

Action Plan - 2023-2026

Charter & Code Area	Gap Principle	UKSW Action	Timeline	Responsible Unit	Indicators / Target(s)	Current Status
Ethical and professional aspects	2. Ethical principles	ACTION 23: Establishment of the Committee for Ethics in Human Research and the Appeals Committee	2025 Q1	Vice-Rector for Research and International Cooperation	Document: Rector's Order	Task completed
Ethical and professional aspects	2. Ethical principles	ACTION 24: Implementation of principles for the use of artificial intelligence tools in teaching and research	2025 Q4	Vice-Rector for Research and International Cooperation	Document — Principles for the use of AI tools in teaching and research	Task completed
Ethical and professional aspects	3. Professional responsibility	ACTION 25: Dissemination of information on intellectual property rights	Q1 each year, 2023-2029	Vice-Rector for Student Affairs and Education; Vice-Rector for HR and Projects (webinar)	1) At least one annual training within Teaching and Learning Quality Week 2) Webinar link emailed and posted on website	In progress
Ethical and professional aspects	6.accountability	ACTION 26: Work adaptation process and information-implementation meetings (organizational, didactic and research panels)	continuous	Vice-Rector for HR and Projects	Implementation of the annual onboarding plan (February, October)	In progress
Ethical and professional aspects	8. Dissemination, exploitation of results	ACTION 27: Strengthening the system for dissemination and use of research results through the development of the UKSW Knowledge Base, journals platform, open access policy and identification tools (ORCID, DOI)	Q4 each year, 2023–2029	Vice-Rector for Research and International Cooperation	1) Developed and expanded UKSW Knowledge Base; 2) Developed journals platform; 3) Mandatory ORCID; 4) Annual progress reports	In progress
Ethical and professional aspects	8. Dissemination, exploitation of results	ACTION 28: Improving data collection processes in the integrated POL-on information system	1st indicator - 2024 Q3, 2nd indicator - December each year, 2026–2029	Vice-Rector for HR and Projects	1. Established POL-on Coordinator Office monitoring data completeness and correctness and developing recommendations 2. Reports on irregularities and implementation recommendations to prevent future errors	In progress
Ethical and professional aspects	9. Public engagement	ACTION 29: (2023–2026): Increasing the impact of scientific activity on the functioning of the economy and society	2025 Q4	Vice-Rector for Research and International Cooperation	Number of documented examples of the use of research results by social or economic entities	Task completed
Ethical and professional aspects	11. Evaluation/appraisal systems	ACTION 30: Updating the academic staff evaluation system in line with the European Charter for Researchers and CoARA directions	2026 Q1	Vice-Rector for HR and Organizational Affairs	Document – Senate resolution on the academic staff evaluation system approved by the Senate	Task completed
Recruitment and selection	12. Recruitment (Charter)	ACTION 31: Centralization of academic staff recruitment to improve publication rate on EURAXESS	2026 Q1	Vice-Rector for HR and Projects	1) Recruitment audit document; 2) Data collection form; 3) Recruitment registry enabling process monitoring	Task completed
Recruitment and selection	13. Recruitment (Code)	ACTION 32: Implementing the UKSW OTM-R Policy defining open, transparent and merit-based recruitment	2026 Q1	Vice-Rector for HR and Projects	Document – UKSW OTM-R Policy compliant with the Charter, Code of Conduct, Statute and national law	Task completed

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Working conditions	26. Funding and salaries	ACTION 33: Implementation of clear and transparent remuneration rules for academic teachers	2026 Q2	Vice-Rector for HR and Projects	Document – remuneration rules including: job descriptions, job evaluation results, pay scale (input for possible inclusion in the Remuneration Regulations)	In progress
Working conditions	27. Gender balance	ACTION 34: Gender Equality Plan – appointment of the Gender Equality Officer and verification of the gender equality situation at UKSW	2026 Q3	Vice-Rector for HR and Projects	1) Rector’s decision appointing the Officer; 2) Report with conclusions and recommendations	In progress
Working conditions	31. Intellectual property rights	ACTION 36: Updating the Regulations on copyright, related rights, industrial property rights and rules for commercialisation of research results at UKSW	2026 Q2	Vice-Rector for HR and Projects	Document – updated Regulations	In progress
Working conditions	31. Intellectual property rights	ACTION 37: Appointment of the Intellectual Property Coordinator and the IP Commission at UKSW	2026 Q3	Vice-Rector for HR and Projects	Document – Rector’s decision	In progress
Working conditions	33. Teaching	ACTION 38: Implementation of principles for improving academic teachers’ didactic skills; appointment of teaching mentors for newly employed academic staff	2025 Q3	Vice-Rector for Student Affairs and Education	1) Document – principles for didactic skills development; 2) Published list of mentors	Task completed
Working conditions	34. Complaints/ appeals	ACTION 39: Implementation of the Policy on a friendly work and study environment and prevention of psychosocial risks	2024 Q4	Vice-Rector for HR and Organizational Affairs	Document – Policy on promoting a friendly work and study environment	Task completed
Working conditions	34. Complaints/ appeals	ACTION 40: Establishment and commencement of the Committee for Promoting a Friendly Work and Study Environment	2025 Q2	Vice-Rector for HR and Organizational Affairs	Rector’s decision establishing the Committee; minutes from at least three Committee meetings	Task completed
Working conditions	34. Complaints/ appeals	ACTION 41: Conducting elections of Trusted Persons as part of the Friendly Workplace Policy	2025 Q2	Vice-Rector for HR and Organizational Affairs	Trusted Persons elected; election results publicly announced	Task completed
Working conditions	34. Complaints/ appeals	ACTION 42: Introduction of a register for cases handled under the Friendly Workplace Policy	2026 Q2	Vice-Rector for HR and Organizational Affairs	Implemented register enabling monitoring of incidents and reporting to the Ministry	In progress
Training and development	39.access to research training and continuous development	ACTION 35: Development of staff and doctoral candidates’ competencies through enabling national and international research internships	2025 Q4	Vice-Rector for Research and International Cooperation	Document – Regulations for research internships; conditions and procedures for internships at UKSW for external researchers and doctoral candidates	Task completed
Training and development	40. Supervision	ACTION 43: Implementation of regulations concerning coordinators of internal UKSW research projects	2024 Q1	Vice-Rector for Research and International Cooperation	Published internal regulations; implemented coordination procedures	Task completed
Training and development	40. Supervision	ACTION 44: Implementation of regulations regarding academic supervisors for doctoral candidates	2025 Q1	Vice-Rector for Research and International Cooperation	Published internal regulations on academic supervision	Task completed
Training and development	40. Supervision	ACTION 45: Implementation of regulations regarding internship supervisors	1st indicator - 2025 Q1, 2nd indicator 2026 Q2	Vice-Rector for Research and International Cooperation	1. Published internal regulations for internship supervisors 2. Published guidelines for internship supervisors	In progress