

**Action Plan for 2023-2026 (new, in progress and extended actions) :**

**This document is a brief – the full version has been included into the Internal Review Report.**

<b>No.</b>	<b>Proposed actions</b>	<b>Status</b>	<b>GAP Principle(s)</b>	<b>Timing</b>	<b>Responsible Unit</b>	<b>Indicator(s)/ Target(s)</b>	<b>Remarks</b>
1.	Updating or preparation of strategies of the University Faculties and Institutes.	EXTENDED	4. Professional attitude	28.02.2017	Deans of Faculties	Elaborated strategies	The Statute of CUT imposes an obligation to publish strategies of the faculties, together with the updated research progress on faculty websites.
2.	Dissemination of the above-mentioned University strategies among the employees.	EXTENDED	4. Professional attitude		Deans of Faculties, respective units' directors	internal meetings on the Faculties, strategy publication on the Faculties websites	The Statute of CUT imposes an obligation to publish strategies of the faculties, together with the updated research progress on faculty websites.
4.	Organization of training courses on raising external funds for research in relation to the prepared strategies.	IN PROGRESS	4. Professional attitude	Constant action	CTT	Trainings for researchers	The Structural Funds department supports researchers in obtaining funds for scientific research and research infrastructure development from domestic funds. The department sends all employees up to date information about available funds and organises meetings for scientists interested in obtaining the funds.
5.	Dissemination of the knowledge on Open Access	IN PROGRESS	8. Dissemination, exploitation of results	31.12.2018 / Permanent action	Information Service Department of the CUT Library	Courses on Open Access on the e-learning platform; Open Access week; information on Open Access in the library service of Cracow University of Technology	The CUT Library organises numerous training, online courses on the e-learning platform for the employees. The CUT Library also participates in the annual Open Access Week.

						<a href="http://www.biblios.pk.edu.pl/platforma-suw/open-access">http://www.biblios.pk.edu.pl/platforma-suw/open-access</a> ; promotion of Open Access during the Nationwide Library Week; issuing promotional materials on Open Access;	
6.	Searching for the financing sources for the expansion of the repository (the project « European technical heritage – the dissemination of historical and contemporary publications in the field of technical sciences in the innovative IT environment »).	IN PROGRESS	8. Dissemination, exploitation of results	Constant action	Information Service Department of the CUT Library		The project “European technical heritage – the dissemination of historical and contemporary publications in the field of technical sciences in the innovative IT environment” was finished in the 2019 year. Now The CUT develops the repository from its’ own financial sources
7.	Expanding the bibliography base of the University employees.	IN PROGRESS	8. Dissemination, exploitation of results	Constant action	Information Service Department of the CUT Library		The CUT Library runs the Repository and actively promotes publishing in open access among the academic community. The CUT Library organises numerous trainings, online courses on the e-learning platform for the employees about open access. employees to publish in open access.

8.	Promotion of the activity of the CTT of tof INTECH PK Sp. z o.o., the SPV of the Cracow University of Technology.	IN PROGRESS	9. Public engagement	Constant action	CTT	« Innovation Incubator » project.	The two units of CUT: Center for Technology Transfer and INTECH PK Sp. Z o.o., promote employee solutions among potentially interested enterprises, public institutions and research and implementation departments.
9.	Organisation of regular seminars in organizational units of Cracow University of Technology, during which the progress in the field of research will be presented, as well as the projects being prepared, implemented with regard to the project strategy.	IN PROGRESS	37. Supervision and managerial duties	Permanent action	Deans of Faculties, respective units directors	Organisation of seminars	The Statute of CUT imposes an obligation to publish strategies of the faculties, together with the updated research progress on faculty websites, thanks to which young scientists know that their research contributes to the implementation of the university's research strategy. Additionally seminars and meetings with Faculties Boards help in monitoring the progress in the research field in reference to the research strategies of faculties.
10.	Popularisation of the support for the staff mobility by the University, promoting the procedure for employing external researchers.	IN PROGRESS	38. Continuing Professional Development	Constant action	CTT	Organisation of research career days, ERA Days project 10-12.2017	Every year, meetings with representatives of the institutions financing research and trips abroad are organised, where scientists can talk about those trips that are conducive to the development of their scientific career. They can get advice from specialists on how to plan their own career path – YOUR CAREER MAP. Between 2020 and 2023, 2 editions of ERA Day have been organised.

11.	Support for the travel of the researchers of CUT, combined with the research strategy of individual Institutes/Faculties.	IN PROGRESS	38. Continuing Professional Development	Permanent action	Deans of Faculties	Researchers' mobility	
12.	Information about the possibility to increase the number of hours devoted to research at the expense of the teaching time (reduction in the number of teaching hours).	IN PROGRESS	38. Continuing Professional Development	Constant action	Organistaional Department	Publication of announcement on Information Service for CUT employees (« SIP »)	The Human Resources Department informs employees personally about these possibilities. Additionally, the announcement is also put in parental rights tab on Information Service for CUT employees ("SIP").
13.	Active search for the funds to purchase specialist scientific equipment.	IN PROGRESS	23. Research environment	Permanent action	CTT	« Innovation Incubator » project.	The Structural Funds department supports the researchers in obtaining funds for the development of research infrastructure from domestic funds. It is worth emphasizing at this point that in years 2017-2019, 86 infrastructure projects were submitted, of which 18 projects received funding. This activity is being conducted permanently. Only in 2022, 20 projects were submitted and 5 received funding.
14.	Taking measures to strengthen the existing mechanisms of searching for funds to purchase specialist scientific	IN PROGRESS	23. Research environment	Permanent action	CTT	Open calls for financing equipment ; monitoring	

	equipment.						
15.	Popularisation of a possibility to combine child rearing with part-time work (according to the Labour Code), which minimizes the long break in scientific careers.	IN PROGRESS	24. Working conditions	Permanent action	Human Resources Department	Publication of announcement on Information Service for CUT employees (« SIP ») and HR Service.	The Human Resources Department informs employees personally about the possibility to combine child-rearing with part-time work. Additionally, the announcement is also put in parental rights tab on Information Service for CUT employees ("SIP").
16.	Current implementation of the changes resulting from the amended Labour Code and the Law on Higher Education.	IN PROGRESS	25. Stability and permanence of employment	Permanent action	Human Resources Department	Report on the amendments.	The Human Resources Department prepares the summarization of the changes introduced to CUT regulations according to the Labour Code and the new Law on Higher Education. New Labour Code being introduced on the national level, the CUT policy will be adapted to the new policy and uploaded in 2023.
17.	Popularisation of a possibility to be awarded an incentive bonus for additional activities among the academic staff, as well as other financial benefits that the employee can obtain.	IN PROGRESS	25. Stability and permanence of employment	Permanent action	Human Resources Department	Report on the amendments.	According to the new Act on The Higher Education and Science, The CUT created new Regulations for the Remuneration of Researchers, which clearly defines the rules for remuneration of the employees and defines the possibility for outstanding employees to receive additional remuneration and other financial benefits.
18.	Taking action to improve human resources policy, in accordance with the applicable national	IN PROGRESS	28. Career development	Permanent action	Human Resources Department	Report on the undertaken measures	The human resources policy of Cracow University of Technology (CUT) complies with the Law on Higher Education and Science (Act 2.0). The Polish law clearly defines the rules for awarding degrees in

	regulations.						higher education (Section V – Degrees and titles in the Higher Education system).
19.	Promotion of the international mobility among the academic staff, as a necessary stage in scientific careers.	IN PROGRESS	29. Value of mobility	Permanent action	CTT	Mobility promotion, trainings	Cracow University of Technology provides all employees with a possibility to participate in trainings focused on career development and international mobility as part of the activities carried out by the Horizontal Contact Point for EU Research Programmes at our university.
20.	Promotion of the procedure of mobility.	IN PROGRESS	29. Value of mobility	Permanent action	CTT		CUT has a special procedure of mobility, which enhances employees to be more open for foreign researchers. The Horizontal Contact Point for EU Research Programmes constantly promotes this procedure among CUT scientists.
21.	Participation of Cracow University of Technology in career fairs	IN PROGRESS	39. Access to research training and continuous development	Permanent action	Careers Service CUT	Organization/participating in career fairs	CUT Careers Office annually organises career fairs, where companies meet and talk with employees, graduates and students about future cooperation due to job, internship and common projects. Detailed information here: <a href="https://kariery.pk.edu.pl/#/section/event_section">https://kariery.pk.edu.pl/#/section/event_section</a>
22.	Promotion of the University among businesses and potential employers.	IN PROGRESS	39. Access to research training and continuous development	Permanent action	CTT	Innovation Incubator and Science to Business projects.	CTT implements projects "Innovation Incubator which supports researchers in dissemination of research results. In the frame of this project CUT scientists participated in fairs, met with entrepreneurship, promoted their research results at

							international conferences and brokerage events. The CUT researchers also met with businesses and potential employers during the event DEMO DAY 2020 and 2023 2 which took place in February.
23.	Promotion of good practice in job search – e.g. writing about success.	IN PROGRESS	30. Access to career advice	Permanent action	Careers Service CUT	Providing database for job offers in research	Career Office, which offers professional counselling in increasing competitiveness on the labour market for students, graduates and employees of CUT, supplemented with trainings, e.g. in the field of communication, project management, starting a business or start-ups. Additionally, The Career Office runs a database of job offers: <a href="https://kariery.pk.edu.pl/#/offers">https://kariery.pk.edu.pl/#/offers</a> .
24.	Promotion of the functioning of the Pedagogy and Psychology Centre of Cracow University of Technology and the Career Office in this regard.	IN PROGRESS	30. Access to career advice	Permanent action	Careers Service CUT	Career advice service for researchers	We promoted information about the Pedagogy and Psychology Center of The Cracow University of Technology as a friendly place for CUT employees and students. We also promote information about The Career Office of The Cracow University of Technology.
25.	Promoting the concept of publications prepared with the participation of representatives of external entities.	IN PROGRESS	32. Co-authorship	Permanent action	CTT	Trainings for researchers	Due to the amendment to the Act on Higher Education (Act 2.0), new regulations have been introduced regarding the evaluation of the research workers, which gives credits for co-authorship publications. During the trainings for all academic community, the Rector of Cracow University Of Technology encouraged to publish

							in the top journals alone or with co-authors. Additionally, the representative of HR Strategy Team participated in many meetings with representatives of faculties, where the new rules of evaluation due to Act 2.0 were promoted.
26.	Stimulation of the awareness of the value of independent scientific publications of young researchers, as a prerequisite to apply for grants.	IN PROGRESS	32. Co-authorship	Permanent action	Deans of faculties	Faculty/Institute internal meetings.	The Horizontal Contact point of European Research Programme of CUT organizes many trainings about grants where the applicant's scientific achievements and curriculum vitae are key points in the evaluation of the proposal.
27.	Popularisation of a possibility to be awarded an incentive bonus for additional activities among the academic staff, as well as other financial benefits that the employee can obtain.	IN PROGRESS	32. Co-authorship	Permanent action	Deans of faculties	Faculty/Institute internal meetings.	According to the new Act on The Higher Education and Science, The CUT created new Regulations for the Remuneration of Researchers, which clearly defines the rules for remuneration of the employees and defines the possibility for outstanding employees to receive additional remuneration and other financial benefits for their additional activity. This regulation is available on the Information System for all CUT's employees.
28.	Information regarding grants facilitating returning to a research career and grants dedicated to the researchers at the	IN PROGRESS	13. Recruitment (Code)	Permanent action	CTT	Trainings ; publishing information regarding grants on CTT website	The Horizontal Contact Point for EU Research Programmes at the CUT encourages researchers that have a career break due to parental or maternity leave, long illness or change the work sector to come back to work in the scientific sector. The Horizontal

	beginning of their careers.						Contact Point organizes many trainings aimed at promotion of the grants (Polish and European funds) which help researchers in returning to the scientific career. In addition, CTT publishes on its website information about facilities in some grants for researchers that had a break in their career.
29.	Introduction of the obligation to notify the applicant of the reasons why they were not employed.	EXTENDED	15. Transparency (Code)	31.12.2017	Human Resources Department	Amended selection board proceedings	In accordance with the requirements of the Law on the Higher Education and Science (Act 2.0), the CUT publishes the result of the competition together with the justification for the selection on the following pages: <a href="http://bip.pk.edu.pl/">http://bip.pk.edu.pl/</a> (CUT Public Information Bulletin) and Ministry of Science and Higher Education website. The OTM-R Policy has been prepared and presented to the Senate of CUT, but due to the sudden death of our Rector in March 2023, the adoption of this document is delayed.
30.	Applying wide range of evaluation criteria for the vacant positions.	IN PROGRESS	16. Judging merit (Code)	Permanent action	Human Resources Department	Amended proceedings	The rules for selecting a candidate are in accordance with the principles for European Charter for Researchers and The Code of Conduct for the Recruitment of researchers. The recruitment process at CUT is based on merit - based criteria, which are described in job offers. The OTM-R Policy has been prepared and presented to the Senate of CUT, but due to the sudden death of our Rector in

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31.	Creation a new English-language website dedicated to the HR Excellence in Research award and the issues from C&C.	IN PROGRESS	12. Recruitment 29. Value of mobility	01.06.2022	CTT	The creation of this website	The website dedicated to the award "HR Excellence in Research" has been created both in Polish and English language. The new MultiPortal of the CUT being planned, it will incorporate the new version of the website addressing HR Excellence in Research award. The current website link is: <a href="https://www.pk.edu.pl/index.php?option=com_content&amp;view=article&amp;id=2050&amp;Itemid=915&amp;lang=en">https://www.pk.edu.pl/index.php?option=com_content&amp;view=article&amp;id=2050&amp;Itemid=915&amp;lang=en</a>
32.	Translating strategic documents of CUT, which relate to and facilitate the daily work of the researchers, into English	IN PROGRESS	10. Non discrimination 24. Working conditions	01.02.2023	Scientific research department	The number of the documents translated	We translated 79 strategic documents of the CUT. Other documents are planned to be translated in 2023.
33.	Increasing the involvement of the research workers in the implementation of the action plan by creating a steering group, which will include representatives of the scientists.	IN PROGRESS	35. Participation in decision-making bodies	02.12.2020	Vice-Rector for Research	The number of organised meetings of such a steering group.	The Research Excellence Centre has been created in the CUT in 2020 (adequate Bylaws were published in October 2020; website link: <a href="https://cdbn.pk.edu.pl/">https://cdbn.pk.edu.pl/</a> ), it organizes regular meetings of the steering group representing scientists from different CUT units. The meetings are organized monthly (6 times a year, so 10 meetings in 2021-2022 + 2 meetings in 2023).

34.	Creating an Open, Transparent and Substantive Recruitment Policy for Researchers.	IN PROGRESS	12. Recruitment 13. Recruitment (Code) 14. Selection (Code) 15. Transparency (Code) 16. Judging merit (Code) 17. Variations in the chronological order of CVs (Code) 18. Recognition of mobility experience (Code) 19. Recognition of Qualifications (Code) 20. Seniority (Code)		Organisational department	The development of the Policy	The rules for selecting a candidate are in accordance with the principles for European Charter for Researchers and The Code of Conduct for the Recruitment of researchers. The recruitment process at CUT is based on merit-based criteria, which are described in job offers. The OTM-R Policy has been prepared and presented to the Senate of CUT, but due to the sudden death of our Rector in March 2023, the adoption of this document is delayed.
35.	Implementation of trips abroad of the employees of CUT to establish foreign cooperation and preparation of a project from framework programmes, realised in the frame of "PROGRAMMING EXCELLENCE - PK XXI 2.0. The CUT Development Programme for the years 2018-2022 - POWER II	IN PROGRESS	38. Continuing Professional Development	31.09.2023	CTT	15 Trips	The fund, launched in 2020, has been used to finance trips to STARS EU Alliance networking events, trainings and conferences.
36.	Monitoring whether the most suitable	IN PROGRESS	12. Recruitment	Permanent action	CTT, Faculties	Report	The OTM-R Policy, prepared to the Senate vote and the adoption in 2023, will contain simple tools, which will help to monitor the

	researchers apply for our job offer						recruitment procedure and to measure its effectiveness.
37.	Creation of the new MultiPortal incorporating HRS4R website and strategic documentation of the CUT, both in Polish and English languages.	NEW	10. Non discrimination 12. Recruitment 24. Working conditions 29. Value of mobility	30.12.2023	IT Department	Creation of the MultiPortal BETA version	
38.	Formal creation of Projects Support Centre at CUT	NEW	9. Public engagement 23. Research environment 24. Working conditions 26. Funding and salaries 28. Career development 29. Value of mobility 37. Supervision and managerial duties	30.12.2023	Vice-Rector for Research	Adoption of Project Support Centre Regulations	
39.	Equality Plan for Cracow University of Technology - implementation and monitoring	NEW	1. Research freedom 2. Ethical principles 3. Professional responsibility 4. Professional attitude 10. Non discrimination 27. Gender balance 28. Career development 34. Complains/ appeals	Permanent action	CUT Academic Community Support Centre	Report	
40.	Awareness training on Anti-Discrimination and Anti – Mobbing	NEW	1. Research freedom 2. Ethical principles 3. Professional responsibility	Permanent action	CUT Academic Community	Number of trainings	

	procedures and actions on CUT.		<ul style="list-style-type: none"> <li>4. Professional attitude</li> <li>10. Non discrimination</li> <li>11. Evaluation/ appraisal systems</li> <li>24. Working conditions</li> <li>27. Gender balance</li> <li>28. Career development</li> <li>34. Complains/ appeals</li> <li>39. Access to research training and continuous development</li> </ul>		Support Centre		
41.	Purchase of software with functionalities relevant to sex-disaggregated data collection and analysis	NEW	<ul style="list-style-type: none"> <li>2. Ethical principles</li> <li>5. Contractual and legal obligations</li> <li>6. Accountability</li> <li>10. Non discrimination</li> <li>11. Evaluation/ appraisal systems</li> <li>15. Transparency (Code)</li> <li>24. Working conditions</li> <li>25. Stability and permanence of employment</li> <li>26. Funding and salaries</li> <li>27. Gender balance</li> <li>28. Career development</li> <li>34. Complains/ appeals</li> </ul>	30.12.2025	Strategy and Development Office	Report	

42.	Submission of at least one joint proposal as a leading institution or partner institution of the STARS EU ALLIANCE consortium.	NEW	7.Good practice in research 8.Dissemination, exploitation of results 9.Public engagement 26. Funding and salaries	30.12.2015	Vice-Rector for Research	Report	
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