



SEMMELWEIS
UNIVERSITY 1769



STRATEGIC PLAN

2023 / 24



SEMMELWEIS UNIVERSITY
CENTRE FOR TRANSLATIONAL MEDICINE



prepared by
PÉTER HEGYI

*(based on the 20-21 January 2023 Villány brainstorming session
- altogether 687 proposals received)*



MOTTO

QUALITY FIRST

*The first purpose of our business is the quality.
Profit will come itself.*



I. CHANGE OF ORGANISATIONAL UNIT

1) STRUCTURAL CONVERSION

- a. Task-based definition of Deputy Directors
- b. Supporting the work of deputy directors by creating personal assistant/manager positions
- c. Creation of Translational Medicine Expert and Team Leader positions
- d. Meetings can be organised with agenda and memo only, it must have a crystal clear purpose and an outcome

II. MAIN OBJECTIVES

1) ESTABLISHING AN OPERATIONAL SYSTEM OF THE OFFICE – SOP DEVELOPMENT (DÓRA CZAPÁRI) (IMMEDIATELY)

- a. Documentation and follow-up of incoming and outgoing documents
- b. The development of the SOP-s of the standard, repetitive workflows
- c. Developing procedures for continuous economic monitoring

2) ONLINE/MOODLE/CLOUD EDUCATIONAL-DEVELOPMENT (ANDREA HARNOS) (CONTINUOUS)

- a. Continuous recording of new educational videos (SZILÁRD VÁNCSA)
- b. Creating a user-friendly moodle interface (ANDREA HARNOS)
- c. New website development (ATTILA MÁRTA)
- d. Setting up an AI working group

3) HR RETENTION & RECRUITMENT (GÁBOR VARGA) (SPRING)

- a. Recruitment strategies and process strategies for specialised persons (PhD students, supervisors) (GÁBOR VARGA)
- b. Recruitment strategies and process strategies for administrative persons (DÓRA CZAPÁRI)
- c. Develop a retention strategy to retain existing staff, support transitions to new jobs, and build the foundations of an alumni community (DÓRA CZAPÁRI - PÉTER HEGYI)
- d. Independence from Péter Hegyi program (GÁBOR VARGA)

III. OFFICE

1) SECRETARIAT STRUCTURE (Dóra Czapári) (1 MAY)

- a. Recruitment to strengthen the secretariat staff, in the framework of
 - Only Quality People (OQP) strategy - Termination of employment of persons at three months if performance is not brilliant
 - Finding a Head of Secretariat
 - Involving a company if necessary
- b. Development of a secretariat SOP, including:
 - Developing internal division of tasks, delimitation of responsibilities
 - Strengthening communication with the university
 - Establishment of the Secretariat's deputy director pathways
- c. Creation of a deputy head of secretariat post
 - Integration of economic experience, and
 - Tender experience

2) CREATING SOP FOR HEAD OF SECRETARIAT (DÓRA CZAPÁRI) (1 APRIL)

a. Developing procedures for director support in the following areas

- E-mail management (with deputy operative director)
- Calling management meetings
- Sending out memos of management meetings
- Sending out time-management list after management meetings
- Preparing memo for external meetings
- Preparing economic plans

b. Developing a SOP for the support of deputy directors in the following areas

- Bringing together secretarial staff
- To assist coordination within and outside the university
- Preparing memos

3) SETTING UP AN ECONOMIC TEAM (DÓRA CZAPÁRI) (28 FEBRUARY)

a. Planning the performance and monitoring of economic tasks

- Preparing the next annual economic plan
- Mid-year budget monitoring
- Closing the budget at the end of the year

4) SOFTWARE SUPPORT OF SECRETARIAT (DÓRA CZAPÁRI) (CONTINUOUS)

Introduction of training and further training to increase the efficiency of work, in particular in the following areas:

a. ChatGPT

b. DeepL

c. Tracking software

d. Time management implementation

5) CREATING A DATABASE + INTERFACE FOR STORING DATA OF EMPLOYEES/STUDENTS/MENTORS ETC., TO SIMPLIFY OFFICE, ORGANISATIONAL WORKFLOWS (ANDREA HARNOS)

6) SECRETARIAT TRAINING BY THE PROFESSIONAL TEAM (DÓRA CZAPÁRI) (JUNE-AUGUST)

a. Provision of training by a professional team to the administrator team, primarily through written or video tutorials

b. Developing a weekly seminar for the secretariat

7) SECRETARIAT SU INTEGRATION (DÓRA CZAPÁRI) (SPRING)

a. Introduction to the Rector, Doctoral Apparatus, personal contact



GENERAL AND TRAINING TASKS

REGISTRY MANAGEMENT GROUP (VIVIEN VASS)

1) REGISTRY MANAGEMENT GROUP (ONGOING)

a. Target

- Checking the input data of new TM registries
- Developing training for Research Administrator for registries
- Developing a process for receiving data from other registries

INFORMATICS-ECDMS GROUP (RICHÁRD FARKAS)

1) ECDMS SERVICE DEVELOPMENT (ONGOING)

a. Process unbundling, pricing restructuring

- Determine the cost of new registries (depending on the number of fields)
- Determine the cost of updates (depending on the number of fields)
- Setting the annual general fee
- Determining the cost of data requests

b. ECDMS costs, payments monitoring

- Launching contracts, coordinating payments (with legal team)
- Tracking deliverables

2) ECDMS 3.0 DEVELOPMENT (WITH FINANCIAL PLANNING)

a. Separation and simplification of processes. In this context, the following options will be developed:

- Each registry can be modified separately
- Simplification of common fields
- Possibility to customise the number of ticks
- Delete unused registers, transfer data, save biosamples

b. Developing short-term development options

- Registry start
- Multifactor authentication
- Queries, development of data export functions
- Create an online medical record
- Medsol two-way integration solution

c. Developing medium-term development options

- In-system development of a data access request form
- Extract Transform Load
- Integration of data analysis software for LIVE tracking (with Stat group)

3) CLOSURE OF INACTIVE REGISTERS (1 APRIL)



1) RECRUITING (DÓRA CZAPÁRI - SZILÁRD VÁNCSA) (SPRING)

Goal: Achieve 2-3x oversubscription for public scholarship places.

a. Compilation of recruitment material (28 FEBRUARY)

- Compilation of a series of slides
- Short recruitment video compilation
- Compilation of PDF materials
- Engaging PhD students in recruitment (English, Hungarian)

b. Coordination of recruitment campaign for training programmes (SPRING)

- Hungarian/EU PhD programme (SZILÁRD VÁNCSA)
- Bilateral PhD programme abroad (VIKTÓRIA BARNA)
- Foreign/non-EU PhD programme (VIKTÓRIA BARNA)
- Recruitment through EU and non-EU partners (VIKTÓRIA BARNA)
- Participation in recruitment-related zoom meetings, documentation, and follow-up (VIKTÓRIA BARNA)
- MD/PhD for SU students (ALEX SCHULZE WENNING)
- Other universities' PhD support programmes (PÉTER HEGYI)

c. Pre-selection (SPRING)

- Giving preference to students with current excellent subject leaders (POSSIBILITY OF MAC AND MEC, SZILÁRD VÁNCSA)

d. SU Faculties (31 MARCH)

- Visiting all 5 faculties and promoting training programmes (GÁBOR VARGA)

e. Clinic letter and visit (31 MARCH)

- Coordination of the sending of the rectorate letter (both electronic and paper) (DÓRA CZAPÁRI)
- Visit clinics from which students came (GÁBOR VARGA)
- Visit clinics from which students have not come yet (GÁBOR VARGA)

f. Visit to hospitals (PÉTER HEGYI) (31 MARCH)

- Identification of large volume hospitals
- Where students came from
- Where students have not yet come from

g. WEBINAR (31 MARCH)

- In Hungarian (PÉTER HEGYI)
- In English (PÉTER HEGYI)
- Webinar promotion with EU and non-EU partners (VIKTÓRIA BARNA)
- Webinar promotion outside EU and non-EU partners (VIKTÓRIA BARNA)

h. Company visits in the framework of a recruitment campaign (ONGOING)

- Mainly MEC tasks

i. Strategy for PTE/SZTE/DE/ÁTE to facilitate the accession to the Programme (ONGOING)

- Invitation to progress reports (PÉTER HEGYI)

2) DEVELOPING THE PROGRAMME FOR YEAR 3 (GÁBOR VARGA) (31 MARCH)

a. Alignment with Year I., Year II.

- Should not affect the programme of the 1st and 2nd grade
(GÁBOR VARGA - SZILÁRD VÁNCSEA - RITA NAGY)
- Homework - Progress report 7. - organisation and development of procedures
 - Be carried out in the institution and in the institute concerned
 - For foreigners in the foreign institution
 - Chaired by the Head of the Institute
 - CTM delegates 1 SMA and 1 biostatistician
 - The Head of the Institute elects 1 person from within the Institute and 1 person from outside the Institute
- International PhD thesis - Progress Report 8. - organisation and development of procedures
 - To be carried out in CTM
 - Similar to the complex exam
- Design and implementation of a performance-based system of budgetary contributions
 - If both articles are submitted 20% (CTM) - 80% (Institute)
 - If the second article has not been submitted 50-50%
 - For foreigners, 2.500 EUR / 1.250 EUR (bilateral)

3) DEVELOPING MD-PHD TRAINING FOR FOREIGNERS (COMMISSIONED BY SMA) (ALEX SCHULZE WENNING) (31 MARCH)

a. Targeting SU students in Years IV. - V.

b. 10.000 EUR / year with tuition fees

c. 5.000 EUR /year excellence award introduction

d. 3rd - 4th year after graduation 10.000 EUR

e. 3rd - 4th year after graduation for two submitted articles: 5.000 EUR

TM TRAINING SUBGROUPS

1) REVISION OF THE YEAR II. PROGRAMME (SZILÁRD VÁNCSEA) (31 MARCH)

a. Aligning with Year I. (RITA NAGY - SZILÁRD VÁNCSEA)

- Fortnightly group meeting (MAC-MEC coordination)
- Péter Hegyi attending at most once a month
- July, August - one personal, one zoom
- Should not affect the programme of the Year I. - III.
 - 1x every two weeks (to be agreed with MAC-MEC team leaders)
- Progress Report 5. (1x)
 - Calendar week selection - January
- Complex exam - Progress report 6th (1x)
 - Calendar - June
- Develop and implement a performance-based system of budget contributions
 - If both articles have been submitted
 - without 3rd project: 20% (TMK) - 80% (Institute)
 - 50-50% in case of project 3
 - If the second article has not been submitted 50-50%
 - For foreigners, 2.500 EUR (bilateral)
- Education - Training development
 - Developing a curriculum
 - Network Significance Structure
 - Simplifying difficult communication
- Education - Training development
 - Preparing time slots in advance

2) REVISION OF YEAR I. PROGRAMME (RITA NAGY) (31 MARCH)

a. Class meetings (SPRING)

- Innovation Q&A workshop - when the speaker asks questions
- Reduction to 6 hours
- Doubling the clinical trial course
- Introduction of International Survey education

b. Group meetings

- Reset of the regular weekly meeting
- Péter Hegyi attends up to every 2 weeks, with other (highly experienced specialist) participation
- Q&A (cards) (green-yellow-red) in the last two weeks before the Progress report
- Most active questioning group) - TM chocolate

c. Progress Report

- Developing the optimisation of progress level scoring (further development of the currently demotivating system)
- Forced questioning, a continuation of the excellent questioner award (1 bottle of wine + commemorative card at the end of the meeting)
- Calling external experts
 - From other universities
 - Own universities
- Voter Application Continuation
 - Simplifying questions
 - Introduction of QR code participation

d. TDK group programme development, timely start

e. CLUBS (Sport, Art, Social) continuation

- Establishing regularity
- Business model continuation
- SU alignment

f. Hints & Tips

- Publication in PDF format

3) MENTOR CLUBS (SZILÁRD VÁNCSA) (ONGOING)

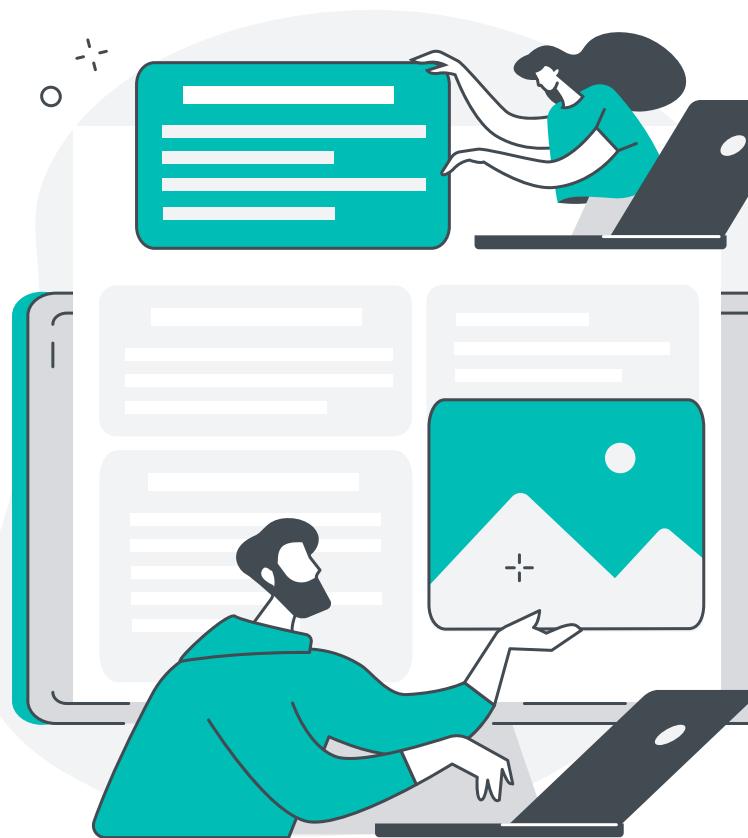
a. Continuation of the club

- SOP creation (SM+)
- Organising meetings
- Organising speakers/program for meetings
- Insertion in the calendar
- One slide program for supervisors/students

4) COORDINATORS (CT, REG, META) (SZILÁRD VÁNCSA) (ONGOING)

a. Group structure design

- Selection of participants
- Clarification of project monitoring
- MAC, MEC, ALUMNI involvement
- SOP design



5) NON-PHD TM TRAININGS (VÁNCSA SZILÁRD) (31 MARCH)

- a. Simplify Moodle or display it on another interface
- b. Conclusion of exchange agreements (SU-ATE) (Cooperation on educational materials without economic obligations) (ANDREA HARNOS)

6) DEVELOPMENT OF A GROUP OF HOSPITAL PHD SUBJECT LEADERS (PÉTER HEGYI) (1 SEPTEMBER)

- a. Establishing national coverage
- Participation in the compilation of recruitment material
- Participation in recruitment
- Developing feedback from the hospitals
- Organisation of 1 meeting per month
- Developing a transparent system for PhD recruitment in medicine

7) CAREER PATH MODEL (VÁNCSA SZILÁRD) (30 APRIL)

Pyramid divided into 2 parts

SML-SMS-SMA-SME-HES (highly experienced specialist) (assistant lecturer, adjunct)

MC-MAC-MEC

AC (ALUMNI)

- a. Developing dissemination materials for each group

b. TDK student Science Methodology LEARNER (SML)

- **Target:** 50 students
- **Condition, expectation:**
 - Regular (above 75%) participation in group and project meetings
- **Benefits:**
 - The opportunity to participate in research
 - Direct admission
 - Next year MD-PhD option
 - Co-authorship

c. PhD Student Year I. Science Methodology PRACTITIONER (SMP)

- **Target:** 100 participants
- **Condition, expectation:**
 - Successful admission to TMK
 - SML membership
- **Benefits:**
 - Attendance at training
 - Provision of free statistical background
 - Provision of free IT background
 - Free provision of data management background
 - WEB, Free provision of international network

d. PhD Student Year II. Science Methodology SUPERVISOR (SMS)

- **Purpose:** 20 people involved
- **Condition, expectation:**
 - Of the month award (automatic)
 - The STUDENT EXCELLENCE AWARD (STUDENT EXCELLENCE)
 - Proper motivation
- **Benefits:**
 - Providing a job within TMK (SMS)
 - Co-authorships



e. PhD Student Year III. Science Methodology ADVISOR (SMA)

- **Goal:** 6 people involved
- **Condition, expectation:**
 - Passing a complex exam
 - Existence of first-authored articles required for own PhD
 - A suitably motivated attitude
- **Benefits:**
 - Provision of a job within the TMK (Coordinator, Training)
 - Access to Eurostat database and AE members group
 - Co-authorships
 - Advanced statistical training

f. PhD Student Year IV. Science Methodology EXPERTS (SME)

- **Objective:** 3 people involved
- **Condition, expectation:**
 - By invitation
- **Benefits:**
 - University position (assistant professor)
 - Leadership training (pre-manager training)
 - Provision of a job within the TMK (Management)
 - Providing scholarships for training abroad (NIH, etc.)
 - Access to Eurostat database and AE members group
 - Co-authorships
 - Advanced statistical training
 - Admission to the MTA Youth Section
 - Young Academy of Europe (AE) nomination

g. Highly Experiences Specialist (HES)

- **Objective:** 3 people involved
- **Condition, expectation:**
 - By invitation
- **Benefits:**
 - Leadership, University position (adjunct)
 - Provision of a job within the TMK (Management)
 - Access to Eurostat database and AE members group
 - Co-authorships
 - Advanced statistical training

h. PhD Mentors ADVANCE Club (MAC)

- **Target:** 20-30 people
- **Condition, expectation:**
 - After one year of group meeting attendance exceeding 50%, or
 - Of the month award winner (automatic)
 - Previously SMA
- **Benefits:**
 - Pre-registration of PhD students
 - One meeting per month (to discuss issues and difficulties)
 - Reception of foreign students



i. PhD Mentors ELIT Club (MEC)

- **Target:** 10-15 people
- **Condition, expectation:**
 - One year after 75% group meeting attendance and activity or
 - Previously SME or
 - Recruitment in companies
 - Assisting coordinators and sms
- **Benefits:**
 - Group Leader position
 - Pre-registration of PhD students
 - One meeting per month (to discuss issues and difficulties)
 - Access to Eurostat database and AE members group
 - Possibility to host foreign students (plus financial allowance)
 - Payment of the costs of foreign guest speakers (lecturers)
 - Statistical analysis of own projects (outside the TMK)

j. ALUMNI Club (AC)

- **Target :** 50 people involved
- **Condition, expectation:**
 - Previous employment within the TMK
 - Obtaining a PhD within the TMK
 - Annual membership fee of 5.000 HUF (to be agreed with them)
 - PDF development
- **Benefits:**
 - Receiving circular mails
 - Statistical support (discounted)
 - Support for grant writing (discounted)
 - Data management support (discounted)
 - WEB, IT support (discounted)

8) MANUSCRIPT HANDLING GROUP DEVELOPMENT (BRIGITTA TEUTSCH) (15 MARCH)

- a. Developing a follow-up
- b. Assistance as needed
- c. Definition of quality control points

9) SMS/SMA/SME EDUCATION GROUP SET UP (SZILÁRD VÁNCSA) (30 MAY)

- a. Developing an educational curriculum
- b. Placement in a calendar
- c. Statistical teaching for the SMAs, SMS training as well
- d. SMS training before the year - earlier than August
- e. All SMS-s to get training registries, etc.

10) INTEGRATION OF CAREER PATH IN UNIVERSITY LIFE (GÁBOR VARGA - PÉTER HEGYI) (SEPTEMBER 1)

- a. Credit for habilitation
- b. SME - assistant lecturer appointment
- c. HES - after adjunct appointment

11) EXAMINATION OF AN OWN CTM MSC DEGREE (GÁBOR VARGA) (1 SEPTEMBER)

- a. SMA (end of degree qualification)



12) CREATION OF SOFT SKILL TRAINING GROUP (PÉTER HEGYI) (30 APRIL)

- a. Specialised training for researchers
- b. Developing a solution for training with internal resources

13) SMS/SMA/SME PROTECTED TIME CREATION – PART-TIME JOBS (PÉTER HEGYI) (FROM 1 SEPTEMBER)

- a. SMP: 4 : 1
- b. SMS: 3 : 2
- c. SMA: 2 : 3
- d. SME: 1 : 4
- e. Create a public calendar
- f. Strict compliance with
- g. Overview of the cost of telephones, preferably with unlimited internet service (WELL BEING)

14) SETTING UP A PHD THESIS WORKING GROUP TO SUPPORT THE PREPARATION OF THESES (GÁBOR VARGA) (APRIL 30)

- a. Developing a graphic abstract
- b. Use of the following content elements, subject to a page limit of 20-50 pages
 - Vision
 - Mission
 - Specific goals
 - Backgrounds
 - What is the topic
 - What is the problem to solve
 - Why is it important
 - What will happen if the research is successful
 - Methods
 - Results
 - Discussion
 - Conclusion
 - Implementation for practice
 - Implementation for research
 - Implementation for policy makers
 - Future plans
 - Acknowledgement
 - References



15) DEVELOPING UNIFORMIZATION IN EDUCATION AND RESEARCH (DÓRA CZAPÁRI - SZILÁRD VÁNCSEA) (1 SEPTEMBER)

- a. SOP for project meeting
- b. SOP for group meetings
- c. SOP for class meetings
- d. SOP for progress reports

16) DEVELOPING AND IMPLEMENTING A GAMIFICATION STRATEGY (ALEX SCHULZE WENNING)

- a. Gamification ([video](#))
- b. Smiley face after a good presentation
- c. Colour code on the phone to keep it green

17) DEVELOPMENT AND IMPLEMENTATION OF INSTITUTIONAL SEMINAR PROGRAM (GÁBOR VARGA) (AUTUMN 2023)

- a. Every institution (own members) - introduction

18) DEVELOPMENT AND IMPLEMENTATION OF A MANDATORY RESIDENTIAL PROGRAMME (PÉTER HEGYI) (AUTUMN 2023)

a. One-day programme

INTERNATIONAL NETWORK LEADER (VIKTÓRIA BARNA)

1) AE-SU-TMA GROUP DEPLOYMENT

a. Recruitment of AE members

- Through AE members
- Via Scopus
- Via Google Scholar

b. Conduct of the election of AE members

- Via AE CVS

c. Structure of AE professional groups

- Coordinated by AE-Eurostat leader
- In the fields of cardiology, gastroenterology, etc.
- Involving AE members
- Involvement of MEC
- Involvement of SMA and SME

d. Organisation of AE Zoom meetings

- Using Doodle

2) AE-EUROSTAT-AETM WG

a. Creating an SOP (SM+)

b. Organising meetings

c. Micro data query interpretation, management

d. Insertion in the calendar

e. Cooperation with the INT NETWORK group

f. Cooperation with MECs

g. Cooperation with SMA and SME

h. Cooperation with the STAT group

i. Cooperation with AE members

j. Developing project monitoring

3) AE-EUROSTAT-AETM WG (MARIE ENGH)

a. Microdata overview

b. Evaluation of technical proposals

c. Answering professional FAQs

4) MSCA COFUND and H2020 (VIKTÓRIA BARNA)

a. MSCA COFUND application update and resubmission (JULY 2023 - FEBRUARY 2024)

b. MSCA Postdoc eligibility assessment, financial planning (MARCH 2023) submission of proposal by pending management decision (MAY - NOVEMBER 2023)

c. TMA as an Associate Partner to explore opportunities to apply (MARCH 2023)

d. Explore H2020 funding opportunities (MARCH 2023)



DEVELOPING TM BASIC SCIENCE EDUCATION (PÉTER HEGYI)

- 1) **FINDING A DISCOVERY SCIENCE LEADER (JOINT EXERCISE WITH THE NOBEL PROGRAMME) (PÉTER HEGYI)**
 - a. Selection within the SU
 - b. Negotiating funding with the Nobel programme
- 2) **DEVELOPMENT OF TRAINING THEMATICS (JOINT TASK WITH THE NOBEL PROGRAMME) INTEGRATION OF VR (VIRTUAL REALITY) (SZILÁRD VÁNCSA)**
 - a. Structure of e-learning methodological training
 - b. Structure of practical training
 - c. Finding synergies with clinical research

LEGAL (DÓRA CZAPÁRI)

- 1) **CONTINUATION OF TMA EDUCATION PLATFORM CONTRACTS (ONGOING AS REQUIRED)**
 - a. Existing educational materials
 - Contracts with universities for Hungarian courses at "0" HUF
 - Contracting with universities for the training of international students
 - b. New educational materials
 - Contracts with new students
- 2) **SU TMKP COOPERATION AGREEMENT REVIEW (15 MARCH)**
- 3) **DATA PROTECTION RULES FOLLOWED, CONTRACTS CONCLUDED (ONGOING)**
 - a. Between universities
 - b. Between hospitals
 - c. Between Eurostat - Foundation
 - d. Developing privacy policies for research
 - e. Developing legislation for research
 - f. SZTE-PTE-SU ECDMS contract conclusion

V.

STATISTICAL AND EDUCATIONAL DEVELOPMENT TASKS

STATISTICS GROUP

- 1) **OPTIMIZATION OF OPERATION (ONGOING)**
 - a. Professional tasks
 - Developing monthly contact with SMS and students
 - Finalisation of the structure/agenda of the Statistical Group
 - Establishing a transparent project monitoring system
 - Recording of statistical online training
 - SMS, SMA, SME advanced statistical training
 - Recruitment for 2022/2023
 - b. Team tasks
 - Team building
 - Introducing social programmes (online coffee, etc.)



- Student contracts (legal group)
- Developing the transparency like in the SMS system

- Organising education for senior citizens
- Everyone should have a teaching task (learning by doing, retaining by teaching)
- Use of international educational materials
- Inviting international teachers

- Developing new methodologies
- Publication of new methodologies
- Supplying policymakers

- DISC management
- Communication, the delegation of tasks

e. Developing a career path model for statisticians

a. Junior: 3 : 2 : 0

c. Expert: 1 : 1 : 3

e. Create a public

a. MetaBoostR 2.0 - complex model analysis, reporting

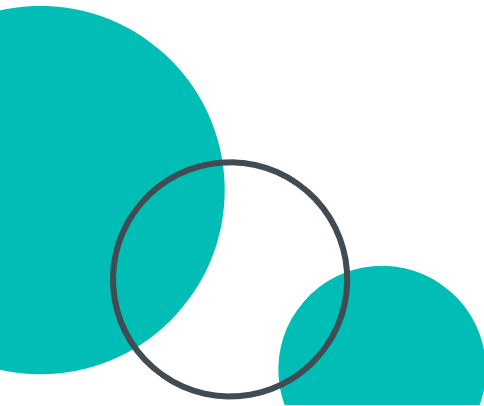
c. Design of Clinical trials tasks (sample size estimation/randomisation online apps)

e. Creating an analysis library

a. Setting up a single code of conduct

- Financial regulation
- Professional regulation

- WEB presence
- PDF publication



EDUCATION DEVELOPMENT

1) DEVELOPING ONLINE TRAINING MODULES (1 SEPTEMBER)

a. Running the online education development group (ONGOING)

- Involving outside partners
- Preparing revision of internal materials
- Designing Moodle development
- Moodle email system (less email) desensitization
- Establishing transparency for the SME-SMS system
- Creating a feedback system

b. Online automation group (ONGOING)

- FAQs should assess which processes occur regularly and can be transferred to the "computer"
- These processes should be automated

2) MOODLE/CLOUD/TEACHING METHODOLOGY TEACHING DESIGN FOR THE START OF THE NEXT SEMESTER (30 AUGUST 2023)

a. For SMS, SMA SME

b. For SML, SMP

c. For statisticians

3) LAUNCH OF AI GROUP COORDINATING THIS WITH SZILÁRD VÁNCSA (1 MAY 2023)

a. AI for research

b. AI for the office

c. AI for project monitoring

VI.

COMMUNICATION AND COORDINATION TASKS

HR GROUP (DÓRA CZAPÁRI)

1) OPTIMIZATION OF INTEGRATION (GÁBOR VARGA) (ONGOING)

a. Visit to the Chancellery departments

b. Visit to the secretariats of doctoral schools

c. Integration of social programmes into the university programme (theatre, sport)

2) OPTIMIZING HR TASKS (DÓRA CZAPÁRI) (1 MAY)

a. HR optimization, including

- Developing own SOP
- Continuous advertising (OQP policy)
- Involvement of volunteers
- Student involvement
- Search for exploitable SU central facilitators
- Advertising traineeships at universities



3) HR QP RETENTION PROGRAMME, IN THE FRAMEWORK OF WHICH (DÓRA CZAPÁRI)

a. Setting up the TMK loyalty programme (30 DECEMBER)

- Overview of the previous programme
- Developing a new programme
- SZÉP kártya

b. Developing TÉR (1 NOVEMBER)

- Overview of the previous programme
- Developing a new programme

c. Developing a career path (from Secretariat to Director) (1 NOVEMBER)

- Overview of the previous programme
- Developing a new programme

4) DEVELOPMENT AND IMPLEMENTATION OF EXIT INTERVIEW PROGRAM METHODOLOGY (DÓRA CZAPÁRI) (30 DECEMBER)

a. Build at all levels

- SMP, SMS, SMA, SME
- Statistics
- Office

5) COMMUNICATION BETWEEN PERSONS, CENTRES INCREASING TRANSPARENCY, SIMPLIFICATION (DÓRA CZAPÁRI)

a. PTE-SZTE-TMA - Nobel communication (ONGOING)

- Clarification of tasks

6) DEVELOPMENT AND IMPLEMENTATION OF A RETENTION PROGRAMME (DÓRA CZAPÁRI) (30 DECEMBER)

a. Everyone needs motivation (intrinsic – extrinsic) have a questionnaire?

b. Block demotivation (awerness program)

- Lack of feedback
- Conflicts
- Lack of appreciation
- Slow-fast promotion
- c.** Overloaded - a critical point
- d.** HR follow up of employes
- e.** Performance evaluation system
- f.** Employee development
- g.** Reintegration packages
- h.** Loyalty program
- i.** New employee package
- j.** Face to Face conversations



PR AND MARKETING GROUP (DÓRA CZAPÁRI)

1) COMPLIANCE OF WEB-IT AVAILABILITY (TMA, SU) (1 MAY)

- a. Vision-mission-goals
 - Page simplification
 - Ensure rapid availability
- b. Educational material
 - Ensuring availability from the TMA and SU
 - WEBINAR series launch (PÉTER HEGYI, TM)
- c. Conference video and images
 - Ensuring availability from the TMA and SU
- d. Feedback management
 - In line with other groups

2) DEVELOPMENT OF A MARKETING CAMPAIGN FOR (1) RECRUITMENT, (2) BRAND BUILDING, (3) INFORMATION WITHIN THE TMK AND TO COLLABORATING ORGANISATIONS

(1 SEPTEMBER, ONGOING OUTSIDE THE TMK)

- a. Continuous updates on social media (Facebook, Instagram, Youtube, Twitter, LinkedIn, TikTok)
- b. TM Image update - Single figure group
- c. Published article awareness – Send out with picture
- d. Developing rules for sending out newsletters
- e. Campaign implementation

3) USING UNLIMITED ZOOM SYSTEM (ATTILA MÁRTA) (CONTINUOUS)

4) NOBEL FOUNDATION INTERGRATION (ONGOING, 2023 DECEMBER)

- a. Availability of funding is essential
- b. Seminars
- c. Publications

EVENTS GROUP (DÓRA CZAPÁRI)

1) IMPROVING THE MANAGEMENT OF RESOURCES (1 MAY)

- a. Development of SOP-s
 - Based on previous content
- b. Increasing the organization of communication with guests/participants
 - Domestic
 - Foreign
- c. Improving the handling of conference video and images
 - Production of materials
 - Strengthening communication with other groups

ORGANOGRAM

DIRECTOR

STATISTICAL AND EDUCATIONAL
DEVELOPMENT DEPUTY DIRECTOR

EDUCATION DEVELOPMENT

STATISTICS

GENERAL AND RESPONSIBLE FOR
GRADUATION DEPUTY DIRECTOR

ECONOMIC

APPLICATION, UNIVERSITY

INTEGRATION, DOCTORAL SCHOOL

SE RH, MOVING

YEAR III.

COMMUNICATION AND OPERATIONAL
DEPUTY DIRECTOR

SECRETARIAT

EVENT

HR

MARKETING, WEB

LEGAL

ECOMS SYSTEM

TRAINING AND EDUCATIONAL DEPUTY
DIRECTOR

MENTORS CLUB

AI GROUP

YEAR II.

ACADEMIA EUROPAEA

YEAR I.

META

CLINICAL TRIAL REGISTRIES

INTERNATIONAL

SOCIAL CLUBS

TDK (SML)

HES

SME

SME OR SMA

SMS



SEMMELWEIS
UNIVERSITY 1769



STRATEGIC P L A N

2023 / 24

SEMMELWEIS UNIVERSITY
CENTRE FOR TRANSLATIONAL MEDICINE

