# Action Plan 2016-2018.

The internal *Gap Analysis* shows that most of the national legislation, internal regulations and practices at the Lodz University of Technology are in accordance with principles.

However, the 16 principles specified in *the European Charter for Researchers* and *the Code of Conduct for the Recruitment of Researchers* identified and deemed especially relevant during the performance of *the Gap Analysis* by Lodz University of Technology were grouped into the following five areas for which the following actions were determined:

|  |  |
| --- | --- |
| **Principles in the Charter and the Code** | **Name of action** |
| 10. Non-discrimination   1. Recruitment 2. Recruitment (the Code) 3. Selection (the Code) 4. Transparency (the Code) 5. Judging merit (the Code) 6. Variations in the chronological order of CVs (the Code) 7. Recognition of mobility experience(the Code) 8. Recognition of qualifications (the Code) | A.1. 1. Implementation of best practices in the recruitment of staff. |
| 29. Value of mobility | A.2. Encouraging mobility. |
| 1. Dissemination, expliotation of results 2. Public enagement | A.3. Promotion and dissemination of research results. |
| 30. Access to career advice | A.4. Career advice for doctoral students. |
| 31. Intellectual property rights   1. Continuing professional development 2. Access to research training and continuous development | A.5. Targeted training courses in commercialization and knowledge transfer. |

# Actions and performance measures.

## Implementation of best practices in the recruitment of staff

The goal of the action is to establish clear and transparent principles of recruitment of research staff at Lodz University of Technology in an open recruitment process. As a result of the action best practices will be developed with regard to research, and research and teaching position opening announcements, recruitment committee procedures and principles of candidate selection.

**Coordinating unit:** Office of University Development and Human Resources

##### Performance measure:

* + - Development and implementation in practice of documentation describing best practices in recruitment.

##### Action schedule:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 2016 | | | | | | | | | | | 2017 | | | | | | | | | | | | 2018 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 |
| A.1 |  | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X |  | | |  | |

## Encouraging mobility

* + 1. Preparing procedures for industrial internship as an instrument encouraging mobility

The goal of the action is to create a mechanism that will facilitate undertaking industrial internships at enterprises by research and research and teaching staff. The resulting documentation will facilitate undertaking industrial internships by academic staff, which will lead to the enhancement of their competences and knowledge to meet the needs of industry and other branches of the economy.

**Coordinating unit:** Office of University Development and Human Resources

##### Performance measures:

* + - * Trilateral agreement template (Lodz University of Technology - employee - enterprise providing internship opportunity) regulating terms and princliples of industrial internships.
      * Procedure regulating industrial internships.

##### Action schedule:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 2016 | | | | | | | | | | | 2017 | | | | | | | | | | | | 2018 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 |
| A.2.1 |  | | | | | X | X | X | X | X | X | X | X | X | X | X | X |  | | | | | |  | |

* + 1. Preparing procedures for research internships as an instrument encouraging mobility

The goal of the action is to create a mechanism that will facilitate undertaking research internships at science and research institutions by research and research and teaching staff. The resulting documentation will facilitate enhancement of their competences, knowledge and capacity to work in a diverse environment as well as conduct research of the highest standard.

**Coordinating unit:** Office of University Development and Human Resources

##### Performance measures:

* + - * Trilateral agreement template (Lodz University of Technology - employee - science and research institution providing internship opportunity) regulating terms and princliples of research internships at science and research institutions.
      * Procedure regulating research internships at science and research institutions.

##### Action schedule:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 2016 | | | | | | | | | | | 2017 | | | | | | | | | | | | 2018 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 |
| A.2.2 |  | | | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X |  | |

* + 1. Intensyfing the University’s efforts in appointing scholars for the position of visiting professor

The goal of the action is to intensify efforts leading to the appointment of experienced scholars and renowned experts in their fields of specialization to work at Lodz University of Technology as visiting professors. Another goal of the action is to increase the pool of funds that will be used to maximize the number of visiting professors conducting research as well as participating in the process of research staff development (internationalization of research and teachning).

**Coordinating unit:** Office of Scientific Affairs

##### Performance measures:

* + - * Development and implementation in practice of documentation describing procedures for the appointment of visiting professors at Lodz University of Technology.
      * Allocation of funds for implementation.

##### Action schedule:

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|  | 2016 | | | | | | | | | | | 2017 | | | | | | | | | | | | 2018 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 |
| A.2.3 | X | X | X | X | X | X | X | X |  | | |  | | | | | | | | | | | |  | |

## Promotion and dissemination of research results

* + 1. Using social networking services to promote results of TUL’s research and to establish research cooperation.

Popularization of *ResearchGate*, *Academia* and *LinkedIn* among TUL’s research Staff and making them aware of the opportunity to create their user profiles and use them to establish research cooperation. The following activities promoting these services will be carried out in the information campaign: preparation of information to be posted TUL’s main website and on individual websites of the University faculties, information send through the internal electronic mail system, an article in the Życie Uczelni Quarterly (University’s in- house publication), design and dissemination of posters promoting the services at the University’s faculties.

**Coordinating unit:** Office of Communications and Promotion

##### Performance measures:

* + - * Carrying out the information campaign addressed to researchers making them aware of the opportunity to create user profiles in the networking services.
      * Increased number of researchers using the networking services.

##### Action schedule:

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|  | 2016 | | | | | | | | | | | 2017 | | | | | | | | | | | | 2018 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 |
| A.3.1 |  | X | X | X | X |  | | | | | |  | | | | | | | | | | | |  | |

* + 1. Improving scientific information transfer.

Establishing a system to facilitate scientific information transfer from the faculties to the administrative unit of the University’s central administration – Office of Communications and Promotion. Information on the research conducted at the University shall be captured in a more comprehensive manner in order to increase the reach of activities aimed at popularization of research conducted at the University.

**Coordinating unit:** Office of Communications and Promotion

##### Performance measure:

* + - * The number of supplied and disseminated items of information about research conducted at the University

##### Action schedule:

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|  | 2016 | | | | | | | | | | | 2017 | | | | | | | | | | | | 2018 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 |
| A.3.2 |  | | | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X |  | |

* + 1. Design of an information booklet presenting scientific research and research cooperation of the University (in Polish and in English)

The booklet in two language versions will be a tool supporting promotion of research done at the University and, at the same time, a tool facilitating international scientific cooperation of the University and other institutions.

**Coordinating unit:** Office of Communications and Promotion

##### Performance measures:

* + - * Development of the contents and graphic layout design of the booklet.
      * The number of distributed booklets.

##### Action schedule:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 2016 | | | | | | | | | | | 2017 | | | | | | | | | | | | 2018 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 |
| A.3.3 |  | | X | X | X | X | X | X | X | X | X |  | | | | | | | | | | | |  | |

* + 1. Launching a popular science podcast on YouTube where TUL’s scholars will be explaining scientific phenomena

The goal of the action is to popularize science through presentation of scientific problems in an attractive form and conveying its tenets in an easy to follow way. Taking advantage of the Internet and the video-sharing website *YouTube* will allow to reach a large audience, especially, of young people who use these channels of communication on a daily basis.

**Coordinating unit:** Office of Communications and Promotion

##### Performance measures:

* + - * Launching a podcast on the video-sharing website *YouTube*.
      * The number of video podcasts per annum (once podcasting is fully operational).

##### Action schedule:

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|  | 2016 | | | | | | | | | | | 2017 | | | | | | | | | | | | 2018 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 |
| A.3.4 |  | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |  | |

* + 1. Preparation and publication of a series of articles presenting and promoting TUL’s greatest scientific achievements in cooperation with a local newspaper

The series of articles “Innovations, the future, technologies” will be prepared with the aim of popularization of TUL’s scientific achievements and presentation of the University’s activity in particular to the region’s community. Articles on innovations and new technologies developed at TUL will also indirectly promote the University as an important component of the region’s life.

**Coordinating unit:** Office of Communications and Promotion

##### Performance measure:

* + - * The number of articles in a series.

##### Action schedule:

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|  | 2016 | | | | | | | | | | | 2017 | | | | | | | | | | | | 2018 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 |
| A.3.5 |  | | | | | | | X | X | X | X |  | | | | | | | | | | | |  | |

## Career advice for doctoral students

* + 1. Implementation of a career service programme

Career advice, career coaching and career aptitude tests that allow to evaluate doctoral students’ competences in the area of scientific and research career. The career service programme will be delivered by a professional career advisor employed by TUL’s Careers Service Office

**Coordinating unit:** Department of Innovation and Cooperation with Business (Careers Service Office)

##### Performance measure:

* + - * The number of persons who have taken advantage of the programme.

##### Action schedule:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 2016 | | | | | | | | | | | 2017 | | | | | | | | | | | | 2018 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 |
| A.4.1 |  | X | X | X | X | X | X | X | X | X | X | X | X | X |  | | | | | | | | |  | |

* + 1. Building a bank of postdoctoral career paths

Building a bank of postdoctoral professional development opportunities.

**Coordinating unit:** Department of Innovation and Cooperation with Business (Careers Service Office)

##### Performance measure:

* + - * The number of records in the bank of opportunities.

##### Action schedule:

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|  | 2016 | | | | | | | | | | | 2017 | | | | | | | | | | | | 2018 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 |
| A.4.2 |  | X | X | X | X | X | X | X | X | X | X | X | X | X |  | | | | | | | | |  | |

## Targeted training courses in commercialization and knowledge transfer

Designing a plan of periodic training courses addressed to employees and doctoral students in technology commercialization, intellectual property protection and effective cooperation between science and business as well as counselling and guidance with regard to spin-off and spin-out startups.

**Coordinating unit:** Department of Innovation and Cooperation with Business (Technology Transfer Office)

##### Performance measures:

* + - Preparation of framework documentation containing a plan of the training courses.
    - The number of training courses delivered.
    - The number of participants in training courses.

##### Action schedule:

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|  | 2016 | | | | | | | | | | | 2017 | | | | | | | | | | | | 2018 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 |
| A.5 |  | | | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X |  | |

### Gantt Chart

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 2016 | | | | | | | | | | | 2017 | | | | | | | | | | | | 2018 | |
|  | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 |
| A.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A.2.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A.2.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A.2.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A.3.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A.3.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A.3.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A.3.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A.3.5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A.4.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A.4.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A.5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |