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| **I. Ethical and Professional Aspects** |
| I.1 | 2. Ethical principles | To draw up a code of ethics  | Human Resources Center (RCZKL)  | TUL Code of Ethics | 2022-2023 | To develop a comprehensive and cross-cutting document to be the internal legal act regulating ethical conduct of all TUL staff. The Code of Ethics will specify the standards of conduct. Compliance with those standards will assure competence, responsibility, and high morals of TUL staff in the performance of their professional responsibilities.  |
| I.2 | 8. Dissemination, exploitation of results | To take advantage of social media technologies to disseminate research results and initiate research collaborations (continued action) | Media and Communications Office | Number of social media followers  | 2022-2024 | In view of the growing popularity of social media, further dissemination of information is planned regarding e.g. Research Gate and LinkedIn, as well as the possibility of launching and using their professional profiles to develop scientific cooperation. The information campaign will include activities to promote taking advantage of social media in their professional activity. |
| I.3 | 8. Dissemination, exploitation of results | To set up webpages presenting profiles of individual researchers who wish to showcase their achievement and research output, provided by the University website www.p.lodz.pl | Media and Communications Office | Webpages | 2022-2024 | The aim is to develop a user-friendly tool for researchers to design their individual professional webpage showcasing both their previous research output and current research projects  |
| **II. Recruitment and Selection** |
| II.1 | 12. Recruitment | To develop a ‘checklist’ for ongoing monitoring of each step in the recruitment process | Human Resources Center | Document | 2022-2024 | ‘The checklist’ will be a form of instruction for the committee to ensure that no step in the best practices in the recruitment process is overlooked . |
| II.2 | 12. Recruitment | To establish a system for monitoring recruitment processes | Human Resources Center | Number of opinions issued | 2022 | Random checks of the compliance of recruitment advertisements published on the EURAXESS website, monitoring selected advertisements published on the University website, and participation in selected recruitment proceedings. |
| II.3 | 14. Selection (Code) | To provide counseling on the diagnosis of personality and competence predispositions of job candidates by conducting competence and psychological tests | Careers Office | Number of supported recruitment processes  | 2022-2024 | Careers Office, a specialised unit of the central administration, provides support for the university selection committees in assessing the psycho-social profiles of job applicants. The support involves: administering aptitude tests for all job candidates; reviewing CVs; drawing up reports; participating in job interviews; drawing up recommendations concerning the suitability of job applicants for particular positions and teams. |
| II.4 | 14. Selection (Code) | To train selection committees on recruitment processes  | Careers Office | Number of training courses provided  | 2022-2024 | The action aims to develop staff competence in the field in preparing and conducting recruitment processes. The training will include: * determining needs for jobs and people
* identifying qualification and personality profiles needed for each position
* analysis of the application documents
* methods and tools for conducting the interview
* methods of practical verification of the applicant's skills, assessment center techniques
* providing the applicant with feedback
* aspects of formal preparation of the selection process
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| **III. Working Conditions and Social Security** |
| III.1 | 23. Research environment | Personalized support for doctoral candidates and young researchers in applying for research grants | Project Services | Roll-out of grant application consultancy (personal consultant) | 2022-2024 | The action aims to provide personalized advice to young researchers on grant applications. The consultant assists the researcher throughout process, from drafting the application to submitting it. |
| III.2 | 24. Working conditions | To develop an onboarding procedure | Human Resources Center | Procedure | 2022-2024 | To develop an onboarding procedure for newly appointed staff which will specify the tasks of the immediate supervisors and Human Capital Management Center regarding: preparation of the workplace, tools and resources including login details, administrative and organisational matters, e.g. walk through important procedures, rules, organizational culture, introduction to the team and job responsibilities. Development of the Resource Book for new staff joining Lodz University of Technology, containing all the necessary information relevant to working at the University, e.g. work organisation, human resources information, benefits policy, document flow, use of the Wikamp Portal, and other useful information. The handbook will be sent to the e-mail boxes of newly employed staff and will be available to all staff on Wikamp. |
| Resource Book for new staff joining Lodz University of Technology |
| III.3 | 24. Working conditions | Onboarding survey questionnaire for new staff | Human Resources Center | The extent to which the employee has become familiar with the TUL administrative and organisational system and with their responsibilities in the organisational unit in which they work). Survey results. | 2022-2024 | The purpose of this action is to monitor whether new staff members are inducted into the 'system' of work at TUL and into their roles. The goal is to verify the effectiveness of the established onboarding procedures, from the recruitment process itself, through compliance with all the formalities laid down in applicable laws and the University's internal regulations, to introducing new staff members to the University's IT systems, interfaces, the website, the campus, etc. The survey should allow for determining whether new staff members have understood in the six months since joining TUL what their responsibilities are, how they accountable for them, when they are accountable, what rights they have, and what 'benefits' they are entitled to (e.g. social benefits, etc.). |
| III.4 | 24. Working conditions | To develop an Exit Interview survey questionnaire | Human Resources Center  | Survey questionnaire | 2022-2024 | The purpose of the questionnaire is to identify the reasons for the termination of the employment contract and implement any corrective actions that may be required. The questionnaire will be available both in paper and electronic formats, the latter via WIKAMP. Only the rector of TUL and authorized RCZKL staff will have access to the responses. |
| III.5 | 26. Funding and salaries | To reward research excellence of the academic staff, doctoral candidates, and students of Lodz University of Technology under the ‘Excellence Initiative - Research University’ (IDUB) programme | Science Section | Number of rewarded research achievements | 2022-2024 | Rewards are granted for the following research achievements in a calendar year:publications in the best journals included on the Ministry's list of scientific journals current at the moment of the publication of the achievement, and peer-reviewed international conference proceedings;- conference papers in the best peer-reviewed international conference proceedings included on the Ministry's list of scientific journals current, at the time of the publication of the achievement;- research monographs or chapters in peer-reviewed research monographs published in level II publications included on the Ministry's list of publications publishing peer-reviewed scientific monographs, current at the moment of the publication of the achievement;- national and international patents;- research grants.Further information about IDUB provided at https://konstytucjadlanauki.gov.pl/inicjatywa-doskonalosci-uczelnia-badawcza |
| III.6 | 27. Gender balance | TUL website to provide a webpage for the Gender Equality Plan | Media and Communications Office | Webpage | 2022-2024 | A platform for the publication of data and materials on activities towards gender balance carried out at TUL |
| III.7 | 27. Gender balance | To appoint gender equality representatives | Human Resources Center  | Number of GE representatives | 2022 | The GE representatives will be responsible for, among other matters, liaising with the faculty/departmental leadership and collaboration with the designated staff member responsible for equality matters at RCZKL, receiving complaints, collecting data, keeping a register of complaints, counseling, resolving equality-related conflicts and making interventions, supporting male and female staff and students in conflict resolution, conducting explanatory proceedings regarding complaints, referring cases to the anti-discrimination, anti-mobbing and anti-harassment committee, and mediation. |
| III.8 | 27. Gender balance | To institute a standing committee on anti-discrimination, anti-mobbing and anti-harassment | Human Resources Center  | Appointed committee | 2022 | The Anti-Discrimination, Anti-Mobbing and Anti-Harassment Committee will have the following responsibilities, among others: to investigate complaints and allegations, to issue opinions on the case, to identify violations of the Regulations on Anti-Discrimination, Anti-Mobbing and Anti-Harassment, to request explanations and access to any relevant documents, in the event that a violation of the Regulations is ascertained, to report the matter to the Rector's College for a decision. |
| III.9 | 28. Career development | To employ international experts in student-centred education and specific subject fields as co-teaching partners for the academic staff teaching in English, and international lecturers to teach at IFE | International Cooperation Center (CWM) | Number of international lecturers teaching classes | 2022 - 2024 | The aim of engaging experts is to rebuild existing modules according to the flipped classroom approach and to build strong new relationships between the stakeholders. The action is implemented under the Integrated University Programmes funded by NCBiR.  |
| III.10 | 29. Value of mobility | To develop a procedure for undertaking research internships at research institutions as a mobility support mechanism - implementation and promotion of the procedure (continued action) | Human Resources Center  | Developed document | 2022 - 2024 | The goal of the action is to develop a mechanism facilitating taking up research internships at research institutions by research and research and teaching staff. The developed document will help university staff to embark on research internships, which will enhance their competence, knowledge, and capacity to work in a diverse environment and conduct research of the highest quality. |
| III.11 | 29. Value of mobility | Mechanism to facilitate the implementation of approaches and good practice learned bythe staff during various forms of mobility - experience exchange platform (continued action) | International Cooperation Center | Number of meetings to exchange good practice observed at other institutions | 2022 - 2024 | The goal of the action is to share and apply at TUL the experience, good practice and approaches encountered by the staff participating in different forms of mobility. |
| III.12 | 29. Value of mobility | Welcome Point | International Cooperation Center | Establishing the Welcome Point  | 2022-2024 | To establish a service and assistance facility for visiting international researchers. |
| III.13 | 29. Value of mobility | To obtain funding from external programmes to carry out international mobility of the staff and doctoral candidates | International Cooperation Center | Level of funding acquired for staff mobility | 2022 - 2024 | The aim of the action is to enable academic exchange between EU countries as well as non-EU countries to build human and research capacity, to share experience, learn good practice, and to develop professional and linguistic competence of the staff. |
| III.14 | 30. Access to career advice | To carry out one-to-one consultancy and coaching to support professional and personal development of the staff | Careers Office | Number of individuals receiving counseling | 2022-2024 | The objective of the action is to provide one-to-one support to staff members who are dealing with difficulties related to their professional and personal goals. The measure assists the staff when they experience a lack of motivation, challenging team relations, difficulty attaining professional goals or meeting responsibilities, building professional development plans, and other situations affecting their personal and professional performance |
| III.15 | 30. Access to career advice | To support academic staff in achieving effective team collaboration through team coaching and training programmes | Careers Office | Number of training sessions on effective teamworkNumber of coaching sessions for researchers | 2022-2024 | The action aims to support groups in terms of teamwork, integration, resolving conflicts and difficult team situations, and to reinforce team strengths to build their effectiveness on. Consequently, the action should improve their performance due to taking full advantage of their human potential and good cooperation in achieving team and individual learning and teaching goals. |
| **IV.** **Training and Development** |
| IV.1 | 38. Continuing professional development | ‘YES - Young Excellent Scientists Programme’ - to strengthen TUL's research and human capacity by building new research teams led by outstanding early-stage researchers from Poland and abroad  | Science Section | Number of awardees + number of ERC (European Research Council) grant applications | 2022-2024 | The purpose of the action is to strengthen TUL's research and human capacity by building new research teams led by outstanding young researchers from Poland and abroad. The programme is expected to lead to an improvement in the quality and internationalisation of research conducted at Lodz University of Technology, the development of new research specialisations at TUL, an increase in the number of international grant proposals submitted and won, in the number of open-access peer-reviewed publications of international impact, and finally, in the number of international and national patent applications. Further information about IDUB provided at https://konstytucjadlanauki.gov.pl/inicjatywa-doskonalosci-uczelnia-badawcza |
| IV.2 | 38. Continuing professional development | FU2N - Skills Development Fund for Young Scientists – to strengthen scientific capacity of TUL researchers by developing doctoral students and young scientists’ ability to write grant applications for funding from external research funding institutions and to improve the effectiveness of grant applications | Science Section | Number of internal grants awarded | 2022-2024 | The following are eligible to apply for internal grants:- doctoral candidates in their first or second year at the Interdisciplinary Doctoral School of Lodz University of Technology; - early-stage researchers - i.e. academic staff in the group of research or research and teaching staff of Lodz University of Technology for whom Lodz University of Technology is the primary employer and who were awarded their doctoral degree at least 5 years prior to the submission of the internal grant proposal. Further information about IDUB provided at https://konstytucjadlanauki.gov.pl/inicjatywa-doskonalosci-uczelnia-badawcza |
| IV.3 | 38. Continuing professional development | Industrial study visits | Interdisciplinary Doctoral School (IDS) | Number of study visits  | 2022-2024 | The activity, carried out in cooperation with the Doctoral Students Government, aims to familiarize visit participants with businesses and their projects, and with work organization. The visits will also allow the participants to establish cooperation between science and business. |
| Number of participants |
| IV.4 | 39. Access to research training and continuous development | Training sessions for researchers on the dissemination of research results and achievements | Media and Communications Office | Number of training sessions completed | 2022-2024 | The objective is to train researchers in message formulation, self-presentation, and communication with the media. |
| Number of participants |
| IV.5 | 39. Access to research training and continuous development | Specialized training on commercialization and knowledge transfer, and intellectual property protection (continued action) | Centre for Innovation and Entrepreneurship(Technology Transfer Section and Patent Attorneys’ Office) | Number of training sessions | 2022-2024 | The goal is to raise the competence and understanding among the staff with respect to technology commercialization, intellectual property protection, and effective cooperation of business and science. The action is particularly important due to opportunities to secure external funding (including from EU funds) for research projects carried out collaboratively by business and the academia, with the issues of IP protection and management of research results required to be specifically regulated already at the stage of the grant application. |
| Number of participants |
| Number of individual consultations |
| IV.6 | 39. Access to research training and continuous development | A series of meetings and presentations following the formula of an exhibition for researchers to showcase their technologies to industry to establish cooperation  | Technology Transfer Section | Number of meetings and presentations following the formula of an exhibition | 2022-2024 | The action is intended to facilitate interaction and cooperation between researchers and industry representatives. The meetings and presentations are expected to lead to the establishment of multidimensional cooperation with the business and industrial environment, enhancing personal brand building of the University staff and their visibility among fellow researchers within the country and internationally. The meetings with representatives of different industries and business environment institutions are a source of information on current regulatory requirements as well as the needs of business organisations, which allows the University staff to plan and conduct research that responds to specific demands. |
| IV.7 | 39. Access to research training and continuous development | Mandatory induction training on commercialisation and knowledge transfer for new appointees | Technology Transfer Section | Number of new appointees trained in commercialisation and knowledge transfer | 2022-2024 | The aim is to raise awareness of the benefits of commercialisation and knowledge transfer, as well as of the risks associated with the forfeiture of intellectual property rights.In the course of the training, the staff are also introduced to the internal regulations (as applicable to commercialisation and technology transfer) currently in force at the University . |