

Title Action	Timing	Responsible Unit	Indicator(s)/Target	Current status
Implementation of a regulation regarding training on Intellectual Property Rights	May 2017 (The deadline for the implementation of the action has been extended. We have received the information of the approval of the HRS4R in January 2017, therefore there was a delay in start of the project)	Centre for Innovation And Technology Transfer (CITT)	Regulation regarding the mandatory training on Intellectual Property Rights At the Silesian University of Technology, regulations on training in the field of intellectual property rights were introduced. Each candidate for the project manager is required to undergo mandatory training as part of the cycle "Training for the project manager". Number of trained employees: Faculty of Architecture: 43 Faculty of Automatic Control, Electronics and Computer Science: 143 Faculty of Civil Engineering: 78 Faculty of Chemistry: 127 Faculty of Electrical Engineering: 79 Faculty of Mining and Geology: 83 Faculty of Biomedical Engineering: 27 Faculty of Energy and Environmental Engineering: 158 Faculty of Materials Engineering and Metallurgy: 110 Institute of Physics: 49 Faculty of Applied Mathematics: 6 Faculty of Mechanical Engineering: 196 Faculty of Organisation and Management: 105 Faculty of Transport: 49 Other units: 49	Completed and ongoing, carried out on a regular basis

			<p>IN TOTAL: 1305</p> <p>Plan for 2019 https://www.polsl.pl/Jednostki/CZP/Documents/Harmonogram_szkolen_kierownikow_2019.pdf</p> <p>Plan for 2017 https://www.polsl.pl/Jednostki/CZP/Strony/Materialy2017.aspx</p> <p>In addition, CITT has developed a range of training courses for faculty employees in the area of intellectual property protection, management of intellectual property filed in CITT, commercialization of intellectual property and intellectual property protection rules in contacts with industrial partners, in particular in the field of contracting, copyright protection, property industry.</p> <p>CITT also obligatorily verifies draft agreements with external partners in the field of intellectual property protection in the commercialization of the project.</p>	
Modification of the ordinance on the Projects Management System	April 2019 (The deadline for the implementation of the action has been extended)	Project Management Centre	<p>The Project Management Centre proposed the content of the agreement concluded between the university and the project manager regarding the duties and principles of cooperation in the implementation of the research project. The contract template assumed that the manager undertakes to:</p>	<p>In progress</p> <p>The deadline for implementation has been exceeded due to the longer consultation period necessary to conduct among academic staff, as well as the legal department, human resources department, remuneration department, organizational office and authorities.</p>

			<p>a) coordinating work related to the implementation of the Project,</p> <p>b) care for the quality of Project management,</p> <p>c) ensuring work safety in the scope of work related to the implementation of the Project,</p> <p>d) current elaboration and archiving of substantive reports on all commitments made in the Agreement and their additions within the time limits specified in this Agreement in eCZP (<i>electronic tool for project management</i>).</p> <p>e) placing financial reports sent to the financing institution in e-CZP no later than 7 days after the date of their submission to the financing institution along with the corrections,</p> <p>f) concluding contracts necessary to implement the Project in accordance with the provisions of the Agreement in question,</p> <p>g) implementation of the project in accordance with the rules and circulation of documents at the University</p> <p>h) collecting substantive and financial documentation for the purposes of possible project audits.</p> <p>The contract template is consulted by individual departments. In principle, the agreement is to be added to the power of attorney to manage the project in the form of an attachment.</p>	
Creation of a central repository of protected work results and	March 2018	Centre for Innovation and Technology Transfer	A central repository was created - a database of intellectual property protected by the Silesian University of Technology in accordance with the Regulations for the management of intellectual property at the Silesian University of Technology. It contains detailed information on solutions	Completed and continuing

regulations to use it			<p>covered by protection, data of authors and current and planned commercialization.</p> <p><link do Regulaminu></p> <p>Database in English: http://eksperci.polsl.pl/en/</p> <p>Database in Polish: http://eksperci.polsl.pl</p> <p>In addition, the university obtained financial resources for the implementation of the e-services project called e-university. data acquired as part of the database will be used to create e-technology resources and e-patents. Thanks to this, the external service provider will search the available database according to various criteria - choosing the patent or technology interested and checking the conditions of use and electronically filing the application for the patent - signing the application with a trusted profile - will receive a proposal with a quote in response - after accepting the price by the Customer will receive an agreement electronically.</p>	
Modification of the criteria for employees evaluation	January 2019 (The deadline for the implementation of the action has been extended, originally planned to be completed by December 2016)	Vice Rector- for Science and Development	<p>Modification of the criteria and a new evaluation card for academic staff were approved after a positive opinion by Resolution No. 4/2019 in January 2019.</p> <p><link do Uchwały></p> <p>One of the most important results that has been fully achieved is the new periodic evaluation card of academic teachers, in line with the provisions of the new Act on Higher Education and Science, the principles contained in the European Charter for Researchers and Code to Conduct for the Recruitment as well as the expectations of the</p>	<p>Completed</p> <p>The change of the implementation schedule took place due to the ongoing work on a new law regulating the functioning of universities and science and the central principles of university evaluation. After the adoption of the Act, the work and consultation of a new evaluation card for academic employees was started. The modification of the assessment criteria and the new card were adopted in January 2019.)</p>

			<p>academic community expressed in the HR Strategy. The evaluation criteria have been modified, giving the appropriate rank to recognition of mobility, popularization of science, research activity and commercialization of knowledge, involvement in projects, scientific internships, academic promotion, organizational activities at the university and outside the university and improving the quality of teaching. The evaluation sheet was adopted by the Senate after previous consultations among the academic community and trade unions operating at the Silesian University of Technology. The anti-discrimination criteria, including parental leave, were taken into particular consideration.</p>	
5. Creation of a website providing information on career development for researchers	December 2017	Vice Rector for Science and Development	<p>The website https://prawo.polsl.pl was created, where after logging in there is a special tab for academic teachers and researchers, in which all applicable legal acts are published, regarding career paths and development, requirements with relevant references and attached documents a - templates are grouped into relevant categories, to be downloaded.</p> <p>On the website https://prawo.polsl.pl there is also a separate category regarding all quality-oriented programs launched at the university for academic employees, which contains all currently applicable programs with a schedule of applications, regulations, sample forms, as well as templates of the granting committees' protocols .</p>	<p>Partially completed, ongoing.</p> <p>Silesian University of Technology is in the process of changing the graphic design and functionality of the website, which is to be launched at the end of 2019. The new functionality will be based on a set of e-services and intranet that will allow academic staff to quickly obtain information and perform tasks remotely without the need to print and sending paper versions of documents. The launch of the new site and the tab for researchers is the subject of another task in the updated HR plan.</p>

			<p>On the main page of the Silesian University of Technology, an employee https://www.polsl.pl/Strony/Witamy.aspx and a PhD student http://www.doktoranci.polsl.pl/ in Polish and research and cooperation in English https://www.polsl.pl/en/Pages/Welcome.aspx have been launched and supplemented in which the necessary information for academic employees regarding information influencing the scientific career development: opportunities for international cooperation, mobility programmes, commercialization of knowledge, cooperation with business, IT services, code of ethics, research projects, access to necessary technology databases, experts as well as infrastructure and research equipment. Current job offers can be found in the work tab on the main page – linking to the job offers: https://bip.polsl.pl/Praca/Forms/nauczyciele_akademiccy.aspx and under the Euraxess link provided.</p>	
Modification of the ordinance on researchers recruitment	December 2017	Vice Rector for Science and Development	<p>The document specifying the procedure and rules for employing academic teachers and researchers is an annex to the Statute: https://www.polsl.pl/en/echr/Documents/TheModeAndConditionsOfTheCompetitionProcedure.pdf In December 2017, changes were introduced, which partially adapted it to the principles of OTM-R in the recruitment of researchers. The compulsory publication of the announcement in the Public</p>	<p>Partially completed and ongoing</p> <p>Due to the introduction in July 2018 of a new act regulating the functioning of universities in Poland, the Silesian University of Technology prepares the content of the new Statute, which will become effective from September 2019. The rules for recruitment for the positions of academic teachers and researchers will constitute an annex to the</p>

			<p>Information Bulletin, the English version on the EURAXESS portal and on the website of the Ministry of Science and Higher Education were added. It was also possible to invite an external expert in the recruitment process. The selection commission may apply to the faculty council for the appointment of two reviewers, including at least one from outside the University, subject to § 88 para. 2 point 3 lit. a Statute, in order to draw up an opinion on the scientific and didactic achievements and the organizational achievements of the candidate, in particular those achieved after the last nomination.</p> <p>A model for the preparation of a job advertisement and a code of good practice for the recruitment of academic teachers were also developed.</p> <p>https://www.polsl.pl/en/echr/Pages/otm-r.aspx</p>	<p>Statute. The new document will be in accordance with the OTM-R principles including gender balance in selection committee (if possible) and researchers selection criteria and information about the strengths and weaknesses of their applications.</p>
Verification of the ordinance on work referrals and delegations	December 2017	International Relations Office	<p>A knowledge base for foreign trips and delegations has been created: path of procedures at various international trips and delegations, which documents should be prepared, which offices support particular trips and delegations, where to buy airline tickets, as well as the forecast amount of financial benefits. From 2016, the structure of departments responsible for international cooperation was also changed to implement the internationalization strategy and use the resources in a more effective way.</p> <p><link></p> <p>Moreover, at the Silesian University of Technology an electronic document circulation system was launched - the</p>	Completed and ongoing on a regular basis

			<p>SOD system - in which all delegations, including foreign ones, are processed and settled. It significantly improves the path of acceptance and simplifies the procedures.</p> <p>https://www.sod.polsl.pl</p>	
Improvement of the system for use and settlement costs for the Research Infrastructure	January 2020 (The deadline for the implementation has been expanded)	Centre for Innovation and Technology Transfer	<p>A detailed inventory of the infrastructure of research apparatus in individual units of the University was made. The results in the form of technical information about the equipment, ranges and possibilities of use, research carried out so far, developed procedures and methodologies for conducting research with the use of equipment and access forms have been collected and made available to both employees of the Silesian University of Technology and external entities. Access to University's equipment resources enables optimization of the use of equipment for conducting own research as well as ordered, rational management of funds for investment in infrastructure and its expansion.</p> <p>In addition, the Silesian University of Technology obtained financial resources for the implementation of the e-services project, called the e-university. One of the tools of the new system will be the e-apparatus module. The client will search the available database according to various criteria - choose the equipment of interest and check the conditions of use (booking / lending) and check the availability of equipment in the calendar - in the event of availability, will fill in the application for access and signing with a trusted profile (e-PUAP for external entities or a university certificate for employees) - a resource reservation will be</p>	Partially completed The change of the implementation schedule took place due to the ongoing project e-services, called e-university. The Silesian University of Technology has obtained external financing for the implementation of the project in the field of providing services to internal and external entities.

			established; in the event of lack of availability, may use the option "inform me when the apparatus will be available".	
Insertion of teleworking to internal work regulations	December 2019 (The deadline for the implementation has been expanded)	HR Department	The action should be implemented by the internal law changes in internal work regulation published in in the legal bulletin and internal website.	In progress The deadline for the implementation of the action has been expanded due to the new Law regulating functioning higher education institutions in Poland, introduced in July 2018. After the adoption of the Act, the Silesian University of Technology is working on a new Statute and internal work regulation.
Development of procedures for reporting and application of necessary improvements to be implemented by the Plenipotentiary for Disabled People	December 2018	Vice Rector for Student Affairs and Education	Establishment of a consultation point for people with disabilities The Office for Disabled People has opened an open consultation point from Monday to Friday from 9:00 to 14:00 at the Student Culture Centre "Mrowisko", a building adapted to serve people with disabilities. All persons can attend the consultation: students, academics, doctoral students, administrative staff interested in support. The office has financial resources that can be used to adapt the workplace to the needs of an employee with disabilities. http://www.bon.polsl.pl/bon/dla-kogo-pracujemy/o-nas Rector's ordinance 124/2018 regarding the appointment of the Architectural Accessibility Team and friendly infrastructure <link>	Completed and ongoing on a regular basis

			<p>The Team's task is to undertake activities aimed at providing free access to the infrastructure for people with special needs, including people in wheelchairs and moving on crutches or sticks, blind and visually impaired, deaf and hard of hearing, with mental and intellectual disabilities as well as elderly people, pregnant women and people with small children.</p>	
Development of a motivating system for researchers	July 2018 (The task was completed earlier than planned)	Vice Rector for Science and Development	<p>A system of pro-quality grants was introduced at the Silesian University of Technology. The action have been implemented by the internal ordinances and regulations published at the internal legal website: https://prawo.polsl.pl/Strony/Programy_projakosciowe.asp x</p> <ol style="list-style-type: none"> 1. Regulation on the pro-quality competition for scholarships supporting the commencement of scientific activity in the new research area within the priority specializations of the Silesian University of Technology. <link> 2. Regulation on the pro-quality competition for scholarships for publications in cooperation with leading foreign research centres. <link> 3. Ordinance on the pro-quality competition for scholarships for publications in major editions of Nature and Science journals. <link> 4. Regulation on the pro-quality competition for scholarships in order to carry out scientific internships in leading foreign research centres. 	Completed and ongoing Due to the importance of the motivating system in the context of the introduction of a modified academic teacher and researcher evaluation card, it was decided to introduce an incentive system in a shorter term than expected, in the form of pro-quality grants for academic teachers and researchers at various stages of career development. Further development of the list of grants, pro-quality programs and the incentive system at the university is planned.

			<p><link> 5. Regulation on the pro-quality competition for scholarships for the best students from outside the European Union.</p> <p><link> 6. Regulation on the pro-quality competition for co-financing of research breakthrough from own scholarship fund.</p> <p><link> 7. Regulation on the pro-quality competition for scholarships related to the start-up in the form of spin-off and spin-out companies.</p> <p><link> 8. Regulation on grants for increasing the ability to obtain international projects.</p> <p><link> 9. Regulation regarding the pro-quality competition for Rector's grants for high impact publications or granted patents.</p> <p><link> 10. Regulation on pro-quality program for proofreading of high impact publications or patent applications</p> <p><link></p>	
Information about the possibilities for submitting complaints and	December 2019	Vice-Rector for Science and Development	In terms of internal complaints, it is planned to create a separate folder in the internal page of the university's legal acts with the name "complaints", where the entire complaint procedure will be clarified, as well as the composition of the Reconciliation Commission introduced.	Work in progress

appeals by researchers			Information on creating a folder will be sent to all university employees twice a year.	
NEW ACTION Insertion of task- based working time to the work regulation	December 2019	HR Department	<p>Change in the work regulations by adding task-based working time to work regulation.</p> <p>The new Law regulating functioning higher education institutions in Poland was introduced in July 2018. After the adoption of the Act, the Silesian University of Technology is working on a new Statute and internal work regulation, that will include the task-based working time option.</p> <p>The rules for determining the scope of duties of academic teachers for particular groups of employees and types of positions, the types of didactic activities covered by these duties, including the dimension of didactic classes and other duties for individual positions, and the rules for calculating teaching hours will be defined in the internal work regulations.</p>	Work in progress
NEW ACTION Launching a new university website with active e-services	January 2020	IT Centre	<p>Launch of a new website in Polish and English with e-services modules (electronic online services, that allow: to publish information, download forms, complete applications, process forms - in two directions, handle transactions, make decisions and combine - in justified cases - with payment services)</p> <p>The website will consist of the following e-services:</p> <ul style="list-style-type: none"> - e-laboratory, 	In progress

			<ul style="list-style-type: none"> - a- research equipment, - e-software, - e-employee, - e-expert, - e- science communicator, - e-technology, - e-patent, - e-application, - e-choice of studies, - e-surveys, - e-newsletter, - e-news, - e-repository, - e-science, - e-locator, - e-office of student careers 	
NEW ACTION Conducting a training program for academic employees sitting on selection commissions in the field of OTM-R principles and their practical	September 2019	Development Office	The conducted focus interviews showed the need to conduct training among academic staff regarding the OTM-R principles and their practical application in recruitment. Evaluation of the candidate's achievements and qualifications was particularly problematic. The trainings will be conducted in cooperation with the human resources department.	Preparatory phase

application in recruitment				
NEW ACTION Developing a feedback template form for the evaluation of the candidate in recruitment process in accordance with the OTM-R rules	October 2019	HR Department	In order to improve the quality of the recruitment procedure conducted for the positions of academic teachers and researchers in accordance with the OTM-R principles, it is planned to develop template form defining strengths and weaknesses of Candidate's application documents. The form will be an inseparable element when conducting an open competition to a given position. The form will be filled in by the selection committee, which substantively evaluate candidate's application documents. The form will include strengths and weaknesses of the candidate relevant to the prospective post including: publications, achievements, teaching/research experience, mobility experience, research project management, organizational activities and others relevant to the post.	Preparatory phase
NEW ACTION Developing a quality control system for OTM-R principles at the Silesian University of Technology	December 2019	HR Department	In order to ensure full and transparent control of the quality of application of the OTM-R principles when recruiting academic teachers and researchers, it is necessary to implement a system of monitoring and quality control. In order to implement an effective quality control system it is necessary to examine the existing tools both at the faculty and central level, assess their effectiveness and propose an	Preparatory phase

			optimal solution that will allow transparent assessment of the applied procedures.	
NEW ACTION The 2 nd edition of the survey among academic teachers and researchers	September 2019	Development Office	Conducting the survey on the principles of the Carter and Code, employment conditions, professional development an research career as well as implemented actions for internal re-analysis on selected 500 representative group of researchers in order to learn about the fields that still need improvement and special attention – qualities and quantities data.	Preparatory phase