

ACTION PLAN
Politecnico di Milano
2014

1. Research freedom

TASK	PROBLEM IDENTIFIED	OBJECTIVE	PLANNED ACTION	RESPONSIBLE FOR IMPLEMENTING	TIMING	MONITORING PLAN	NOTE	STATUS at the 4 th quarter of 2016
TASK 1	Difficulties in identifying opportunities for competitive funding for basic research	More funding opportunities for Researchers	<p>(#1 Gap analysis)</p> <p>Supporting the development of applications to ERC starting grants. Support actions seeking funding support for curiosity driven research</p>	Research Area	1 st quarter 2015	<p>Increase the number of Proposals submitted/projects financed;</p> <p>Increase the number of training courses and seminars.</p>	On going support. Measurement of actions at the end of the current year	<p>An ERC Helpdesk has been implemented in 2015 to support researchers</p> <p>2014 ERC submitted: 9 StG, 13 CoG, 7 AdG ERC granted: 1 StG partner, 4 CoG</p> <p>2015 ERC submitted: 13 StG, 9 CoG, 9 AdG ERC granted: 3 StG (1 partner), 1 CoG, 2 AdG</p> <p>2016 ERC submitted: 16 StG, 8 CoG, 8 AdG (in evaluation), 3 PoC (in evaluation) ERC granted: 2 CoG</p> <p>Currently 58 training courses on related matters have been organized.</p>
TASK 2			<p>15 PhD positions self financed to complement those provided by the Italian government and providing opportunities to Departments to use their</p>	Board of Governors and University Senate decisions	1 st quarter 2015	Decision already approved by Senate and Board of Governors. The public call will be launched in April	Decision to self-finance internally 15 additional positions was approved by the Senate and the Board of Governors at the end of 2014.	

			internal resources to provide additional PhD positions				2015	Calls were launched in 2015 and 2016 to integrate the positions provided by the Ministry to guarantee 100 positions per year.
TASK 3			(#4) Widespread diffusion of the Research professional platform for information on funding opportunities	Research Area	4 th quarter of 2015	Increase the number of daily accesses to Research Professional	On going process. Measurement of effectiveness at December 2015	Number of registered users who have not signed in in 2015 : 2486 In 2015 there was an increase of the percentage of total users of 2.20%, and active users of 6.82%. Two general info days have been organized. Specific emails to Departments are continuously sent on specific topics in order to increase the access rate and to provide more opportunities. Info days on RP platform: - 10th February 2015; - 8th September 2015.
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	2 nd quarter of 2015		Activity is on going.	<ul style="list-style-type: none"> • Documents were translated; • Publication on the regulation page of the website http://www.polimi.it/en/university/stute-and-regulations/ ; • Intranet news.

TASK 5			(#3) Introduction of a new antiplagiarism software	ICT Area and Doctoral School	4 th quarter of 2016	Implementation and monitoring of the software use and effectiveness	Experimentally used by 4 doctoral programs (PhD). Now used by all doctoral programmes	Plagiarism detection software adopted in 2014 (Turnitin). Seminar on ethics and corruption in 2016 for University management
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	2 nd 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.	Implementation by the external provider: IRIS is going to be implemented from the provider on the basis of the needs defined by a interdisciplinary working group composed of several Italian universities. The national provider for all Universities has not completed the tool implementation. Anyway the University has an internal tool for timesheets that contains the projects list. To promote European projects and research funded the following actions were implemented: <ul style="list-style-type: none"> - Publication of project profiles on Polimi website, - social network

								promotion, press releases, - Video with ERC Grantees.
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 be distributed to all new researchers, temporary researchers, fellows and doctoral students	Communication Area and Human Resources Area	2nd quarter of 2015	Creation and distribution of Welcome kit	Welcome kit will be distributed by Personnel offices to all new personnel (from professors to doctoral students)	A Welcome email to all new researchers of the University is automatically sent at the moment of the creation of a new mail box. The email, in Italian and English language, contains a link to the Polimi web page with all internal regulations and bylaws. A welcome kit, for Visiting professors and PhD students, was already available (with generic info), so for these categories an additional kit which collects all internal regulations has been prepared.
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	4 th quarter of 2015	Regulation published on the University website	Activity is on going.	A working group has been established. It is composed by the Library area, the Research Area (in particular the Technology Transfer Office) and the ICT Area. Privacy and NDA guidelines are available and approved by Senate and Board of Governors. The text of the Data Management Plan

								guidelines and the Data Management Policy has been drafted. The data management plan guidelines are being tested by different researchers.
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	4 th 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 1 st 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	The Open Access Policy is already in force and it will be extended with a section related to Open Data Policy that will be produced by the Working Group and approved by the Senate. The Working Group has interviewed a selected group of researchers to understand the problems and has drafted the guidelines for the preparation of the Data Management Reports requested within the financed projects. We have also undertaken the following actions: <ul style="list-style-type: none"> - Mailing to all researchers - Public and open presentations in Departments and workshops for PhD Students.
TASK 10			Training activities on Scientific Communication	Communication Area	4 th quarter	Activities realized	A workshop for professors and	Organization of an event on dissemination aspects for

			and Research Communication will be implemented and tested		of 2015		researchers will be organised and satisfaction of the participants will be tested through a survey	the H2020 projects (the 5th November 2015); Organisation of a round table with 3 journalists operating in the field of research «Dialogue on the project newsworthiness» (the 16th December 2015); Organisation of the training course «Come si parla agli stakeholder della ricerca» held on the 18th May 2016; Organisation of the training course «How to write a good dissemination» held on the 25th May 2016.
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 defining specific initiatives and meetings to discuss the importance of science and technology in the society	Communication Area	4 th quarter of 2016		Educational guidance and awareness activities will be organized in collaboration with national associations that are in charge of the above aspects.	Programmes realised: Le ragazze possono 1 and 2 (programme for students) http://www.leragazzeposso.no.org/ La nuvola rosa: http://www.deib.polimi.it/ita/eventi/details/908 Workshops to discuss about the value of the technical and scientific education. For what concern researchers the situation is continuously monitored. The goal of the monitoring activity is that women have the same opportunities of men and that no discrimination is taking place.

								Organization of the Researchers' Night "MeetmeTonight" both in 2015 and 2016. Organization of Open Labs days.
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 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	4 th quarter of 2015	Implementation of the tool	Scival was bought and installed in January 2015. At the moment it is being implemented by ICT and Research Area.	Scival is fully adopted and all benchmarking activities are completed. Official presentation inside University was made on the 18 th February 2015, and a second presentation took place on the 14 th December. The last presentation took place on the 15 th June 2016. Nowadays Scival is used to perform studies on Departments scientific production and on specific research areas to evaluate their standing with respect to other entities. A presentation for all Directors of Departments on how to use Scival is available.

2. Recruitment

TASK 13	Career gaps and variations in the CV researchers		(#17) Revision of all	Human Resources Area	4 th quarter of 2016	Implementation of the new Regulation	The Senate committee is revising all	The following regulations have been updated in the current year:
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	are not necessarily positively assessed		<p>regulations containing (and related to) calls for positions for researchers by including specific indications on career gaps.</p> <p>All the regulations will be analysed under the principles of the European Charter, especially considering publicity, transparency and gender balance.</p>				<p>regulations and some have been already approved by Senate. Revision of all other regulations is an ongoing process.</p>	<p>Regolamento disciplinante le modalità di reclutamento dei ricercatori a tempo determinato ai sensi della legge 31 dicembre 2010, n. 240 Modificato <i>(Regulations on procedures for the hiring of temporary research)</i></p> <p>Regolamento per l'impegno didattico dei professori e dei ricercatori del Politecnico di Milano, ai sensi dell'art. 6 della Legge 30.12.2010, n. 240 – Modificato <i>(Regulation for the educational efforts of professors and researchers)</i></p> <p>Regolamento sulle modalità di espletamento delle procedure per la copertura dei posti vacanti dei ricercatori a tempo indeterminato mediante trasferimento da altri Atenei - Rettifica art. 3 - comma 3 <i>(Regulation on the procedures for vacancy related to permanent researcher)</i></p>
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3. Working conditions and social security

TASK 14	European	Valorisation of all	(#22)	Career Service	4th		The Joint	Meetings were organised
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	definition of “researchers” includes in the Italian context several figures	figures identifiable as “Researchers”	Joint program with Assolombarda to improve awareness about the PhD title	and Rector	quarter of 2016		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).	2015 and 2016 between Assolombarda and Rectors of Lombardy Region to discuss about this specific theme and define cooperation actions. An agreement including common actions for PhD and researchers placement in companies has been signed in September 2016 with Assolombarda.
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	4 th 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.	Board of Governors approved budget for new departments and the designing phase is on going. Temporary building for those Departments involved were assigned and refurbished.
TASK 16	Appropriateness of working conditions for researchers with disabilities	Definition of measures to facilitate the use of University facilities for	(#24) Extension of Multi Chance Poli Team services to all researchers	Students and Doctoral Service Area	4 th quarter of 2016		The office of the students with disabilities assists	The service is still dedicated to students since it was created for them. The Rector Delegate for Disabilities prof. Licia Sbattella. is in charge of

		researchers with disabilities					and provides support in using the university facilities. A delegate nominated by the Rector can provide assistance if needed, to all researchers.	supporting directly all researchers with disabilities. The appointment concerns also teaching and non-teaching personnel that is personally followed by the Delegate and the MultiChancePoliTeam (only in some cases and in any case with the funding of Human Resources Staff). The following services are provided to researchers with disabilities: the accessibility check of all campus spaces and residences, check on working conditions, psychological support, consultations to the adoption of specific technologies, support for periods abroad (structures accessibility check), academic support interaction with the structures and university specialists.
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	Career Service	4 th quarter of 2016		The outplacement service will be launched via email and through the website of the Career Service in	The CareerService website has been updated with information that states that the Career Guidance Program has been extended to temporary researchers: http://cm.careerservice.poli.mi.it/en/career-program/phd-placement/

			the extension of services provided by University Career Service (which does not cover all Researchers and temporary researchers)				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	The guidance and outplacement program has been tested extensively on the population of PhD candidates and graduates during 2015 and 2016 with very positive feedback. During the 4th quarter of 2016, as written in the action plan, the program will be promoted also towards temporary researchers.
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							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	4 th quarter of 2015	ERC and Marie Curie Desk	The process is partially implemented. The desk was activated on the 28 th January 2015. At the moment ERC activities are on going, while a complete plan of	The ERC desk was created at the end of January 2015, Marie Curie actions are inserted in the training program and supported at high level by Research Service. The Helpdesk has been established in 2016. ERC info days and Marie Curie Info days have been organised during the year.

							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	4 th quarter of 2015		Activity is on going but an evaluation will take place at the end of 2015.	Publication of the following webpage: http://www.polimi.it/ateneo/progetti-di-ateneo/progetti-internazionali/ In the section European Projects a subsection of the mobility is inserted. For the doctoral student the web page is the following: http://www.dottorato.polimi.it/carriera-dottorandi/periodi-allestero-e-di-stage/programmi-di-mobilita-internazionale-outgoing/
TASK 20			Feasibility study to launch new language courses (like Chinese) not only for incoming students/ researchers but also for outgoing staff (with innovative instruments like on line platforms)	Students and Doctoral Service Area	4 th quarter of 2015	Feasibility study	On going activity Chinese language courses are available for outgoing students.	Students and Doctoral Services Area (ASSD) organises several Italian and English courses for all students and doctoral students and on demand also for other languages: Chinese, German, Portuguese, etc. Nominal costs are sustained by the requesting students.

								A MOOC on Italian for foreign students, PhDs and researchers is in the design phase and will be deployed in the first quarter of 2017.
TASK 21			(#33) Feasibility study to launch teaching training activities for researchers	Schools and Rectorate	4 th quarter of 2015	Feasibility study on MOOCs or in presence course and possibly launch of activities selected	A focus group is working by the 2 nd quarter of 2015 to plan new MOOCs	A platform was realised by METID to provide online courses. Focus groups worked and realized 3 MOOCs courses during the 2015. The work is still on going to design additional courses. Other 7 new courses were realized in 2016: -To Flip or not to Flip - Coding-Il linguaggio segreto delle cose - The strange Paradox of the World Energy Question - Archaeoastronomy - Using Open Educational Resources in Teaching - Entrepreneurs without borders - Introduction to Industrial Property: patents, designs, trademarks
TASK 22	Teaching and continuing	Adequate teaching	(#38)	Research Area	4 th quarter		Implementatio n phase: new	Several training courses related to the professional

	professional development	conditions and duties	Implementation of activities for development of soft skills (MOOCs)		of 2015		training activities are going to be implemented	development have been organised from the Research Service and from the Doctoral School. A cycle of training sessions related to the Impact in project management has been realized and will be realized till the end of 2016. MOOCs on related topics are available on the Polimi platform and open to all researchers. In details: <ul style="list-style-type: none"> • 4 editions of Gestire il conflitto • 4 editions of Gestire il cambiamento • 4 editions of Managing conflicts • 4 editions of Managing changes • 4 editions of Working into Multidisciplinary Teams ERC Helpdesk has followed 200 researchers. Management courses are organized within the doctoral school “Management essentials for PhD’s”.
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	2 nd quarter of 2015		A meeting with all staff levels will be held on 2nd quarter of 2015.	Meetings with the following Departments Presentation in Department of Architecture, Built Environment and

								<p>Construction Engineering (DABC) 18/02/2015</p> <ul style="list-style-type: none"> - Presentation in Design Department 11/03/2015 - Presentation in Department of Chemistry, Materials and Chemical Engineering "Giulio Natta" (DCMC) 27/04/2015 - Presentation in Department of Architecture and Urban Studies (DASTU) 7/05/2015 - Presentation in Physics Department 13/05/2015 - Path for a female leadership : 3 meetings (20/11/2015-2/12/15 - 22/6/16) - New official presentation of the Office on the internal Newsletter - New communication via email was sent to all university staff (20 April 2016) - Presentation within the Guarantee Committee activities 2014-2015 e 2015-2016 - n.25 meetings on demand for counselling (for all staff levels) for discriminatory records. <p>Other meetings and presentations are planned in the other Departments also to show the new composition of the</p>
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								Guarantee Committee
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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	4 th 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.	Detailed training programmes available from the 15th October at the following link: http://www.dottorato.polimi.it/carriera-dottorandi/insegnamenti-di-livello-dottorale/ A monthly newsletter is available with training opportunities for PhD students and researchers. The newsletter is open to all researchers in order to enlarge the training opportunities.
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