Update after renewal Action Plan for *HR Excellence in Research* of West Pomeranian University of Technology in Szczecin 2023-2026

No.	ACTION	REFERENCE TO PRINCIPLES	LEAD TIME	UNIT RESPONSIBLE FOR IMPLEMENTATION	SUPERVISOR	DESCRIPTION, OBJECTIVES, INDICATORS
1. [A29]	Supporting researchers in applying for external funding for research and study visits abroad	Continuing Professional Development; Access to research training and continuous development; Value of mobility; Recognition of mobility experience;	Continuous action	Project Departments (ODP, NDP, RCIiTT)/ International Mobility Office	Research Department	Supporting researchers in their efforts to obtain funding for research and to promote international mobility. Action implemented through trainings and individual consultations in this area. **Indicators:** number of applications submitted (50 per year), number of training courses and participants 5 per year). **Evidences:** operational reports of supporting units, internal documentation of tranings (e.g. agenda, list of participants, photos, invitations).
2. [A30]	Training sessions for deans, heads of organisational units and staff to familiarise them with ZUT procedures	Recruitment; Recruitment (code); Contractual and legal obligations;	Continuous action	HR Department	HR Department	Informing about new procedures and reminding about the existing ones as well as discussing of the issues related to them. **Indicator:** number of meetings (min. 2 per year) **Evidences**: internal documentation of tranings (e.g. agenda, list of participants, photos, invitations).

3. [A31]	Creation of a database for young scientists (doctoral students) containing the following offers: - R&D funding programmes, - scholarships, - short-term mobility, - jobs	Career development; Continuing Professional Development; Value of mobility; Recognition of mobility experience;	COMPLETED	Project Departments (ODP, NDP, RCIiTT) / International Mobility Office / Department of Research	Doctoral School	A tab on the Doctoral School website including information on funding sources/job offers/scholarships/short-term mobility. **Indicator:** number of offers **Evidence:** tab on the website launched.
4. [A32]	Training sessions for heads of organizational units within the scope of recruitment and HR management	Recruitment; Recruitment (code);	By the end of 2023	HR Department	HR Department	The aim of the training sessions is detailed familiarization of the heads of organizational units involved in the recruitment process for their teams with the principles of the Charter and the Code as well as the O-TMR policy. **Indicators:** number of total number of participants: 80% of the staff performing managerial functions. **Evidence:** internal documentation of trainings (e.g. agenda, list of participants, invitations).
5. [A33]	Creation of child care space at selected organizational units of the university	Working conditions;	Continuous action	HR Department / Vice Rector for Organisation and Development / Chancellor	Chancellor	It is planned to gradually create some space to support the activity of young mothers who, for some reason, will have to take care of a child in the workplace. Thanks to designation of some suitable space, women will be able to feed or change their babies and spend the statutory break with them. Ultimately, these rooms should be equipped with e.g. a comfortable seating area (e.g. armchair/sofa), a changing table and have access to kitchen facilities (refrigerator, microwave). In addition, games, toys or colouring

						books will be provided for slightly older children so that the time spent in their parent's workplace could be as comfortable and attractive as possible, whereas the mother's time spent at work with her child could be free from any unnecessary stress. **Indicator:** min. 3 (completion will depend on available funding). **Evidence**: internal news on launching room, photos.
6. [A34]	Actions to make ZUT more accessible to people with special needs, mainly in terms of recruitment, education, research	Recruitment; Recruitment (code); Working conditions; Access to research training and continuous development; Non discrimination;	By the end of 2023	Education Department (Plenipotentiary for students with Disabilities) in cooperation with Plenipotentiary for Equal Treatment	Education Department – Office for People with Disabilities	Reviewing and updating of internal documents (e.g. legal acts and procedures in the area of recruitment and conducting of research) in terms of accessibility as well as introducing of the provisions that guarantee execution of the university's accessibility policy, equal opportunities, non-discrimination and implementation of reasonable adjustments. Additionally, as a part of the implementation of the action, an accessibility standard will be developed at ZUT (architectural, digital, information and communication, training). The action will also involve trainings for employees on increasing of accessibility for persons with special needs, including persons with disabilities (e.g. trainings on disability awareness and support principles, PJM (Polish Sign Language), current WCAG (digital accessibility) standard, etc.

						Indicators: Number of participants attending trainings - 25% of academic teachers and doctoral students (participation in min. 1 training). **Evidences**: internal documentation of tranings (e.g. agenda, list of participants, training materials, invitations).
7. [A35]	Training of academic teachers and doctoral students in scientific communication	Public engagement; Dissemination, exploitation of results;	By the end of 2023 (starts at Q2 2022)	Press Officer	Press Officer	Professional training for researchers in scientific communication and popularisation of science. Its aim is for the staff to acquire competences in scientific communication, which will contribute to increased accessibility of research results. The training will include practical tips and sets of exercises for researchers who want to build relationships with the non-scientific world (e.g. the media) and inform them about their research. In addition, the action will involve creation of a database of ZUT experts, who will be regular commentators of scientific events in the local and national media. **Indicator:** 120 people (15 groups of 8 people). **Evidences**: internal documentation of tranings (e.g. agenda, list of participants, summary of participants, invitations).
8. [A36]	Preparation of a career development guide for doctoral students	Career development; Dissemination, exploitation of results; Value of mobility	By the end of Q3 2023	Research Department; Project Departments (ODP, NDP, RCIiTT) /	Research Department	A guidebook in a digital and/or paper format covering, in an accessible manner, the relevant university regulations, research funding

				International Mobility Office / Doctoral School Director / Research Council / Career advisor / Open Access Coordinator		opportunities, dissemination of results, mobility, promotion of open access (encouraging of open publishing and, thus, making your research more visible in the world), etc.. A guidebook format accessible to people with special needs. **Indicator/evidences**: guidebook created (published in website).
9. [A37]	Creation of a website: Equal and Transparent and its regular updates	Complains/ appeals; Non discrimination;	COMPLETED	Rector's office / Plenipotentiary for Equal Treatment	Plenipotentiary for Equal Treatment	A dedicated website, which will contain all information on the university's procedures/policies for dealing with mobbing behaviour, conflicts, including conflicts between supervisors and novice researchers, or discrimination. The website will also contain information on equality initiatives undertaken by the university, training courses and contact persons to address in the above mentioned areas, including a psychologist. **Indicator/evidence:** create website.
10. [A38]	Providing psychological support to employees and doctoral students	Complains/ appeals; Working conditions;	COMPLETED	Rector / Rector's office	Rector	Employment of or cooperation with a psychologist to deal with conflicts, disputes, difficult work situations and disruptions in cooperation as well as emergency assistance in crisis situations, including those related to the epidemic risk situation. Psychological support will include both consultations and trainings in the field of psychological support and interpersonal communication as well as initiation of actions of a preventive nature in the area of psychological support.

						Indicator: hiring the psychologist. **Evidence:** internal news on launching advisory, website information.
11. [A39]	Trainings on counteracting of mobbing and conflicts, violation of ethical principles	Complains/ appeals; Non discrimination;	By the end of 2023	Vice Rector for Organisation and Development	Vice Rector for Organisation and Development	Trainings on counteracting of mobbing, harassment, conflict and dispute solution. Trainings for: university staff and doctoral students. **Indicator:** 80% of university staff an 80% of doctoral students **Evidence**: internal registry, participants list.
12. [A40]	Implementation of an Open Access policy and setting up of an Open Science consultation point	Dissemination, exploitation of results;	COMPLETED	Main Library ZUT / Open Access Coordinator / Promotion Office	Open Access Coordinator	The consultation point will be the Open Science Section, which will provide advice in the area of open publishing and opening of research data. The OA information and promotional materials will be disseminated in dedicated tabs of the university websites. **Indicator:** create of Open Science Consultation Point; number of consultations (20 per year). **Evidence**: consultations register.
13. [A41]	Monitoring the progress of the implementation of the Gender Equality Plan at ZUT	Gender balance; Non discrimination;	By the end of Q3 2024	Plenipotentiary for Equal Treatment / Team for Equal Treatment	Plenipotentiary for Equal Treatment	A requirement of the European Commission for organisations applying to the Horizon Europe programme for funding to carry out a project is to develop a Gender Equality Plan. The ZUT Gender Equality Plan, developed in 2021, was introduced by Ordinance No. 21 of

						the Rector of 10.02.2022. It includes the implementation of 13 actions corresponding to 5 main objectives: 1. Making the ZUT community aware of discrimination and the principle of equal treatment. 2. Aiming at balancing of gender representation among all employee groups. 3. Aiming at balancing of gender representation among students. 4. Supporting the development of women's scientific careers. 5. Counteracting all forms of discrimination. **Indicators**: 1 training per year, analysis on an annual basis for gender trends, monitoring of discriminatory behavior reported by employees. **Evidence:** internal reports, internal registry.
14. [A42]	Improving communication: improvement of internal and external communication incl. attractiveness	Dissemination, exploitation of results; Public engagement	By the end of 2024	Press Officer	Press Officer	The brand new ZUT website will be launched (more friendly-use). Most interesting information are to be published in English, also on social media. Internal communication on news and regulations is to include all of staff and all groups of researchers (incl.R1). **Indicators:** creation of new website, social media posts and website info on ZUT's successes (1 per month).

						Evidences: print screen of new website, print screens of social media posts.
15. [A43]	Monitoring of individual groups of scientists (RI,R2,R3,R4) by gender	Seniority (Code); Gender balance	Continuous action	HR Department	HR Department	The changes in the structure of individual groups of researchers will be monitored once a year to clarify career development of the staff. As recommended the definition of R2 was adopted (PhD + 5 years). **Indicator**: current statistics of researchers group for the last day of a year. **Evidence:** report with graphics (incl. R1 - R4 structure by gender).