# Initial Phase Action Plan at the University of Agriculture in Krakow

| **Proposed ACTIONS (A)** | GAP Principle(s) | Timing (at least by year’s quarter/semester) | Responsible Unit | Indicators/Target(s) |
| --- | --- | --- | --- | --- |
| **A1 -** conducting regular training courses for employees on the policy of open access to scientific publications and research data | (++) G.1. Research freedom | December, 2022,  onward | Rector's Plenipotentiary for the Open Access Policy | **I.A1.** Sending a newsletter and e-mail messages to all university employees and Ph.D. students.  **T.A1.** UAK researchers and Ph.D. students know and adhere to recognized ethical practices, enjoy freedom of expression. |
| **A2** – adoption of the internal Code of Ethics of the UAK and introduction into the  Workplace Rules of an obligation to become acquainted with the Code | (+/-) G.2. Ethical principles | March 2023 | Rector / Rector's Plenipotentiary for equality in cooperation with the Rector's Commission for Gender Equality Plan, Academic spokesman, and Organizational-Legal Section | **I.A2a**. Promulgation of Resolution by the UAK Senate and issuing an appropriate UAK Rector’s ordinance.  **I.A2b.** The UAK Code of Ethics and the updated Work Regulations published on the university website.  **T.A2.** UAK researchers know and adhere to recognized ethical practices, enjoy freedom of expression and apply good practices in apprenticeship model and supervisor-subordinate relationships. |
| **A3** - review of the existing rules and mechanisms for financing research at the UAK and conducting training / information campaigns at the UAK | (+/-) G.4. Professional attitude | December 2023 | Vice Rector for Science in cooperation with the Technology Transfer Center, Center of Administrative Support for Projects, Science Office and Bursary. | **I.A3a**. Publication of updated Rector’s ordinance comprising rules and mechanisms for financing research on the UAK web page.  **I.A3b.** Conducting at least 2 trainings a year for UAK employees concerning rules and mechanisms for financing research.  **T.A3a**. Improvement of the appropriate law statements concerning rules and mechanisms for financing research at the UAK.  **T.A3b**. Researchers and Ph.D. students have full knowledge of the  rules and mechanisms for science financing at the UAK |
| **A4** - conducting a series of trainings in the field of copyright, related rights and industrial property rights management as well as the principles of commercialization | (++) G.5. Contractual and legal obligations | December 2023 | Rector's Intellectual Property Commission in cooperation with the Technology Transfer Center | **I.A4.** Training at least once a year,  obligatory for all new researchers and Ph.D. students, voluntary for others.  **T.A4.** All UAK researchers (R1-R4) have the opportunity to update their knowledge of copyright, related rights and industrial property rights management as well as the principles of commercialization. |
| **A5** - annual review of the documents functioning at the University and supplementing any identified procedural shortcomings, in particular in the field of IT data protection and recovery | (+/-) G.7. Good practice in research | December, 2023,  onward | IT Center of the UAK | **I.A5.** Sending out information on updating procedures referring to data protection and recovery by e-mail message.  **T.A5.** Increased awareness of the  academic environment in the field of data security policy. |
| **A6** - introducing the principles of performing occupational risk assessment at workplaces and signing by all employees information on getting acquainted with occupational risk | June 2023 | Rector / Office for Occupational Safety and Health and Fire Protection | **I.A.6**. Issuing UAK Rector’s ordinance.  **T.A.6**. Researchers and Ph.D. students have knowledge of the principles of performing occupational risk assessment at workplaces |
| **A7** - amendment to the ordinance on personal protective equipment, clothing, footwear for work and study stations, as well as the expected periods of their use | June 2023 | Rector / Office for Occupational Safety and Health and Fire Protection | **I.A.7.** Issuing an appropriate UAK Rector’s ordinance.  **T.A.7**. Researchers and Ph.D. students have knowledge of personal protective rules |
| **A8** - introducing the rules for conducting periodic inspections and tests of installations, utility and safety devices that are part of building facilities | June 2023 | Chancellor | **I.A8.** Issuing UAK Chancellor regulations concerning periodic inspections and tests of the UAK infrastructure.  **T.A8**. All employees work in safety environment at the UAK. |
| **A9** - a systematic modernization of the UAK website and the updating of information on this website (including the websites of the Faculties) | (+/-) G.8. Dissemination, exploitation of results  (+/-) G.9. Public engagement | December, 2022,  onward | IT Center of the UAK | **I.A9**. Full and easy access to updated information on the UAK websites.  **T.A9.** Researchers and Ph.D. students have full access to current information concerning the research, educational and organizational activities at the UAK |
| **A10** - modernization and updating information on English-language websites | (+/-) G.8. Dissemination, exploitation of results  (+/-) G.9. Public engagement | December, 2022,  Onward | IT Center of the UAK | I**.A10.** Full and easy access to updated information on the UAK English websites  **T.A10.** Researchers and Ph.D. students as well as foreigners have full access to current information in English concerning the research, educational and organizational activities at the UAK |
| **A11** - appointing a team for ranking and building the academic image | (+/-) G.8. Dissemination, exploitation of results | December, 2022 | Rector | **I.A11.** Issuing an appropriate UAK Rector’s ordinance.  **T.A11.** Marked increase of the UAK in international university rankings. |
| **A12** - intensifying activities related to dissemination and promotion of science and scientists' achievements | (+/-) G.9. Public engagement | December, 2022,  onward | Promotion and Recruitment Office / Main Library of the UAK | **I.A12.** Annual plan for science popularization events (Science Festivals, Science Night, etc.).  **T.A12.** At least 2 events a year that allow to increase recognition of research conducted at the UAK in the local and regional society. |
| **A13** - providing information on the issues of identification and counteracting mobbing, discrimination and corruption and their effects on the UAK website | (+/-) G.10. Non discrimination | March 2023,  onward | Rector's Plenipotentiary for equality / Promotion and Recruitment Office | **I.A13.** Sending a newsletter and e-mail messages to all university employees and Ph.D. students  **T.A13.** Researchers and Ph.D. students are able to identify and counteract mobbing and discrimination accidents (situations). |
| **A14** - introducing awareness training about the special needs of employees, students and doctoral students, including disabilities |  | January 2023, onward | Rector's Plenipotentiary for equality / Rector's Plenipotentiary for People with Disabilities | **I.A14.** Sending a newsletter and e-mail messages to all university employees and Ph.D. students  **T.A14.** Researchers and Ph.D. students have knowledge about special needs of employees with disabilities |
| **A15** - amendment of the internal policy of counteracting mobbing, discrimination and corruption |  | June 2023 | Rector / Vice Rector for General Affairs | **I.A15.** Issuing an appropriate UAK Rector’s ordinance.  **T.A15**. Researchers and Ph.D. students have knowledge of the internal policy of counteracting mobbing, discrimination and corruption |
| **A16** - inclusion in the evaluation criteria for academic staff: teaching activities and scientific care for students and doctoral students, dissemination activities, as well as mobility and national and international cooperation | (+/-) G.11. Evaluation/ appraisal systems | December 2022 | Vice Rector for General Affairs / Senate Personnel Evaluation Committee | **I.A16**. Implementation of updated rules on periodic assessments of the UAK employees.  **T.A16**. Academics are evaluated according to transparent rules that they are familiar with the periodic assessment rules. |
| **A17** - introduction of the OTM-R principles | (+/-) G.12. Recruitment  (-/+) G21 Postdoctoral appointments (Code) | December 2022 | Rector | **I.A17a**. Issuing an UAK Rector’s ordinance on the OTM-R principles  **I.A17b.** Publication of OTM-R policy in Polish and English online  **T.A17a**. OTM-R policy is published online – link to appropriate website is available  **T.A17b.** The principles of the recruitment process at UAK are consistent with the HRS4R Strategy and OTM-R policy – at the organizational, process and monitoring  level |
| **A.18**. - development of a template of the recruitment advertisement | (+/-) G.12. Recruitment | December 2022 | Vice Rector for General Affairs in cooperation with Vice Rector for International Cooperation, Vice Rector for Science, Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, the Office for University Development and Scientific Staff, the Human Resources Office | **I.A18**. Template of the recruitment advertisement is published online  **T.A18.** The UAK has a suitable template of the recruitment advertisement |
| **A19** - amending the Rector’s ordinances to adapt them to the new UAK’s Statute and the Organizational Regulations of the URK | **I.A19.** Issuing amended UAK Rector’s ordinances.  **T.A19.** Researchers and Ph.D. students have well-prepared, transparent and upgraded Rector’s ordinances |
| **A20** - launching an electronic recruitment system | (+/-) G.12. Recruitment | December 2023 | Vice Rector for General Affairs / the Human Resources Office / IT Center of the UAK | **I.A20.** Recreation process is carried out by electronic recruitment tools.  **T.A20.** OTM-R is supported by e-recruitment tools. |
| **A21** - introduction of OTM-R principles, including the development of guidelines for the recruitment board on conducting the recruitment process for the positions of academic teachers in compliance with the Code of Conduct for Recruitment of Researchers | (+/-) G.13. Recruitment (Code)  (+/-) G.14. Selection (Code)  (+/-) G.15. Transparency (Code)  (+/-) G.16. Judging merit (Code)  (-/+) G.17. Variations in the chronological order of CVs (Code)  (-/+) G.18. Recognition of mobility experience (Code)  (-/+) G.19. Recognition of qualifications (Code)  (+/-) G.20. Seniority (Code) | December 2022 | Vice Rector for General Affairs in cooperation with Vice Rector for International Cooperation, Vice Rector for Science, Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the UAK, the Office for University and Scientific Staff Development, the Human Resources Office | **I.A21a**. Issuing an appropriate UAK Rector’s ordinance on internal guidelines for the recruitment board on conducting the recruitment process for the positions of academic teachers in compliance with the Code of Conduct for Recruitment of Researchers.  **I.A21b**. Publication of internal guidelines for the recruitment board on conducting the recruitment process for the positions of academic teachers in Polish and English online – link to the website  **I.A21c**. Percentage of external and foreign applicants (not monitored currently)  **I.A21d.** Internal guidelines regarding the appointment of committees, their activities in the assessment of candidates for all types of positions  **I.A21e.** Percentage of employees, who have not graduated from the UAK  **T.A21a**. OTM-R policy as well as guidelines for the recruitment board on conducting the recruitment process for the positions of academic teachers are published online  **T.A21b.** The principles of the recruitment process at UAK are consistent with the HRS4R Strategy and OTM-R policy – at the organizational, process and monitoring  Level;  **T.A21c.** All job adverts are posted on  EURAXESS |
| **A22** - information trainings for newly recruited scientists with a doctoral degree, concerning their career development and development requirements. | (-/+) G.21. Postdoctoral appointments (Code) | December 2022, onward | Scientific Development Office | **I.A22.** Sending a newsletter and/or e-mail messages to Ph.D. degree holders employed at the UAK and Ph.D. students  **T.A22.** PhD degree holders employed at the UAK know the requirements for recruitment, as well as the goals and principles of assessing their activities and career opportunities in the long term |
| **A23** - appointment of a board of mentors as an advisory body for researchers, composed of the best UAK’s academic teachers | (+/-) G.22, Recognition of the profession  (+/-) G.36. Relation with supervisors | June 2023 | Rector | **I.A23.** Issuing an appropriate UAK Rector’s ordinance.  **T.A23**. Young researchers and Ph.D. students are taking advantage of the advice of the board of mentors. |
| **A24** - annual inspections of research and technical facilities and equipment, preparation of annual reports on the condition thereof | (+/-) G.23. Research environment | December 2022, onward | Chancellor | **I.A.24**. Annual reports on the condition of technical facilities and equipment  **T.A24.** UAK researchers have at their disposal facilities and modern and efficient research equipment |
| **A25** - verification of the regulations for using the University's research infrastructure | December 2022 | Vice Rector for Science in cooperation with the Technology Transfer Center and Equipment Department | **I.A25.** Publication of the updated Rector’s ordinance on the implementation of the Rules for the Use of the UAK’s Research Infrastructure;  **T.A25.** Researchers employed at the UAK are able to use the UAK’s research infrastructure. |
| **A26** - review of the documents defining the rules for granting paid holiday and tele-working in the context of planned amendments to the Labour Code | (++) G.24. Working conditions | December 2022 | Vice Rector for General Affairs in cooperation with the Human Resources Office | I**.A26.** Issuing the updated Rector’s communications concerning working time, breaks in the UAK’s operation and paid holiday leaves  **T.A26.** All scientists, including the disabled, are provided with decent and flexible working conditions |
| **A27** - review and update of the promotion procedure | (++) G.25. Stability and permanence of employment | December 2022 | Vice Rector for General Affairs / Senate Commission for Personnel Evaluation | **I.A27.** Issuing the updated Rector’s ordinance on laying down the rules on promoting academic teachers;  **T.A27**. All employees and PhD students are familiar with the principles of the promotion procedure. |
| **A28** - wider promotion of activities supporting scientists by the administration of the UAK, the Science Office (SO), the Technology Transfer Center (TTC) and the Center for Administrative Support for Projects (CASP) - information meetings, newsletters, etc. | (+/-) G.26. Funding and salaries | December 2022, onward | The Science Office, the Technology Transfer Center, Center of Administrative Support for Projects | **I.A28.** Appropriate regulations, information meetings and newsletters  **T.A28**. All researchers (R1-R4) have access to information on the remuneration policy and the level of remuneration at individual positions. |
| **A29** - implementation of activities specified in the UAK Gender Equality Plan in the field of disseminating the principles of equality | (+/-) G.27. Gender balance | December 2022, onward | Plenipotentiary for equality | **I.A29**. Sending a newsletter and e-mail messages to all university employees and Ph.D. students.  **T.A29.** URK Researchers and PhD students feel protected against discrimination based on gender, age, ethnic, national or social origin, religion or faith, etc. |
| **A30** - development of guidelines defining and supporting the professional development of scientists at the URK by experienced and outstanding researchers. | (-/+) G.28. Career development | June 2023 | the Mentors’ Council | **I.A30.** An appropriate guide published on the university website.  **T.A30.** Researchers and PhD students at UAK have easy access to guidelines defining and supporting the development of their career. |
| **A31** - promotion of activities concerning national and international mobility in order to strengthen interdisciplinary cooperation and the implementation of joint research and application projects | (-/+) G.29. Value of mobility | January 2023, onward | Vice Rector for International Cooperation / International Relations Office | **I.A31**. Sending a newsletter and e-mail messages to all university employees and Ph.D. students.  **T.A31.** Mobility procedures are transparent and allow for a quick circulation of necessary travel documents. |
| **A32** - organization of trainings in the field of career counseling for scientists (career building, promotion and scientific promotion). | (--) G.30. Access to career advice | June 2023 | the Office for University and Scientific Staff Development, the Center of Administrative Support for Projects | **I.A32**. Activation trainings in the field of career counseling for scientists.  **T.A32**. Researchers at every stage of their scientific career have the opportunity for professional development. |
| **A33** - update of guidelines for cooperation contracts/agreements concluded by the UAK concerning regulations on intellectual property rights | (+/-) G.31. Intellectual Property Rights  (+/-) G.32. Co-authorship  (+/-) G.36. Relation with supervisors | June 2023 | Technology Transfer Center in cooperation with Organizational and Legal Section | **I.A33**. Issuing updated guidelines for cooperation contracts/agreements concluded by the UAK concerning regulations on intellectual property rights.  **T.A33**. Researchers and Ph.D. students of the UAK are familiar with law principles concerning the management of copyright, related rights and industrial property rights and the principles of their commercialization. |
| **A34** - delivering a series of trainings to researchers on intellectual property rights |  | December 2023 | Rector's Intellectual Property Commission in cooperation with the Technology Transfer Center | I**.A34.** Sending a newsletter and e-mail messages to all university employees and Ph.D. students.  **T.A34**. Researchers and Ph.D. students of the UAK are familiar with intellectual property rights. |
| **A35** - update of internal regulations enabling the internationalization of the commission appointed to recruit researchers | (-/+) G.33. Teaching | December 2022 | Rector | I**.A35**. Issuing an appropriate UAK Rector’s ordinance.  **T.A35.** At the UAK, recruitment is carried out with the participation of a commission consisting of at least one person from abroad. |
| **A36** - updating of the periodical employee evaluation system, taking into account scientific research management and supervising early-stage researchers; | Vice Rector for General Affairs / Senate Commission for Academic Teacher Evaluation | I**.A36**. Issuing an appropriate updated UAK Rector’s ordinance.  **T.A36**. All researchers (R1-R4) have access to information on the employee evaluation system. |
| **A37** - appointing of a Conflict Resolution Board at the UAK | (-/+) G.34. Complains/ appeals | December 2022 | Rector | I**.A37.** Issuing UAK Rector’s ordinance.  **T.A37.** UAK has appropriate procedures for resolving employee conflicts. At the UAK functions a Conflict Resolution Board. |
| **A38** - activation of research workers to act in the decision-making bodies of the University (organization of information meetings). | (+/-) G.35, Participation in decision-making bodies | June 2023 | Vice Rector foe General Affairs | **I.A38a**. Sending a newsletter and e-mail messages to all university employees and Ph.D. students.  **I.A38b.** Meetings with employees and Ph.D. students before selection to decision-making bodies of the UAK.  **T.A38.** Researchers and Ph.D. students are more interested in participating in the decision-making bodies of the University |
| **A39** - development of guidelines for the UAK’s advisory bodies (faculty boards, rector’s and senate committees) on the principles for giving opinions on candidates for managerial positions at the UAK based on professional qualifications; | (+/-) G.36. Relation with supervisors  (-/+) G.37. Supervision and managerial duties | June 2023 | Vice-Rector for General Affairs, Senate Organizational and Statute Committee | **I.A39**. Guidelines for the UAK’s advisory bodies (rector’s and senate committees, faculty boards) on the principles for giving opinions on candidates for managerial positions at the UAK published on the university website.  **T.39.** Advisory bodies of URK (faculty colleges, senate and rector's committees, dean's committees), as well as all academics (R1-R4) know the rules of giving opinions on candidates for managerial positions in URK. |
| **A40** - application in programmes financed from external sources, aimed at enhancing professional skills of university employees, such as: UAK’s Innovative Strategic Development Programme | (-/+) G.38. Continuing Professional Development  (-/+) G.39. Access to research training and continuous development | January 2023, onward | Center of Administrative Support for Projects/ Doctoral school | **I.A40a**. Sending a newsletter and e-mail messages to all university employees and Ph.D. students.  **I.A40b.** Trainings on enhancing professional skills in application in grants financed from external sources, such as: UAK’s Innovative Strategic Development Programme..  **T.A40a**. Researchers (R1-R4) are provided with necessary professional support to raise their professional qualifications at all stages of their careers.  **T.A40b.** The UAK researchers and Ph.D. students have enhanced skills at application in programmes financed from external sources. |
| **A41** - application in programmes financed from external resources, such as co-financing of foreign and domestic science and research fellowships for academic teachers | Center of Administrative Support for Projects / International Relation Office | **I.A41a**. Sending a newsletter and e-mail messages to all university employees and Ph.D. students.  **I.A41b**. Trainings on enhancing professional skills in application in grants financed from external sources, such as co-financing of foreign and domestic science and research fellowships for academic teachers.  **T.A41a**. Providing researchers with necessary professional support to raise their professional qualifications at all stages of their careers.  **T.A41b.** The UAK researchers and Ph.D. students have enhanced skills at application in programmes financed from international external sources. |
| **A42** - propagation of information on available programmes, trainings and funding opportunities | **I**.**A42.** Sending a newsletter and e-mail messages to all university employees and Ph.D. students.  **T.A42.** All researchers (R1-R4) have access to information on available programmes, trainings and funding opportunities. |
| **A43** - appointment – apart from a direct superior and the UAK’s Academic Ombudsman – in every faculty, of a person to whom doctoral students and researchers at the beginning of their career can refer in matters concerning the performance of their professional duties. | (+/-) G.40. Supervision | January 2023 | Scientific Discipline Council | **I.A43.** Appointing a tutor for each scientific discipline who helps young scientists in the development of their scientific careers.  **T.A43.** Young researchers have opportunity to apply to a tutor to get necessary information concerning development of their carrier and performance of their professional duties. |