

ACTION PLAN 2023-2025

Area	Activities	When	Indication
Recruitment	<ol style="list-style-type: none"> 1. Develop and implement a new WUM Staff Recruitment Policy. 2. Presentation of the new Recruitment Policy at the Faculty Councils by members of the University Team for Implementation of the European Charter for Researchers and the Code of Conduct for Recruitment of Researchers, appointed by the Order of the Rector, Prof. Mirosław Wielgos on 28.02.2018. 3. Establishment of the Council of Young Scientists at WUM. 4. Trainings in scholar recruitment. 	<p>3Q2023</p> <p>3Q2025</p>	<p>Approved regulations</p> <p>Monitoring of compliance with OTMR standards</p>
Ethical principles	<ol style="list-style-type: none"> 1. Development of mobbing, discrimination, ethics and copyright trainings within the e-learning platform. 2. Promotion and increasing the knowledge on ethical conduct among research scholars. 	3Q2024	<ol style="list-style-type: none"> 1. Number of training participants. 2. Monitor the number of complaints filed with the Commission Anti-Mobbing and Ethics Committee and the number of complaints regarding non-compliance with copyright laws. 3. Continuous monitoring of training needs in the field of ethical behavior and adapting the training offer to the diagnosed needs.

<p style="text-align: center;">Access to career advice</p>	<p>1. Appointing a team for professional counselling for research scholars</p> <p>2. Conducting trainings and workshops in professional and research career planning.</p> <p>3. Implementing a mentoring programme for young scientists.</p> <p>4. Developing a Career Office Internet platform to improve the accessibility of information on planning professional career and advancement, including job and training offers, qualification training and participation in scientific projects. The platform will target students, graduates and young research scholars. It will also enable contact with external medical and pharmaceutical employers with platform profiles. The Career Office Internet system will meet the requirements of the modern forms of Internet communication and it will be fully compatible with mobile devices</p>	<p>1. 4Q2023</p> <p>2. 4Q2024</p> <p>3. 1Q2025</p> <p>4. 4Q2023</p>	<p>1. Number of teams formed. Number of team action plans developed</p> <p>2. Number of trainings Number of participants Results of evaluation of trainings</p> <p>3. Number of mentors participating in the program Number of mentees participating in the program</p> <p>4. Number of platforms implemented. Number of active users</p>
<p style="text-align: center;">Public engagement</p>	<p>1. Enhancing the involvement of the employees in the promotion of knowledge: participation in the Festival of Science; organizing patronage programs in three secondary schools in Warsaw; a series of sessions held by university scholars for secondary school students aimed at the promotion of medical sciences.</p> <p>2. Improving the university's communication network through developing a new Intranet platform.</p> <p>3. Popularising the knowledge of prophylactic measures and health promotion through awareness-raising campaigns: Caries-free adults, MUW for Transplantation.</p>	<p>1. 4Q2025</p> <p>2. 1Q2024</p> <p>3. 4Q2025</p>	<p>1. Number of training participants.</p> <p>2. Monitor the number of complaints filed with the Commission Anti-Mobbing and Ethics Committee and the number of complaints regarding non-compliance with copyright laws.</p> <p>3. Continuous monitoring of training needs in the field of ethical behavior and adapting the training offer to the diagnosed needs.</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Dissemination, exploitation of results</p>	<p>1. Support for the young scientists (students, doctoral students) in respect of financing scientific paper publication.</p> <p>2. Organization at the Warsaw Medical University of unique conferences and congresses on a global scale under the auspices of, among others, prestigious associations or networks bringing together outstanding scientists from the various disciplines within which WUM's scientific activity is carried out.</p>	<p>1. 4Q2023</p> <p>2. 4Q2025</p>	<p>1. Number of papers published within the programme. a) launch of the WUM publication fund Supporting scientific publications: - increasing the number of publications on the results of research results of WUM scientists in the world's best periodicals, - Supporting publication activity in the open access model</p> <p>2. Organization of international conferences - Number of international conferences organized With the participation of foreign guests: 25 - Number of visiting professors at WUM 10.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Research environment</p>	<p>Improving scientific project management (adaptation to meet the scientists' needs and requirements)</p>	<p>1Q2024</p>	<p>Automation of MUW's document flow process through a dedicated electronic system. Indices: 1. number of electronic tools for project document management- 1 2. Shortening the document flow time from 20/30 to 7-14 days (depending on the document type) 3. Increasing work satisfaction among project managers as a result of curtailing bureaucracy.</p> <p>Number of electronized processes – 18.</p>

<p style="text-align: center;">Working Condition</p>	<p>1. Support in daycare for children of MUW employees: allocation of University facilities to an external entity for opening a kindergarten on the main University campus</p> <p>2. Development and promotion of guidelines for reconciling work with family life (working time, meetings)</p> <p>3. Analysis of the needs of employees returning from parental and extended parental leaves in respect of reconciling family life with work at MUW</p>	<p>1. 1Q2024</p> <p>2. 3Q2024</p> <p>3. 4Q2024</p>	<p>1. Daycare for MUW employees</p> <p>2. Development and promotion of guidelines - Work Life Balance training for supervisors.</p> <p>3. Creation of a survey examining the needs of employees returning from parental leaves - development of a report containing a proposal to change working conditions adapted to employees - parents - implementing the actions proposed in the report - monitoring the level of satisfaction with the proposed activities.</p>
<p>Value of mobility</p>	<p>Enhancing the quality and increasing the number of available programmes for financing mobility and partner centre cooperation. The following will be provided: administrative support; project, organizational and financial services, including the provision of insurance during foreign stays.</p>	<p>1Q2025</p>	<p>Increasing the number of research and teaching employees participating in academic mobility and cooperation projects as well as administration personnel participating in job shadowing and trainings; increasing the academic exchange and cooperation with partner centres, development of new forms of cooperation with foreign partners, ensuring better access to information on opportunities and potential cooperation programmes; developing clear guidelines for project participation.</p>

Gender balance	1. Conducting a questionnaire among MUW employees in respect of gender equality and other potential discrimination factors	1. 1Q2023	1. Number of completed and returned questionnaires.
	2. Developing the Gender Equality Programme	2. 1Q2024	2. Development of the Gender Equality Programme.
	3. An awareness campaign on acceptable and unacceptable behavior in the area of equal treatment and discrimination.	3. 4Q2024	3. Increase awareness among employees of of acceptable and unacceptable behavior in the area of equal treatment and discrimination.
	4. Re-conducting a survey on gender equality.	4. 2Q2025	4. Increase the number of feedback surveys - Preparation of a report with recommendations.
	5. Make it easier for young mothers to combine work or study with their private lives by allowing them to suspend their education for the duration of maternity and parental leave while retaining their right to a stipend and all other doctoral student rights.	5. 4Q2025	5. the number of women who have benefited from the facility.
	6. Implementation of a project aimed at reducing the visible differences in the representation of women and men at various levels of scientific career at the Faculty of Health Sciences. TASK 1: Funding of training courses and workshops exclusively for women from the Faculty of Health Sciences. The trainings will focus on modern teaching methods, enabling the participants to improve their teaching competencies. TASK 2: Enable and assist in conducting a research project for women from the Faculty of Health Sciences. TASK3. To organize an inter-institutional exchange for female researchers from the Faculty of Health Sciences.	6. 4Q2028	6. To achieve a better balance of gender representation among academics, especially in professorial positions. (Share of 30 female participants who will receive supported by the project in all three tasks. Taking into account that 10 of them have children under the age of 8).

39. Access to research training and continuous development	<p>1. Conducting trainings for research and teaching personnel entitled WUM AID Akademia Innowacyjnej Dydaktyki Warszawskiego Uniwersytetu Medycznego (WUM AID: MUW's Academy for Innovative Education), TIME 2 MUW doskonałość dydaktyczna szansą rozwoju Warszawskiego Uniwersytetu Medycznego (TIME 2 MUW: teaching excellence as the development opportunity for MUW).</p> <p>2. Support young scientists in building their scientific careers in an international environment</p>	<p>1. 3Q2023</p> <p>2. 4Q2025</p>	<p>1. Improving the teaching personnel competences in respect of improved quality of teaching as well as teaching, methodological and social skills. Number of research and teaching employees with completed training.</p> <p>2. Introduction of the program -Coverage of 10 people per year. - Conducting trainings, conferences, workshops, individual consultations with a mentor - Development of an application for funding to an external source with the support of a mentor.</p>
Continuing Professional Development	<p>1. Standardize the rules for raising professional qualifications.</p> <p>2. Warsaw Medical University's internal grants to enhance staff research potential.</p>	<p>1. 2Q2025</p> <p>2. 4Q2025</p>	<p>1. Create regulations for improving professional skills. - Investigate training needs of employees in accordance with new Regulations for Improving Professional Qualifications of Employees of the Medical University of Warsaw. - Developing a training plan taking into account the reported needs. - Conducting training in accordance with the needs of MUW employees. - Surveying the level of satisfaction of all participants after the conducted trainings.</p> <p>2. Grant to support the development and scientific potential of employees and doctoral students of MUW.</p>