The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers

<u>"A Human Resources Strategy for Researchers incorporating the Charter and Code"</u>

ACTION PLAN

Politecnico di Milano

2014

1. Research freedom

TASK	PROBLEM IDENTIFIED	OBJECTIVE	PLANNED ACTION	RESPONSIBLE FOR IMPLEMENTING	TIMING	MONITORING PLAN	NOTE
TASK 1	Difficulties in identifying opportunities for competitive funding for basic research.	More funding opportunities for Researchers.	**(#1 Gap analysis)** Supporting the development of applications to ERC starting grants Support actions seeking funding support for curiosity driven research.	Research Area	1st quarter 2015	Increase the number of Proposals submitted/projects financed; Increase the number of training courses and seminars.	On going support. Measurement of actions at the end of the current year.
TASK 2			15 PhD positions self financed to complement those provided by the Italian government and providing opportunities to Departments to use their internal resources to provide additional PhD positions.	Board of Governors and University Senate decisions	1st quarter 2015		Decision already approved by Senate and Board of Governors. The public call will be launched in April 2015.
TASK 3			**(#4)** Widespread diffusion of the	Research Area	4th quarter of 2015	Increase the number of daily accesses to Research	On going process. Measurement of effectiveness at December 2015

			Research professional platform for information on funding opportunities.				Professional.
TASK 4	Limited awareness of the Ethical Code among University staff.	Communication activities.	(#2) Communication action via web and translation of the document in English.	Communication Area and Student Standing Committee	4nd quarter of 2015		Activity is on going.
TASK 5			(#3) Introduction of a new antiplagiarism software.	ICT Area and Doctoral School	4th quarter of 2016	Implementation and monitoring of the software use and effectiveness.	Since October 2014, Politecnico di Milano adopted a plagiarism detection software, experimentally used by 4 doctoral programs (PhD).
TASK 6	Information on research projects developed by the departments not distributed in the University.	Direct communication of all the new activities from researchers to central administration	(#4) Introduction of a tool (IRIS) to keep track of all research projects and to share information between departments and central administration.	Research Area and Departments	2nd quarter of 2016	Identification of an effective solution.	The tool is supplied by an external company so internal timeline will be related to the company services.
TASK 7	New researchers have limited knowledge of the internal regulations.	Better knowledge about regulation, codes, and bylaws.	(#5) Creation of a welcome kit that will	Communication Area and Human	2nd quarter of 2015	Creation and distribution of Welcome kit.	Welcome kit will be distributed by Personnel offices to all new

			be distributed to all new researchers, temporary researchers, fellows and doctoral students.	Resources Area			personnel (from professors to doctoral students).
TASK 8	Lack of regulation about research data protection.	Fill the gap in the regulation with regard to this matter.	**(#7)** Implementation of a Regulation on research data protection	Research Area	4th quarter of 2015	Regulation published on the University website.	Activity is on going.
TASK 9	Awareness on open scientific communication to be extended.	Policy and activities should be extended and explained to the researchers.	**(#8)** Open Data Policy will be discussed and implemented, extending the Open Access policy.	Rector and University Library Services	4th quarter of 2016	Policy published and monitoring of its application.	A Politecnico di Milano policy on Open Access to scientific literature has been approved by the academic Senate during the session on 14.07.2014 and entered into force on 1st October 2014. A Work Group on open access to scientific literature is set up. The work group is responsible for applying and monitoring this policy. The work group refers

								annually to the Senate about application of the policy
TASK 10			Training activities on Scientific Communication and Research Communication will be implemented and tested.	Communication Area	4th quarter of 2015	Activities realized		A workshop for Politecnico di Milano professors and researchers will be organised and satisfaction of the participants will be tested through a survey
TASK 11	Awareness of the importance of science and technology among young women.	Increase the number of young women enrolled as students and researchers.	**(#10)** Definition of a programme to attract young women towards science and technologies at POLIMI by defininig specific initiatives and meetings to discuss the importance of science and technology in the society.	Communication Area	4th quarter of 2016			Educational guidance and awareness activities will be organized in collaboration with national associations that are in charge of the above aspects.
TASK 12	Improve awareness of researchers on their research standing in the international scientific community in their research field.	Improvement of the possibility of self-assessment in order to have more information on research performance.	**(#11)** University will adopt SciVal: a platform that provides access to a dedicated API that enables	Research Area	4th quarter of 2015	Implementation of the tool.		Scival was bought and installed in January 2015. At the moment it is being tailored to the organization by ICT and

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			querying the Scopus database and retrieving metadata on publications, for the purpose of integrating those data with the Current Research Information System and allow each researcher to benchmark their performance with respect to other researchers in the world on the same topic.				Research Area.

2. Recruitment

| TASK 13 | Career gaps and variations in the CV researchers are not necessarily positively assessed. | | (#17) Revision of all regulations containing (and related to) calls for positions for researchers by including specific indications on career gaps. All the regulations will be analysed under the principles of the European Charter, especially considering publicity, transparency and gender balance. | Human Resources Area | 4th quarter of 2016 | Implementation of the new Regulation. | The Senate committee is revising all regulations and some have been already approved by Senate. Revision of all other regulations is an ongoing process. |

3. Working conditions and social security

| TASK 14 | European definition of "researchers" includes in the Italian context several figures. | Valorisation of all figures identifiable as "Researchers" | (#22) Joint program with Assolombarda to improve awarenesss about the PhD title. | Career Service and Rector | 4th quarter of 2016 | | The Joint programme is actually on going. The process will be completed at the end of 2016. |

							Participation in the working groups on PhD placement launched by the Rectors' Conference at national level (CRUI).
TASK 15	Not completely efficient allocation of office and lab spaces.	Good allocation of assigned spaces to the Departments.	**(#23)** Approve the project for the new buildings of the Departments of Energy, Electronics and Chemistry and efficient reorganization of Department spaces.	Rectorate and Senate	4th quarter of 2015		The project for new buildings is approved. The implementation phase is on going. A new building will be realised for the Chemistry Dept. so a temporary location is foreseen.
TASK 16	Appropriateness of working conditions for researchers with disabilities.	Definition of measures to facilitate the use of University facilities for researchers with disabilities.	**(#24)** Extension of Multi Chance Poli Team services to all researchers.	Students and Doctoral Service Area	4th quarter of 2016		The office of the students with disabilities assists and provides support in using the university facilities. A delegate nominated by the Rector can provide assistance if needed, to all researchers.

TASK 17	Outplacement of temporary researchers	Providing opportunities of outplacement of researchers in the private sector	(#25) Feasibility study for an outplacement of researchers and temporary researchers towards private sector with the aim to provide continuity also out of the University context. The study is related to the extension of services provided by University Career Service (which does not cover all Researchers and temporary researchers)	Career Service	4th quarter of 2016		The outplacement service will be launched via email and through the website of the Career Service in 2016. From then on, upon request, all temporary researchers will be able to enter a program consisting in 2-3 individual meetings with a CareerService advisor. During the meetings the researcher will have access to: general guidance; needs' analysis and CV review; consultancy in identifying and approaching target sectors, roles and employers; possible mock interview with industry manager to test and have feedback on soft skills; final review to verify awareness and possible outcomes of first

							interviews/job applications. Total hours per person: 4-8 over a period of 3 months approximately.
TASK 18	Awareness on opportunities of mobility	Provide more opportunity and more support to researchers that want to have experience abroad through joint research programmes.	(#29) ERC and Marie Curie Office will be created to promote mobility and international careers and for a better coordination of funding opportunities for international mobility.	Research office will host the ERC and Marie Curie Desk	4th quarter of 2015	ERC and Marie Curie Desk	The process is partially implemented. The desk was activated on the 28th January 2015. At the moment ERC activities are on going, while a complete plan of dissemination activities concerning Marie Curie action is planned for the third quarter of 2015.
TASK 19			Promotion of existing international agreements with other Universities for researchers mobility .	Communication Area	4th quarter of 2015		Activity is on going but an evaluation will take place at the end of 2015.
TASK 20			Feasibility study to launch new language courses (like Chinese) not only for incoming students/ researchers but also	Students and Doctoral Service Area	4th quarter of 2015	Feasibility study	On going activity. Chinese language courses are available for outgoing students.

			for outgoing staff (with innovative instruments like on line platforms).				
TASK 21			**(#33)** Feasibility study to launch teaching training activities for researchers.	Schools and Rectorate	4th quarter of 2015	Feasibility study on MOOCs or in presence course and possibly launch of activities selected.	A focus group has been set up in the 2nd quarter of 2015 to plan new MOOCs.
TASK 22	Teaching and continuing professional development.	Adequate teaching conditions and duties.	**(#38)** Implementation of activities for development of soft skills (MOOCs).	Research Area	4th quarter of 2015		Implementation phase: new training activities are going to be implemented.
TASK 23	Conflicts with supervisors.	A good promotion of the existing professional figure.	**(#34)** Promotion of the Confidential Counsellor figure at all staff levels.	Human Resources Area	2nd quarter of 2015		A meeting with all staff levels will be held on 2nd quarter of 2015.

4. Training

TASK 24	Research training.	More opportunities for researchers training.	**(#39)** Better communication/promotion of courses implemented by doctoral school to be opened to other researchers.	Doctoral School	4th quarter of 2015		PhD School courses are open to PhD candidates and to researchers both from Politecnico and from other universities and are announced in the

						PhD School web site with a detailed program. The feasibility study of a detailed calendar with all PhD training activities is ongoing, to be realized at the end of 2015.

Actions planned cover the years 2015 and 2016.

From the end of 2016 till self-assessment procedure (2017) the Working Group will cooperate with all administrative areas of the University to evaluate if all steps and all actions implemented meet the objectives stated in this document.

The Working Group will prepare the ground for the following years after the self-assessment procedure.

The Working Group will take care about objective also in case of changes in the University management structure.

The Working Group will work with the new management elected at the end of 2016 to define the further steps in the short term based on the results of the first actions and possible changes in the Italian legislation.