

Action	Realisation Time	Responsible Unit	Target Indicator	Action Summary
1. Update of the standard guidelines on the regulations for funding scientific publications	2Q 2025	Office for Research + Excellence of Scientific Publications Unit	- Publication of the applicable regulations on the extranet: completed; - Publication of the guide on the extranet and on the University's website, along with an information campaign: completed.	- A "Guide to Publication Policies" was developed and posted on the University's Extranet, and an informational email was sent to nearly 1,300 people.
2. Full implementation of an electronic system for managing documents related to obtaining approvals from the Bioethics Committee and clinical data for research projects	Q3.2024	Office for Research	- Digitisation aimed at increasing efficiency and improving the process of obtaining approvals from the Bioethics Committee: in progress; - Optimisation and monitoring of the process: in progress.	- Central Register of Scientific Research – an application in the WEBCON system https://extranet.gumed.edu.pl/page.php/613299/ The application has been developed, is technically operational, and is available to MUG researchers in the WEBCON system; - Organisational work is underway between UCK and MUG to modify and improve the system and fully implement it within the MUG academic community; - Training sessions on the application workflow in the new system, along with substantive support, are planned.
3. Raising employee awareness of Intellectual Property Law	Q2.2025	Technology Transfer Office	- Number of participants in training sessions: completed (25); - Number of articles and email newsletters: completed.	- Intellectual Property & Innovation Day – April 2, 2025 – an event for researchers. Meetings with representatives of selected companies from the medical industry and workshops led by an expert from the Polish Patent Office. Number of participants: 25; number of registrations for the event: 41; - Ongoing activities carried out by the TTO: TTO maintains a BLOG on its website https://ctt.gumed.edu.pl/ (where it has been posting entries every Friday for the past two years). It also

				maintains a knowledge compendium at https://ctt.gumed.edu.pl/kompendium-wiedzy-naukowca/ under the “For Researchers” tab. The posts cover topics such as intellectual property rights protection, commercialisation, and other aspects related to technology transfer. A handbook titled “Training Handbook on Innovation & Entrepreneurship in Digital Health,” developed as part of the InnovAId project, is available on the TTO website at https://ctt.gumed.edu.pl/2024/07/19/nowy-wpis-5/. TTO staff members are co-authors of the publication. - Statistics for 2025 regarding raising awareness of intellectual property rights and promoting other aspects of technology transfer: - 52 posts on the TTO blog; - 79 news items on the TTO website; - 20 articles in Gazeta GUMed Statistics for 2026 as of February 18, 2026: - 7 posts on the TTO blog - 10 news items on the TTO website - 2 articles in Gazeta GUMed
4. Raising employee awareness of the requirements for the individual evaluation of faculty academic staff	Up to Q2 2026	Department of Human Resources	- Regular training for unit managers on motivational, evaluative, and disciplinary conversations: partially completed and planned for expansion in the future; - Adaptation of evaluation guidelines to	In 2025, an evaluation was conducted of faculty academic staff identified for evaluation in previous surveys. To improve clarity and streamline the entire evaluation process, the procedure was divided into two phases. Phase I began in April 2025 and covered academic faculty staff from the Faculty of Pharmacy, the Faculty of Health Sciences, and inter-collegiate units.

			account for all types of Academic Staff activities at MUG and their publication: in progress; - Establishment of a schedule for Academic Staff evaluations: completed.	Phase II began in October 2025 and included faculty members of the Faculty of Medicine. The evaluation forms remained unchanged in 2025, while at the same time, the collection of comments and suggestions regarding their modification began. Each supervisor of an evaluated faculty member was briefed on the evaluation process, and faculty members were provided with support in completing the questionnaires. To improve the process, the University Library filled in the bibliographic data in the surveys, while the Office of Education filled in the data related to the student evaluation surveys. These measures significantly contributed to simplifying the procedure and shortening the evaluation period. The evaluation committees held their meetings via the MS Teams platform, which also saved time and allowed for more efficient organisation of their work. Additionally, the Department of Human Resources prepared evaluation protocols, enabling the committees to enter only the final grades. After the evaluations were completed, meetings were held with the Vice Rector for Education to summarise the evaluation results and develop recommendations for further improving the evaluation process. A four-year evaluation is scheduled for 2026. In response to the feedback received, the evaluation forms were modified to include a clearer layout on
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				the first page and improvements on the following pages. The manager's signature after each assessed section was omitted and replaced with a single summary evaluation sheet covering all sections, concluding with a final grade and a single manager's signature on the entire questionnaire, instead of—as was previously the case—four to five signatures. The excess of signatures led to formal deficiencies and the need to return the questionnaires for completion. To further improve the evaluation process, the 2026 evaluation was also divided into two phases: the first is scheduled for April 2026 for the Faculty of Medicine, while the evaluation of the remaining faculties and inter-university units is planned to begin in October 2026. The first phase of evaluations is scheduled to conclude in July 2026, while the second phase is scheduled to conclude in December 2026. Before the current evaluations begin, a meeting of all evaluation committees is scheduled to discuss the evaluation criteria and identify elements particularly important from the university's evaluation perspective, as well as planned further improvements to the process. We are committed to ensuring that the evaluation approach is as uniform, transparent, and comparable as possible. Organisational improvements related to the distribution of surveys have also been implemented. In previous years, managers distributed the questionnaires from the Department of Human
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				Resources; for the current evaluation, managers will be informed of the scheduled evaluation date, and the administrative offices will distribute the questionnaires. This solution will allow for a more efficient flow of information and faster collection and submission of the questionnaires. A clear and structured step-by-step guide has been prepared for faculty members to facilitate the correct and complete completion of the survey and to minimise the need for additional explanations. This guide is placed directly on the first page of the survey so that it is immediately visible and will not be overlooked while working with the document. Ultimately, in the coming years, we plan to fully digitise the evaluation survey, marking the next step in simplifying and modernising the process of evaluating academic faculty members.
5. Update to the recruitment rules (competitive selection processes for the initial hiring of academic staff and recruitment, including project-based recruitment) for Polish and foreign employees	Q1.2025	Recruitment and Employee Development Department	- Publication of current versions of documents on the Extranet: in progress; - Publication of current recruitment guidelines in Polish and English on the Extranet: completed; - Publication of the current rules for competitive selection processes for the initial hiring of academic faculty members in Polish and	- The recruitment rules, project-based recruitment rules, and project competition rules have been drafted.-> Currently under review by the Legal Advisory Team - A simplified flowchart of the recruitment process has been posted on the MUG website https://gumed.edu.pl/pl/pracuj-z-nami/oferty-pracy

			English on the Extranet: in progress; - Publication of the current rules for competitive selection processes for department heads in Polish and English on the Extranet: in progress.	
6. Development of a support plan for employees returning to work after a career break	Q2.2025	Recruitment and Employee Development Department	- Meeting schedule with unit managers: completed; - Meeting minutes summarising the current policies in effect at the units: completed; - Survey conducted among research staff to identify their support needs: completed; - Development of support guidelines and their publication on the Extranet: completed.	- Meetings with unit managers were organised according to the schedule, during which discussions were held regarding the support needed by employees returning to work after a break in their professional activity; - A survey was conducted among a group of employees who had returned to work over the past year after a long-term absence; - Based on the responses of those who were asked to share their views during the meetings and in the survey, a report was prepared in the form of an internal document; - Based on the report, a document outlining the guidelines was prepared and published on the University's Extranet.
7. Centralisation of the process regarding the academic mobility of GUMed staff	Q2.2025	Internationalization Office / Department of International Relations	- Publication of the current rules regarding research trips on the extranet and the University's website: completed; - Establishment of a contact point for mobility	- Bookmark on the website: https://gumed.edu.pl/pl/mobilnosc; - Extranet updated on an ongoing basis - Point of contact: for arrivals, contact the Welcome Point; for departures under the E+ and ACE2EU programs, contact the DWM/ACE Office; for RTG departures: IDUB.

			matters: no single point of contact; in progress.	
8. Organisation of information regarding labour law provisions and opportunities (remote work, labour law provisions related to parenthood, flexible work hours) for employees	Q2 2026	Department of Human Resources	- Redesign of the Human Resources Department page on the Extranet—divided into the following sections: 1. Academic staff, 2. Non-academic staff, 3. Civil law contracts, each containing subsections with key information, sets of forms, and necessary explanations: completed; - Creation on the Extranet, under the Human Resources Department tab, of a section containing legal regulations and provisions related to employment contracts: completed.	- The HR extranet has been restructured into clear, topic-based sections covering, among others: employment, leave, other documents, announcements, and a collection of legal regulations regarding employment, termination of employment, and related matters. One of the sections is the “HR Department Announcements” bookmark, where the most important current information will be published, including changes currently being implemented and information about additional days off granted instead of a holiday falling on a Saturday. A separate section has also been created, dedicated to orders and medals, containing relevant ministerial explanations. A separate section of the new website is dedicated to civil law contracts, divided into contracts entered into with GUMed employees and contracts entered into with external collaborators. This section also includes templates for agreements terminating contracts, templates for annexes and a template for a settlement agreement. Almost every section of the website includes additional practical information, either in the form of instructions on how to file applications or a summary of key legal information pertaining to a specific area of matters. The goal is to make it easier to handle HR

				matters correctly and independently, and to reduce the need to search for information from multiple sources. The purpose of the extranet update is to organise and standardise HR information, increase its accessibility and update frequency, and streamline communication between employees and the HR Department. For employees, this means faster access to current documents, procedures, and announcements in a single, consistent location, without having to contact the administration each time. For the University, this solution will reduce the number of repetitive inquiries, improve the handling of HR matters, and increase the transparency and efficiency of organisational processes. The website will be gradually expanded in response to users' evolving needs.
9. An informational campaign to raise employee awareness about the structure of compensation	Q4 2024	Department of Human Resources	- Introduction of transparent information on academic staff remuneration rates through an internal directive: achieved. - Improved clarity of pay stubs: achieved.	- The pay stub feature available in the TETA ME system was redesigned in the first half of 2025. In the first phase, the view of gross pay components was expanded; next, the presentation of deductions—including social security contributions, personal income tax, and health insurance payments—was reorganised; and in the subsequent step, the clarity of voluntary deductions was improved. The purpose of the changes was to increase the transparency and clarity of payroll information so that every employee could easily analyse the structure of

				their remuneration and the specific factors affecting its amount. The transparency of base pay rates for academic faculty members was communicated to employees as early as 2025 via an email sent to all GUMed employees.
10. An information campaign to raise employee awareness of the available non-wage benefits packet	Q1 2025	Recruitment and Employee Development Department	- Information campaign on the Extranet on the Recruitment and Employee Development Department's page: completed; - Dedicated email campaign: completed.	- A leaflet for employees describing the available benefits was developed, both in terms of content and design; - As part of an informational campaign, the leaflet was emailed to employees with employment contracts and posted on the Extranet on the subpage where employees look up information about benefits; - The brochure was also printed and is handed out to new hires at MUG when they sign the onboarding form in the Recruitment and Employee Development Department; - A campaign was conducted to remind employees of the options and conditions for accessing benefits (in the form of an email to employees and a banner displayed on the Extranet from March 25, 2026, until further notice).
11. Expanding the range of available iP121 Advisio-type development tools for employees and managers (tools to support the assessment of competencies in	Q2 2025	Recruitment and Employee Development Department	- Information campaign conducted among unit managers regarding the availability of tools used at the University: achieved.	- During meetings with unit heads—in accordance with the established schedule regarding support for employees returning from long-term absences—information was provided on tools to assist in verifying competencies; - In addition, to increase the availability of the assessment at the University, three additional employees from the Recruitment and Employee Development Department were certified. A

relation to goal achievement, the identification of talent—including leaders and individuals with unique know-how—and tools to support employee engagement in the effective achievement of goals)				provision regarding the possibility of using the tool was added to the standardised communication template sent to department heads informing them of the launch of a competitive selection or recruitment process—the template is an internal document of the Recruitment and Employee Development Department (it is located in a Teams group created specifically for organisational purposes); - The Department Head's authorisation to administer SHL tests on deductive, numerical, and inductive reasoning, as well as the vocational personality questionnaire and the motivation questionnaire, has been confirmed via email.
12. Development of guidelines for determining a reduced teaching load for individuals conducting high-value research projects, as well as guidelines covering reduced involvement in clinical activities	Q2 2026	Office for Education, Department of Didactics Organization and Settlements, Vice-Rector for Education	- Obtaining internal analyses: completed.	- An internal analysis was conducted regarding the issue of guidelines for reducing the teaching load for individuals engaged in high-value research projects. The analysis focused on two aspects: legislative measures and information measures; - An internal document was prepared summarising the survey and analysis conducted among employees.
13. Establishment of the Young Scientists Council as the voice of young scientists within the University's governing bodies	2Q 2026	Office for Research	- Legal act confirming the establishment of the Council: completed.	- The establishment of the Council of Young Scientists is an initiative aimed at strengthening the representation of the young scientific community at the Medical University of Gdańsk and its participation in shaping the University's scientific and development policies.

				The Council serves in an advisory capacity to the Rector, supporting the University administration in identifying the needs of young researchers and creating conditions conducive to their scientific and professional development. During its first meeting, the Council defined the main directions of its activities, including representing the community of young researchers, fostering dialogue between young researchers and the University administration, and formulating recommendations regarding research and development policy.
14. Development of guidelines for the use of the University's financial support dedicated to employee training	Q3 2025	Recruitment and Employee Development Department	- Survey among academic staff: completed. - Publication of the policies on the Extranet: in progress; - Update of loyalty agreements: in progress.	- Meetings were organised with University staff in areas related to organisation and administration regarding training processes at the University; - A draft of a new training policy and new application forms were developed; a proposed approval process for training applications was established; and a proposal for a new limit and new rules for the loyalty agreement was determined; - Training needs of the units were assessed through a survey-style questionnaire -> Guidelines for gathering feedback from individuals in organisational and administrative roles regarding training.
15. Improving the current HR modules in the systems used by employees and the Office of Personnel	4Q 2025	Department of IT Systems	- Making existing personnel and HR requests available in an editable PDF format: in progress—searching for more effective solutions—system-based	- An electronic workflow has been implemented for the following applications: - application for a special allowance; - application to modify the employment terms of a MUG employee working on a project; - application to hire a person who is not a MUG employee to work on a project.

			solutions organised as a digital process; - Adapting the substitution system in TETA ME to MUG's requirements: completed; - System-wide solution for assigning roles in the Extranet and EOD system: completed; - Making personnel requests in TETA ME available in English: completed.	- The possibility of transferring additional forms to the electronic document workflow is currently being analysed. This will streamline processes, increase data accessibility, and reduce the risk of errors resulting from manual completion; - The Teta ME system currently operates in accordance with applicable regulations. In the case of holding two positions, the unit manager is required to submit two separate leave requests, with the option to designate different substitutes; - A mechanism for importing assigned employee roles from the Teta EDU system to the Extranet and EOD has been implemented; - The English-language version of the system has been launched. In accordance with the recommendations provided, the English equivalents for the various types of leave have been added.
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