



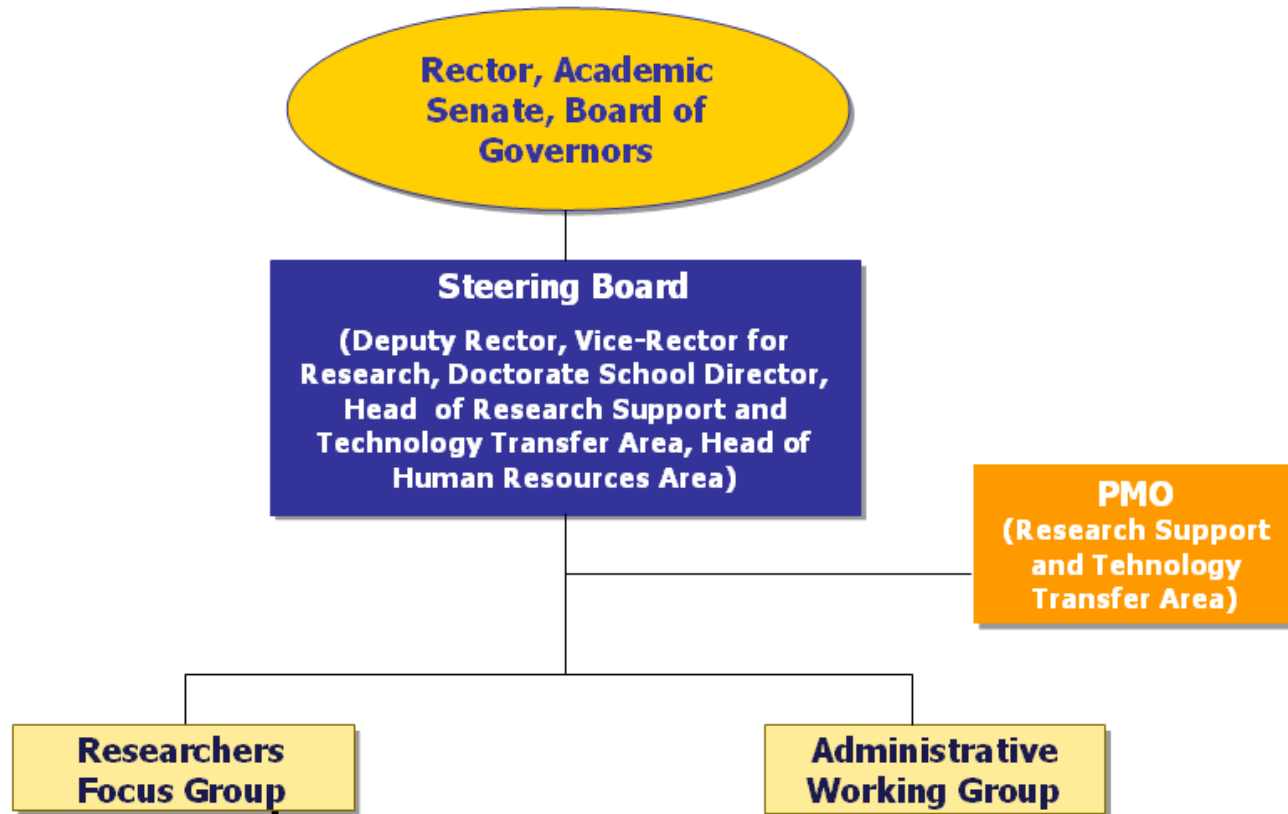
**POLITECNICO
DI TORINO**

**ACTION PLAN
POLITECNICO DI TORINO**

I. INTRODUCTION

According to the results of the Gap Analysis, 27 actions were identified to implement the Charter and the Code more precisely, and to create an academic environment of high quality and more favourable for researchers from all over the world.

The implementation of the Action Plan will be constantly monitored and coordinated by the administrative working group for the Charter and the Code, that consists of the representatives of each action appointed by the Heads of all Areas/Services involved. This group will meet every 4 months to track progress, reporting thereupon to the Steering Board. The Researchers Focus Group will be consulted once a year to evaluate changes in the perception of researchers towards the implementation of the Charter. The University's governing bodies will be kept periodically up-to-date.



According to the Action Plan, a detailed monitoring plan and results indicators for each action will enable to verify the activities' progress, on the basis of a common template.

More specifically, the following elements will be analysed for each period:

- carried out activities: completed and in progress activities;
- next activities: next period deadlines; activities to be started;
- critical points: possible critical points which need the involvement of the Steering Board; risk assessment; encountered problems that affect the work plan.

I. Ethical and professional aspects

1. Research freedom

PROBLEM IDENTIFIED	OBJECTIVE	PLANNED ACTION	RESPONSIBLE FOR IMPLEMENTING	TIMING	MONITORING PLAN
Difficulties in fund raising for basic research and frontier research	To implement effectively the concept of "research freedom" in domains where the performance of research is conditioned by the difficulties in fund raising	To define actions for promoting curiosity-driven research	The Board of Governors, after consulting the Academic Senate, with the support of the Evaluation Support Service	By 2014	<ul style="list-style-type: none"> - September 2014: to define the orientation guidelines - June 2015: to verify actions which have been undertaken
		To strengthen information and training activities on funding opportunities for basic research and frontier research and to identify actions to increase the participation of researchers	Research Support and Technology Transfer Area and Human Resources and Organisation Area	By June 2014	<ul style="list-style-type: none"> - January 2014: to define informational and educational paths - January 2015: to verify information and training courses which have been developed

2. Ethical principles

IDENTIFIED PROBLEM	OBJECTIVE	PLANNED ACTION	RESPONSIBLE FOR IMPLEMENTING	TIMING	MONITORING PLAN
Limited awareness among University staff about the adoption of an Ethics Code	To spread awareness of the Code of Ethics within the University, as well as informing the external stakeholders of the fact that the University adopts an Code of Ethics	The Code of Ethics will be added to the list of documents available on the intranet webpage MyPoli which the permanent staff and research fellows approve and sign	Human Resources and Organisation Area	Starting from November 2013	To verify the implementation of the action after 6 months
		To create a web page which shows that Politecnico has adopted the Code of Ethics	Information Technology Area and Communication, Events & External Relations Service	February 2013	September 2013 and February 2014: check on the number of accesses
		To insert a reference to the Code of Ethics in the preamble of every agreement and contract with an external organisation	Research Support and Technology Transfer Area	By 2013	Beginning 2014: to check changes in agreements and contracts

3. Professional responsibility

PROBLEM IDENTIFIED	OBJECTIVE	PLANNED ACTION	RESPONSIBLE FOR IMPLEMENTING	TIMING	MONITORING PLAN
The University does not have yet at its	To enhance the ability of the	Feasibility study for the adoption of a	Library and Museum Area - Information	By the end of 2014	- End of 2014: decision on

disposal sufficiently effective tools for the protection of unpublished works	University to protect the unpublished works of its researchers	software which is commercially available which serves as plagiarism checker	Technology Area - Strategic and Institutional Support Service		possible software purchasing
		To make available the unpublished documents through open access, using best practices for attributing the non-commercial Digital Object Identifiers (DOI) for their identification	Library and Museum Area - Information Technology Area - Strategic and Institutional Support Service	By the end of 2013: entry in production of non-commercial DOI activation	November 2013: testing phase

8. Dissemination, exploitation of results

PROBLEM IDENTIFIED	OBJECTIVE	PLANNED ACTIONS	RESPONSIBLE FOR IMPLEMENTING	TIMING	MONITORING PLAN
Need for a consolidation of good practices in dissemination and exploitation of results	To consolidate the ongoing procedures by supplementing them with complementary activities	Integration of the PORTO system with the OpenAire for OpenAccess	Information Technology Area in collaboration with the Library and Museum Area	By the end of 2013: start production of the integration	- May 2013: Start of the testing phase - End of October 2013: End testing phase
		Widespread training on Open Access and on the related copyright issues addressed to the	Library and Museum Area - Doctorate School Council	By December 2014	Beginning 2014: Training course planning December 2014

		<p>research staff, to the PhD students, to the administrative staff (including points 3 and 31).</p> <p>For PhD students also focusing on the information in order to foster the open access to publications and to doctoral thesis</p>			<p>and December 2015: check on the number of trained personnel and analysis of satisfaction questionnaires</p>
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9. Public engagement

PROBLEM IDENTIFIED	OBJECTIVE	PLANNED ACTIONS	RESPONSIBLE FOR IMPLEMENTING	TIMING	MONITORING PLAN
Lack of specific training actions for communications aimed at a non-specialist audience	To provide training for the dissemination of scientific work using instruments that can be modified according to the audience	Starting from PhD students, training courses on effective communication of science to non-specialist audiences, enhancing the potential of Open Access as a means of interaction, involvement and access of citizens to scientific research	Communication, Events & External Relations Service	By 2013	<ul style="list-style-type: none"> - End of 2013: evaluation of the number of participating PhD students and evaluation of the extension to other categories of research staff - End of 2014: check on number and

				categories of trainees	
		To strengthen the participation of the University in scientific work dissemination initiatives	Communication, Events & External Relations Service	Starting from 2014	- October 2013: definition of a plan for participation in initiatives - June 2014: check on the number of the events which have been attended
		Definition of a Plan for promotion of the support offered by the Relations with Media Office for the communication of the results of scientific research to the general public through multiple channels (media, website, University social network, ...)	Communication, Events & External Relations Service	Second half of 2013	December 2013: definition of Promotion Plan December 2014: Check on the number of the scientific-content initiatives which have been promoted

II. Recruitment

13. Recruitment (Code)

PROBLEM IDENTIFIED	OBJECTIVE	PLANNED ACTIONS	RESPONSIBLE FOR IMPLEMENTING	TIMING	MONITORING PLAN
Low percentage of research staff coming from abroad compared to the total research staff	To promote Politecnico di Torino at an international level to attract researchers from abroad	Plan for the promotion of Politecnico di Torino to attract researchers from abroad by enhancing existing excellence in terms of facilities (e.g. Cittadella, research facilities, job and support services, dedicated funding to external researchers etc.).	International affairs Area, Research Support and Technology Transfer Office, Communication, Events & External Relations Service, Human Resources and Organisation Area, Estates Facilities and Logistics Area	By January 2014	- October 2013: Plan definition - December 2013: development of promotional material; identification of the target of the actions and of the results

III. Working conditions and social security

23. Research environment

PROBLEM IDENTIFIED	OBJECTIVE	PLANNED ACTIONS	RESPONSIBLE FOR IMPLEMENTING	TIMING	MONITORING PLAN
Sporadic presence of architectural barriers, especially in the departments	To limit or to eliminate the problem of the architectural barriers completely	Census update of the architectural barriers still existing and definition of the related "Time and economic feasibility study for the removal of the remaining architectural barriers"	Estates Facilities and Logistics Area	By 2014	<ul style="list-style-type: none"> - June 2014: end of Census - December 2014: delivering of the "Feasibility study"

25. Stability and permanence of employment

PROBLEM IDENTIFIED	OBJECTIVE	PLANNED ACTIONS	RESPONSIBLE FOR IMPLEMENTING	TIMING	MONITORING PLAN
Absence of quantitative data collection and analysis about the ratio between temporary staff and permanent staff	A more reliable identification of the most driving fields of research of the University, able to provide a greater continuity of	Periodic monitoring and reporting on the updated value of the staff ratio between permanent and temporary research	Human Resources and Organisation Area, Strategic and Institutional Support Service	By 2013	Annual monitoring from January 2014 on

	contract offers	staff			
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28. Career development
30. Access to career advice
39. Access to research training and continuous development

PROBLEM IDENTIFIED	OBJECTIVE	PLANNED ACTIONS	RESPONSIBLE FOR IMPLEMENTING	TIMING	MONITORING PLAN
Poor communication on career progression opportunities outside the University	To strengthen the strategy of the University in relation to career development, especially for temporary researchers	To extend the services offered by the Job Placement Office to temporary researchers, with particular reference to events such as Career Day and employment opportunities advertised on the related website	Job Placement Office	By 2014	<ul style="list-style-type: none"> - Beginning 2014: to define a procedure for extending the existing services to temporary researchers - End 2014: testing services delivered
Need to strengthen job placement service for temporary researchers		A feasibility study of a "Project about the establishing of a counselling service", which train the researcher in improving skills for the job market (e.g., writing a cv, presenting on a job	Human Resources and Organisation Area, JOB Placement office with support of Communication, Events & External Relations Service	By 2014	<ul style="list-style-type: none"> - January 2014: to define the "Project about the establishing of a counselling service"

		interview, etc.)			
Insufficient support to individuals in identifying and learning how to communicate their competencies and skills	To strengthen the awareness of individual researchers in relation to the value of their competencies	To start courses on how to communicate and enhancement of competencies	Human Resources and Organisation Area, Job Placement office with support of Communication, Events & External Relations Service	By 2014	- January 2014: To plan information and training courses - January 2015: check on information and training courses which have been carried out
		To create an online handbook containing the guidelines for the identification and enhancement of skills and competencies, through the collaboration with industry experts	(Human Resources and Organisation Area, JOB Placement Office with support of Communication, Events & External Relations Service	By 2014	January 2015: Usability of the Handbook

29. Value of mobility

PROBLEM IDENTIFIED	OBJECTIVE	PLANNED ACTIONS	RESPONSIBLE FOR IMPLEMENTING	TIMING	MONITORING PLAN
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Outgoing mobility support	To strengthen the support for the outgoing mobility of research staff of the University	To create a helpdesk for the research staff of Politecnico di Torino for outgoing mobility	International Affairs Area	December 2013 Creation of a helpdesk	Starting from January 2014 periodic (quarterly) monitoring of the number of answers provided by the helpdesk
Coordinated dissemination of the various funding opportunities for incoming and outgoing mobility	To increase the number of researchers who participate in incoming and outgoing mobility	To create a web page dedicated to the different funding mobility opportunities for researchers	International Affairs Area and Research Support and Technology Transfer Area	By the end of 2013	Starting from January 2014: periodic (annual) verification of the number of accesses on the website and the number of proposals submitted

31. Intellectual Property Rights

PROBLEM IDENTIFIED	OBJECTIVE	PLANNED ACTIONS	RESPONSIBLE FOR IMPLEMENTING	TIMING	MONITORING PLAN
Support for the enhancing of research results that still can be implemented	To consolidate the ongoing procedures by enriching them with complementary activities	To intensify internal training related to IPR, creating at least one training course per year	Research Support and Technology Transfer Area	By December 2014	December 2013: training plan on IPR December 2014: check on courses offered and participants

		Definition of a "Project for the creation of a support service for the author in the negotiating stage with the publisher" in relation to: new contractual formulas "Licence to publish"; "Addendum" to the Copyright Transfer Agreement for retention of the author's rights (rights of re-use); use of CC Licenses	Library and Museum Area -	By January 2014	January 2014: delivery of "Project for the creation of a support service for the author in the negotiating stage with the Publisher"
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33. Teaching

PROBLEM IDENTIFIED	OBJECTIVE	PLANNED ACTIONS	RESPONSIBLE FOR IMPLEMENTING	TIMING	MONITORING PLAN
Lack of teacher training	To create a uniform and widespread procedure that ensures the acquisition of skills and educational tools suitable for higher education	Launch of courses (even on-line) on 'teaching the teachers', 'communicating in the classroom' dedicated both to permanent research staff and to temporary research staff	Student Affairs Area and Human Resources and Organisation Area	AY 2013/2014	September 2013: definition of a training plan September 2014: analysis of the number of courses offered and of the number and the role of

					participants
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34. Complains/appeals

PROBLEM IDENTIFIED	OBJECTIVE	PLANNED ACTIONS	RESPONSIBLE FOR IMPLEMENTING	TIMING	MONITORING PLAN
Lack of an impartial figure, outside the University, deputised to collect complaints and appeals.	To ensure the presence of a supervisor able to acknowledge complaints and appeals from the research staff	Feasibility study for the creation of a research supervisor figure	Legal Affairs Service	By 2014	December 2014: delivery of a feasibility study

IV. Training

37. Supervision and managerial duties

PROBLEM IDENTIFIED	OBJECTIVE	PLANNED ACTIONS	RESPONSIBLE FOR IMPLEMENTING	TIMING	MONITORING PLAN
Impossibility to express anonymously about the adequacy of supervisors	Creation of a satisfaction tool to monitor the PhD students and research fellows supervisors	To create an anonymous on-line questionnaire on the adequacy of the supervisor	Human Resources and Organisation Area, Doctorate School, Strategic and Institutional Support Service, Information Technology Area	June 2013	May 2013 definition of a questionnaire for research fellows June 2013: questionnaire

					submitted
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40. Supervision

PROBLEM IDENTIFIED	OBJECTIVE	PLANNED ACTIONS	RESPONSIBLE FOR IMPLEMENTING	TIMING	MONITORING PLAN
Real lack of uniformity in carrying out the supervisor role	To optimize the operational procedures related to the supervisor figure	Drafting of guidelines to regulate the relationship between the temporary researcher and the supervisor (nature and length of reports, periodicity of meetings and reports, etc.)	Doctorate School (SCUDO) / Human Resources and Organisation Area	By 2014	September-October 2013: definition of recipients of guidelines and document structure