

Revised Action Plan 2018 – 2021 within the HR Excellence in Research

Action	Responsible Unit	Implementation indicator	Timing	Additional information
A.1. Implementation of best practices in the recruitment of researchers and enhancing the competences of administrative staff				
A.1.1. Implementation of best practices in the recruitment of researchers – preparing a set of procedures and forms to handle the process and monitoring the implementation (<i>continuation of actions</i>)	Office of University Development and Human Resources	A set of developed procedures	07.2018 – 06.2019	The action aims to create clear and transparent recruitment rules in the Lodz University of Technology as part of an open recruitment process. The sets of procedures and forms will be developed to facilitate the actions of the recruitment commissions in the university's units to apply best practices and comply with the OTM-R principles. The application of prepared solutions will be monitored.
		A set of developed forms		
A.1.2. Counselling with regard to diagnosis of personality and competence predispositions of candidates through administrating competence and psychological tests	Department of Innovation and Cooperation with Business (Careers Service Office)	Launching the advice service programme for the recruitment of researchers	05.2018 – 05.2021	The action is aimed at supporting the activities of recruitment commissions in the university's units by a specialized central unit (Career Office) in the field of examining psychosocial competences of candidates
A.1.3. Creating recruitment paths for individual posts for academic teachers	Office of University Development and Human Resources	Developing procedures	07.2018 – 06.2019	The action aims to develop procedures that will determine formal employment and promotion career paths.
A.1.4. Introducing performance appraisals for Rector's Administrative Offices staff in order to increase the competences of the administrative personnel, supporting the researchers	Office of University Development and Human Resources	Rector's directive on the system of periodic appraisals for Rector's administration staff	05.2018 – 06.2020	The aim of the action is to assess the quality of work and improve the competence of Rector's administration staff, thanks to which the quality of service and support offered to researchers will increase.
		A pilot performance appraisal for administration employees		
		The proper periodical performance appraisal of administrative staff has been carried out		

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A.2. Encouraging mobility				
A.2.1 Preparing procedures for internships in scientific research units as a mobility encouraging instrument – implementation, promotion of the solution (<i>continuation of actions</i>)	Office of University Development and Human Resources	Trilateral agreement template (Lodz University of Technology - employee – enterprise providing internship opportunity) regulating terms and principles of industrial internships	05.2018 – 06.2019	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.
		Procedure regulating industrial internships		
A.2.2. Intensifying the University's efforts in appointing scholars for the position of visiting professor, monitoring the implementation of the process (<i>continuation of actions</i>)	Office of Scientific Affairs	The amount of funds allocated to acquire visiting professors	05.2018 – 05.2021	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 teaching).
		Number of visiting professors employed at the university		
		Evaluation of the action from the perspective of the researchers employed as visiting professor and from the perspective of the employing unit		
A.2.3. A platform for experience exchange – an instrument encouraging the implementation of best practices acquired by staff within various forms of mobility	Office of University Development and Human Resources	Number of meetings aimed at exchanging best practices observed in other units	01.2019 – 12.2020	The action is aimed at dissemination and application of experiences, solutions and best practices learned by researchers thanks to various forms of mobility. Currently, employees' knowledge in this area is not fully used.
		A dedicated website		
A.2.4. Webpage bookmark on www.p.lodz.pl for people from the outside of TUL, interested in short-term forms of scientific and didactic mobility at TUL	Office of Scientific Affairs	A dedicated website	01.2019 – 07.2019	The aim of the action is to establish one central contact point that will support short-term forms of research mobility at TUL and help researchers in establishing contacts with different university units.



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A.3. Promotion and dissemination of research results				
A.3.1. Using social networking services to promote results of TUL's research and to establish research cooperation (<i>continuation of actions</i>)	Office of Communications and Promotion	Number of followers of the TUL profile on LinkedIn and Research Gate	06.2018 – 05.2021	Due to the growing importance of social media, it is planned to further disseminate the information about Research Gate, LinkedIn among researchers at TUL, as well as the ability to run and use their own profiles to connect research cooperation. As part of the information campaign, actions will be taken to promote the use of social networks in the work of the researcher.
		Number of followers of the TUL profile (Polish and English) on Facebook		
		Number of followers of the TUL profile on Twitter		
		Number of followers of the TUL channel on YouTube		
		Creation of the English version of the TUL's blog		
		Number of people following the TUL's blog (in Polish and English version)		
A.3.2. Creating a dedicated bookmark presenting scientific research and research cooperation on www.p.lodz.pl	Office of Communications and Promotion	A central list of conferences and events	06.2018 – 06.2020	The aim of the action is to gather and rank all information about conferences and events organized at TUL in one place. Currently, this information is dispersed.
		The number of published pieces of information about conferences and events		
A.3.3. Creating a dedicated bookmark presenting scientific research and research cooperation on www.p.lodz.pl	Office of Communications and Promotion	A bookmark on the website presenting research and scientific cooperation	01.2019 - 06.2020	The actions aims to prepare a tool supporting dissemination of research conducted at the university and at the same time will promote the international scientific cooperation of the university with other units.
		Number of publications		

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A.3.4. Launching a new science podcast on YouTube where TUL’s researchers will be presenting technologies which are being prepared for implementation (<i>continuation of actions</i>)	Office of Communications and Promotion	A podcast channel	10.2018 – 12.2020	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.
		Number of publications		
A.3.5. Team of experts from the University’s departments for contacts with the media	Office of Communications and Promotion	A database of experts for contact with the media	01.2019 – 06.2019	The aim of the action is to create a database of representatives from university units, who will constitute a team of experts available to assist the media from various areas of science
A.3.6. Individual websites for researchers willing to present their achievements and research on TUL’s homepage www.p.lodz.pl	Office of Communications and Promotion	Individual website template	07.2019 – 12.2020	The aim is to prepare an easy-to-use tool that will allow researchers to create their own professional website presenting both the current achievements and research projects.
		The number of individual researcher’s websites		
A.3.7 Training on research and scientific achievements popularization for researchers	Office of Communications and Promotion	Number carried out of trainings	01.2019 – 12.2019	The action is aimed at training employees in the field of formulating the message, self-presentation and contacts with the media
		Number of participants		
A.4. Career advice and support for young researchers				
A.4.1. Implementation of a career service programme (<i>continuation of actions</i>)	Department of Innovation and Cooperation with Business (Careers Service Office)	The number of persons who have taken advantage of the programme.	05.2018 – 05.2021	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
A.4.2. Individual support for young researchers applying for scientific and research grants	Projects Office	Support in the field of applying for research grants (individual advice)	05.2018 – 05.2021	The action aims to offer young researchers individual advice in the field of applying for grants. The adviser will support researchers at particular stages of application development and applying for funds.

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A.4.3. Supporting young researchers in building effective teamwork skills by implementation of team coaching programmes and trainings	Department of Innovation and Cooperation with Business (Careers Service Office)	Number of trainings in building effective team cooperation	05.2018 – 05.2021	The action aims to offer support in developing soft skills, including individual and team work, time management and coping with stress that are necessary to carry out research
		Number of coaching sessions for researchers		
A.4.4. Study visits in the industry	Department of Innovation and Cooperation with Business (Careers Service Office)	Number of organized study visits in industry	05.2018 – 05.2021	The activity aims to familiarize participants with enterprises and projects implemented in the industry, as well as work organization. Study visits will also allow cooperation between researchers and industry
		The number of participants of study visits		
A.5. Targeted training courses in commercialization and knowledge transfer and other forms of support within the scope of cooperation with the industry				
A.5.1. Targeted training courses in commercialization and knowledge transfer (<i>continuation of actions</i>)	Department of Innovation and Cooperation with Business (Technology Transfer Office)	Number of trainings in the field of commercialization, technology transfer and protection of intellectual property	06.2018 – 05.2021	The aim of the action is to increase the competence and knowledge of employees in the field of technology commercialization, intellectual property protection and more effective cooperation between science and business. The action is particularly important due to the possibility of obtaining external financing (including EU funds), in which funds are directed to research projects implemented jointly by industry and researchers, and the protection and management of research results must be strictly defined at the application stage.
		Number of training participants in the field of commercialization, technology transfer and intellectual property protection		
		Number of individual consultations in the field of commercialization, technology transfer and protection of intellectual property		
A.5.2. A series of meetings and presentations in a form of trade fairs for the researchers to present their technology in order to start cooperation with the industry	Department of Innovation and Cooperation with Business (Technology Transfer Office)	Number of meetings and demonstrations in trade fair convention	06.2018 – 05.2021	The action aims to create opportunities for contact and cooperation between researchers and industry representatives. The activity is particularly important due to the possibility of obtaining external financing (including EU funds), in which funds are directed to research projects implemented jointly by industry and scientists, and the protection and management of research results must be strictly defined at the application stage. The action is particularly important due to the availability of financial resources thanks to many competitions in this area and EU priorities in the field of innovation.

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A.5.3. Mandatory initial trainings in commercialization and knowledge transfer for the newly employed researchers	Department of Innovation and Cooperation with Business (Technology Transfer Office)	Developed program of compulsory training in the field of commercialization and knowledge transfer for new employees	01.2019 – 05.2021	The action aims to strengthen the awareness of the benefits of commercialization and knowledge transfer, as well as the dangers associated with the loss of intellectual property rights.
		Number of new employees trained in the field of commercialization and knowledge transfer		

Gantt Chart

		05.2018	06.2018	07.2018	08.2018	09.2018	10.2018	11.2018	12.2018	01.2019	02.2019	03.2019	04.2019	05.2019	06.2019	07.2019	08.2019	09.2019	10.2019	11.2019	12.2019	01.2020	02.2020	03.2020	04.2020	05.2020	06.2020	07.2020	08.2020	09.2020	10.2020	11.2020	12.2020	01.2021	02.2021	03.2021	04.2021	05.2021		
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