SGH WARSAW SCHOOL OF ECONOMICS ACTION PLAN HRS4R - Gantt Chart

C&C principle	Activity	Responsible Unit	2018			2019												2020								
			OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
4	A1: Drawing up the University's Strategy, including the application of the HRS4R and OTM-R policy principles.	Vice Rector for Research and Management																								
5, 6	A2: Drawing up regulations for the implementation of R&D projects at SGH.	Project Support Office																								
5	A3: Drawing up rules and procedures for committing and performing the duties of project managers in terms of financial management.	Chancellor																								
11	A4: Drawing up rules for periodic assessment of academic teachers, including their R&D activities.	Research Support Office																								
30	A5: Update of the Rector's Regulation No. 61 of October 23, 2013 on the introduction of the SGH Organizational Regulations, extending the competence of the Career Center and relations with graduates with career advisory for researchers.	Rector																								
1, 31	A6: Update of the Regulations for the management of copyright, related rights and industrial property rights and the principles of their commercialization (Resolution No. 76 of 27/03/2013 and Resolution No. 344 of 24/06/2015).	Centre for Entrepreneurship and Technology Transfer																								
31	A7: Organization of meetings for new research workers and PhD students (open to all interested) on the possibility of dissemination, popularization and promotion of R&D results.	Centre for Entrepreneurship and Technology Transfer																								
8, 9	A8: Drawing up regulations for resolving conflicts between employees.	HR Support Office																								
3	A9: Update of Rector's Regulation No. 29 of June 7, 2013 regarding the submission of applications for the launch of the publication process in the SGH Publishing House, consisting in the introduction of anti-plagiarism solutions (information system) to verify the originality of scientific studies.	Publishing House																								
4	A10: Launching a dedicated website containing information on mechanisms for raising funds for scientific activities.	Research Support Office																								
3	A11: Information campaign (newsletter, e-mailing) and development of instructions for researchers on how to use the reviewers selection support system.	Research Support Office																								
28	A12: Creation of a position for professional development of scientists in order to actively support scientists and PhD students in planning and pursuing their scientific career path, prepare tools purchase/creation proposals and undertake initiatives supporting this development.	Vice Rector for Research and Management																								
8	A13: Drawing up the Rector's Regulation on the criteria and procedure for allocation and settlement of funds for participation in scientific conferences (financed from funds at the disposal of the Rector or the authorities of the Collegia).	Vice Rector for Research and Management																								
1, 2, 3, 28, 32, 37	A14: Drawing up the Code of Academic and Research Ethics, including the Best Practices Catalog in apprenticeship model and the Best Practices Catalog supervisor-subordinate relations.	Research Support Office																								
3	A15: Posting a set of national rules dedicated to ethical issues in the area of R&D on the website.	Research Support Office																								
29, 39	A16: Update of Resolution No. 258 of the SGH Senate of May 30, 2007 - Conditions and procedures for sending employees, PhD students and SGH students abroad for scientific, teaching and training purposes.	International Centre																								
1, 2, 3	A17: Drawing up a copyright management guide and its dissemination among researchers and PhD students.	Centre for Open Education																								

7	A18: Sending out information regarding information security policy to employees and PhD students (as well as SGH students).	Chancellor																								
9	A19: Drawing up an annual plan of dissemination and promotion of R&D results - both events organized at the university and the participation of the university in third-party events (e.g. Science Festival).	Research Support Office																								
34	A20: Appointment of an academic ombudsman.	Rector																								
10, 27	A21: Appointment of a plenipotentiary for equality, whose tasks would include ongoing diagnosis of discrimination issue, support for victims and support of university authorities in solving possible problems at the system level.	Rector																								
28, 40	A22: Drawing up a career development guide – a compilation of useful information on career paths, financing mechanisms for teaching, scientific and disseminating activities, opportunities to improve competences at the university and outside.	Vice Rector for Research and Management																								
4, 23	A23: Update of the set of information for all researchers (R1-R4) regarding the possibilities of conducting scientific research financed from the budget subsidy published in the form of an electronic guidebook.	Vice Rector for Research and Management																								
1	A24: Conducting an information campaign on the developed and implemented Code of Academic and Research Ethics.	Research Support Office																								
6	A25: Drawing up the Instruction for spending and expenditure control as well as circulation of financial and accounting documents in projects and making this instruction available on the university website for all researchers (R1-R4).	Bursar's Office																								
38	A26: Update of Rector's Order No. 43 of 20 September 2010 on the University's help for employees raising their professional qualifications, taking into account the possibilities of financing external trainings, including the online ones.	Centre for Open Education																								
7	A27: Drawing up standards of digital collection, storage and archiving as well as sharing of R&D results, including through SGH Repository.	Information Technology Centre																								
3	A28: Drawing up the operation principles of the SGH Publishing House.	Publishing House																								
10, 27	A29: Amending the University's Statute by adding provisions for parity in the committees and other university bodies.	Vice Rector for Research and Management																								
4, 6, 23, 28	A30: Development of regulations on the allocation of funds for the maintenance and development of the University's research potential.	Vice Rector for Research and Manag. / Research Support Office																								
10, 27	A31: Development of good practices taking into account the gender balance (and other parities) in committees and other university bodies.	Rector																								
21	A32: Update of the Senate Resolution No. 149 of 7 June 2017 on the directions of HR policy regarding academic teachers. The purpose of the update is to indicate the desired career path of people holding a PhD degree, from the moment of recruitment.	Rector																								
4, 23	A33: Drawing up of SGH's research policy.	Vice Rector for Research and Management																								
12-20, 26	A34: Drawing up and implementation of SGH Rector's Regulation concerning detailed rules of the recruitment process in accordance with OTM-R best practices.	HR Support Office																								
26	A35: Drawing up regulations for the remuneration of researchers, which would specify the rules for remunerating researchers.	HR Support Office																								

6	A36: Organization of e-learning trainings for all researchers (R1-R4), as well as central and collegial administration in the field of financing science.	Centre for Open Education																									
24	A37: Drawing up a strategy to improve social work conditions.	Chancellor																									
36	A38: Conducting an information campaign among PhD students and scientific supervisors in the field of good practices in apprenticeship model (adapted to the new institutional conditions of education at the level of the third cycle).	Promotion and Admissions Office																									
14	A39: Organization of trainings for committee members in the field of good practices used in recruitment processes.	HR Support Office																									
15	A40: Establishing a quality control system based on summary reports submitted to the SGH Rector by Deans of Collegia, which will include selection committee reports and feedback on the process obtained from applicants through structured interviews with candidates who have been recruited.	Vice Rector for Research and Management																									