monitoring the implementation of the Principles of the Charter and the Code at GUT. The Team for Implementation supervised the implementation by establishing the methodology, schedule, and a detailed concept for implementing the principles of the Charter and Code at GUT, i.e. a list of actions to be carried out under specific tasks provided for in the GUT HR4R Strategy. The Team for Monitoring defined indicators of the implementation. All decisions can be accessed after logging into the digital university repository.

GUT staff have worked in small groups which realised detailed tasks described by the Team for Implementation. They discussed problems, prepared solutions, legal acts, and IT functionalities, communicated with and informed the University community, and published information for all stakeholders. Coordinators or responsible persons have supervised and reported all actions, descriptions, date and evidence for realisation of tasks on 'Task Monitoring Card' forms.

The Team for Monitoring have evaluated the implementation and prepared periodic reports for the University authorities. All decisions and reports have been published on: <https://pg.edu.pl/excellence-in-research/en>.

How are you monitoring progress?

In order to monitor the implementation of the provisions of the Charter and the Code, the Rector of GUT established the Team for Monitoring the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at GUT. The Team has co-operated with the members of the Team for the Implementation of the Charter and the Code at GUT.

The Team for Monitoring has been responsible for monitoring the implementation, ensuring the quality and effectiveness of the actions undertaken in the implementation of the HR4R Strategy and the proper flow of information and communication within the academic community of the University. It developed its work schedule, defined indicators of the implementation of GUT HR4R Strategy and systematically evaluated the effects of implementation.

The Team periodically analysed cards, accepted the realisation of tasks or prepared further recommendations. The vice-rector for scientific research, who is the chairperson of this team, issued opinions and accepted the final version of Task Monitoring Cards.

The Team for Monitoring was obliged to present periodic reports on its activities to the GUT Rector. These reports are published on <https://pg.edu.pl/excellence-in-research/en/monitoring>

Moreover, due to the need for ongoing communication within and between the Teams for Implementation and Monitoring and the need to collect evidence of the implementation of the GUT HR4R Strategy, a forum and document repository was conducted on the university moodle platform 'enauzanie.pg.edu.pl' (available only to members of the Teams).



How do you expect to prepare for the external review?

We are planning to realise the Revised Strategy for the period 2019-2022 and monitor the results of implementation. We will keep records systematically. At the end of the period 2019-2022 we are planning to repeat the survey in modified form among GUT researchers. Due to this we will have the view on the progress of implementation of the principles of the Charter and Code at GUT. We decided not to survey GUT researchers before Interim Assessment due to changes in Polish law and restructurisation of GUT, which we described in details in the Internal Review, and to postpone the process to the end of 2022. Thus we believe that we will not need to prepare in any special or different way for the external review.

Additional remarks/comments about the proposed implementation process: (max. 1000 words):

Detailed information on the implementation of particular tasks from GUT HR4R Strategy for the period 2016-2019, including indicators, evidence, deadlines, methods and results of implementation, and additional comments are included in the Task Monitoring Cards. The links to them can be found in the 'Remarks' section, in a table in chapter No. 3 'Actions' of this review.