

GAP Analysis (Charter and Code Checklist)

Case number: 2018CZ339020

Name Organisation under review: Faculty of Mechanical Engineering of the University of West Bohemia

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GAP Analysis overview

The Charter and Code provides the basis for the Gap analysis. In order to aid cohesion, the 40 articles have been renumbered under the following headings. Please provide the outcome of your organisation's GAP analysis below. If your organisation currently does not fully meet the criteria, please list whether national or organisational legislation may be limiting the Charter's implementation, initiatives that have already been taken to improve the situation or new proposals that could remedy the current situation. In order to help the organisation's recruitment strategy, a specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment.

European Charter for Researchers and Code of Conduct for the Recruitment of Researchers : GAP analysis overview

- **Status** : to what extent does this organisation meet the following principles?
- **Implementation (++, +/-, -/+, --)** :
 - ☐ ++ fully implemented
 - ☐ +/- almost but not fully implemented
 - ☐ -/+ partially implemented
 - ☐ -- insufficiently implemented

- **GAP** : In case of --, -/+, or +/-, please **indicate the actual “gap”** between the principle and the current practice in your organisation.
- **Implementation impediments** : If relevant, please list any national/regional legislation or organisational regulation currently impeding implementation.
- **Initiatives undertaken/new proposals** : If relevant, please list any initiatives that have already been taken to improve the situation and/or new proposals that could remedy the current situation.

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
Ethical and Professional Aspects			
1. Research freedom	++ fully implemented		In agreement with the EU Charter and Code.

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
2. Ethical principles	+/- almost but not fully i...	<p>UWB GAP: ● However, the Code of Conduct of UWB does not directly apply to researchers and is not binding for them. Furthermore, UWB has not implemented support mechanisms for identification and subsequent solution of potential breaches of the ethical principles stipulated by the Ethical Code. A rather high percentage of employees indicated in the survey across all parts of the University stated that they didn't know who to contact with suspected breaches of the ethical principles.</p> <p>FME GAP: ● Insufficient awareness of FME employees – create (detail) the principles of intra-faculty communication which will be one of the principal management tools at FME; high degree of awareness of the employees is a condition to competitiveness of FME as it provides functionality of the system, offers efficient operation, increases employee motivation, provides feedback to all individuals, and is a prerequisite for development and innovation (7.41 % of FME employees stated in the survey they did not know who they should address with suspicions of breaches of</p>	<p>Proposals for improvement at UWB: ● Finalise the amendment of the Code of Conduct of UWB which, in conformance to the Charter and Code, would fully regard the specifics of R&D activities and set forth the principal rules to be observed by research and development staff in the domains of basic science activities, authoring and publishing, in cooperation with the industry and trade, and other interest groups. ● It is necessary to add and specify how to identify unethical behaviour. ● Provide that functional “infrastructure” is in place and is functional for reporting and addressing suspected unethical behaviours, including e.g. independent assessment of suspected breaches of ethical principles and provision of confidential, informal assistance (the position of an Ombudsman). ● Provide the possibility to consult selected ethical aspects of research and approve its accordance with the ethical principles prior to commencement of research. ● Once the steps mentioned above have been adopted, train employees in the procedure of responding to suspected unethical behaviour.</p> <p>Proposals for improvement at FME: ● Regularly engage in familiarisation of the employees with the principles of the Code of Conduct of UWB, the European Charter for Researchers, and the Code of Conduct for Recruitment of Researchers, in the form of training sessions, posting the website, internal mail distributor, and regular FME meetings. Internal regulations of UWB: ● Code of Conduct of UWB Related legislation: ● Ethical Framework of Research, approved</p>

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
		the ethical principles (e.g. if they witnessed unethical behaviour); 14.07 % of FME employees responded RATHER DO NOT KNOW; 19.26 % of the respondents had experienced a form of discrimination at FME). • There is no system in place for obtaining feedback in the domain of protecting the interests of the employees and of the employer (whistleblowing).	by Decree 1005 of the Government of the Czech Republic

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3. Professional responsibility	+/- almost but not fully i...	<p>UWB GAP: • Job descriptions are not systematically anchored in legislations; it is necessary to improve the employees' awareness in certain aspects related to research. FME GAP: • Insufficient awareness of FME employees – less than 20% of FME employees responded they knew the regulations and norms related to the ethical code, employment legislation, project administration, protection of intellectual property, and copyright.</p>	<p>Proposals for improvement at UWB: • It is necessary to better utilise the strengths of the employees and consider them during the setting of tasks. It is necessary to allow better profiling of employees so they can identify with the goals of the constituent, part, and University. It is necessary to prepare a comprehensive, University-wide system for empowerment and engagement of employees to allow for decentralisation of powers and responsibilities. It is also important to continuously work on the improvement of managerial skills of supervising employees. • Review job descriptions so they better define the responsibilities and powers relevant to the position. • Add to the offer of training courses the topics of professional responsibility for researchers, ethics of R&D, whistleblowing, and protection of intellectual property. Proposals for improvement at FME: • FME employees should be better informed about the opportunities offered by the Section of the Vice-Rector for Transfer of Knowledge and Technology and by the Projects Centre of UWB, e.g. training of scientists, researchers and students in intellectual property, business, and project management. • The processes of contract research and technology transfer need to become more efficient on the FME level. FME needs to regularly organise training, seminars, and workshops, meeting with the industry and investors, presentation of research results in conferences and trade fairs, and give presentation of the results of technology and knowledge transfer. Internal regulations of UWB: • Code of</p>

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
			<p>Conduct of UWB • Rector's Directive 11R/2014 - Protection of Intellectual Property and Transfer of Knowledge • Long-Term Plan of UWB for the period 2016–2020 • Rector's Decision 14R/2013 – Additional Activities and Contract Research • Rector's Decision 10R/2014 Remuneration of Authors and Distribution of Profits Resulting from the Transfer of Knowledge • IS OBD (information system in conformance to Rector's Directive 21R/2011 Record-Keeping of Publishing and other Professional Activities) Related legislation: • Act 527/1990 Coll., on inventions, industrial designs, and improvement • Act 121/2000 Coll., on copyright, rights related to copyright, and on the amendment to certain laws • Act 207/2000 Coll., on protection of industrial designs and on the amendment to Act 527/1990 Coll. • Act 340/2015 Coll. on the register of contracts • Ethical Code for Officers and Public Administration Employees (Ministry of the Interior of the Czech Republic 2012) • Ethical Framework of Research</p>

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4. Professional attitude	+/- almost but not fully i...	UWB GAP: • The focus group indicates that the activities of the Technology Transfer Department should be further developed and organised. FME GAP: • Insufficient awareness of FME employees – less than 20% of FME employees responded they knew the regulations and norms related to the ethical code, employment legislation, project administration, protection of intellectual property, and copyright.	Proposals for improvement at UWB: • Achieve higher quality of operations of the Technology Transfer Department on the level of UWB. Employees must be better informed on the possibilities of IP protection and available support from the Technology Transfer Department. • It is suitable to review the possibilities of training, especially in early-stage researchers. Proposals for improvement at FME: FME employees should be better informed about the possibilities offered by: • Project Centre, which provides project administration, offers support to project investigators, obtains information on the possibilities of securing projects. • Technology Transfer Department, e.g. training of scientists, researchers and students in intellectual property, business and project management. Internal regulations of UWB: • Long-Term Plan of UWB • Plan for Realisation of Long-Term Plan of UWB • Rules for the System of Quality Assurance and Internal Evaluation of the Quality of Educational, Creative and Related Activities of the University of West Bohemia dated 13 July 2017 • Organizational Structure of the University of West Bohemia • Rector's Directive 04R/2006 – Principals of budget operations, budget administrators and chief accountants • Rector's Directive 11R/2014 - Protection of Intellectual Property and Transfer of Knowledge • Rector's Decision 14R/2013 – Additional Activities and Contract Research • Rector's Decision 39R/2017 – Non-economic and Economic Activities • Rector's Directive 21R/2013 - Project Management

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
			Related legislation: • Act 527/1990 Coll., on inventions, industrial designs and improvement • Act 121/2000 Coll., on copyright, rights related to copyright, and on the amendment to certain laws • Act 207/2000 Coll., on protection of industrial designs and on the amendment to Act 527/1990 Coll. • Act 340/2015 Coll., Higher Education Act

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5. Contractual and legal obligations	+/- almost but not fully i...	<p>UWB GAP: • Legislation is not fully available in the English language. FME GAP: • Insufficient awareness of FME employees – less than 20% of FME employees responded they knew the regulations and norms related to the ethical code, employment legislation, project administration, protection of intellectual property, and copyright. Aware – Ethical Code, nearly 70% Aware – Employment legislation, over 60% Aware – Project administration, less than 60% Aware – Intellectual property protection, over 60% • Insufficient availability of regulations and standards related to the administration of UWB projects – less than 20% of FME employees stated that the regulations and standards on the administration of UWB projects are easily available.</p>	<p>Proposals for improvement at UWB: • Review Rector's Decision "Project Administration", possibly all related documents, in terms of practicality and applicability in the administration of projects. • Systematic translation of UWB documents and forms into the English language. Some of the employment documents (e.g. a template of the employment contract) is available in Czech only; this is a complication in the recruitment of employees from abroad. • Compile a list of training sessions for new employees, including intellectual property rights, which they should take within a given time. Proposals for improvement at FME: • Systematic translation of FME documents and forms into the English language. • Compile a list of training sessions for new FME employees to include training about the Ethical Code, employment legislation, project administration, protection of intellectual property and copyright. Internal regulations of UWB: • Rector's Directive 4R/2010 – Meals Taken by Employees • Rector's Decision 18R/2011 - Professional Development of Pedagogical Staff of UWB • Rector's Directive 19R/2011 – System of Risk Management • Rector's Decision 22R/2011 – Occupational Health and Safety • Rector's Directive 10R/2018, Holiday Taking in 2018 • Statute of UWB Related legislation: • Act 262/2006 Coll., Work Code • Act 527/1990 Coll., on inventions, industrial designs and improvement • Act 121/2000 Coll., on copyright, rights related to copyright, and on the amendment to certain laws • Act 207/2000 Coll., on</p>

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			protection of industrial designs and on the amendment to Act 527/1990 Coll. • Act 340/2015 Coll., register of contracts • EU Regulation 2016/679 (GDPR - General Data Protection Regulation)
6. Accountability	+/- almost but not fully i...	FME GAP: • Irregularity of training in the topics of the Ethical Code, employment legislation, project administration, project and finance management, protection of intellectual property and copyright.	Proposals for improvement at FME: Training: • for members of research teams – fundamentals of project and finance management; • for executive employees – project and finance management; Internal regulations of UWB: • Code of Conduct of UWB • Rules for the System of Quality Assurance and Internal Evaluation of the Quality of Educational, Creative and Related Activities of the University of West Bohemia dated 13 July 2017 • Contracts on cooperation with the industry, initiated by FME • Rector's Directive 19R/2011 – System of Risk Management • Rector's Decision 39R/2017 – Non-economic and Economic Activities • Rector's Directive 21R/2011 Record-Keeping of Publishing and other Professional Activities • Rector's Directive 22R/2017 The Process of Public Procurement • Job specifications at UWB (part of the amended Career Regulations) Related legislation: • Act 111/1998 Coll., Higher Education Act, and ensuing Act 137/2016 Coll. • Act 262/2006 Coll., Work Code • Act 527/1990 Coll., on inventions, industrial designs and improvement • Act 121/2000 Coll., on copyright, rights related to copyright, and on the amendment to certain laws • Act 207/2000 Coll., on protection of industrial designs and on the amendment to Act 527/1990 Coll. • Act 340/2015 Coll., Contract Register

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
7. Good practice in research	+/- almost but not fully i...	FME GAP: • Irregularity of employee training related to e.g. the requirements of national legislation on the protection of information, protection of classified information and good practice in research.	Proposals for improvement at FME: • Regular introduction (training) of employees related to the requirements of national legislation on the protection of information, protection of classified information and good practice in research. Internal regulations of UWB: • Rules for the System of Quality Assurance and Internal Evaluation of the Quality of Educational, Creative and Related Activities of the University of West Bohemia dated 13 July 2017 • Rector's Provision 10R/2014 – Compensation of Authors and Originators, Distribution of Profits from Transfer of Knowledge • Rector's Directive 11R/2014 - Protection of Intellectual Property and Transfer of Knowledge • Rector's Decision 14R/2013 – Additional Activities and Contract Research • Rector's Directive 19R/2011 – System of Risk Management • Rector's Decision 22R/2011 – Occupational Health and Safety • Collective Agreement of UWB Related legislation: • Work Code, Act 262/2006 Coll. • EU Directive 2016/679 (General Data Protection Regulation) • Decree of the Ministry of Health 89/2001 Coll. on specification of conditions for categorisation of work, limit values of indicator at biological exposure tests, and requirements on reporting of work with asbestos and biological agents

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
8. Dissemination, exploitation of results	+/- almost but not fully i...	UWB GAP: • UWB monitors and analyses long-term trends of job opportunities of graduates based on sociology and demography surveys; however, there is no system in place for starting and supporting business incubators for graduates, spin-off and start-up companies. FME GAP: • Inadequate awareness of FME employees, irregularity of training, lack of systematic organisation of internal conferences and workshops; this is also seen in the report where the question “Do you believe that FME sufficiently engages in dissemination of science outcomes in practice, either social or commercial?” received YES by only 14.04% of FEM employees. This is supported by the question “Do you think that the results of your research are adequately presented to the public?” receiving YES by only 8.89% of FME employees.	Proposals for improvement at UWB: • Prepare rules for pro start-up, spin-off companies. • Prepare software to support research assessment (centralisation of information from currently available sources). Proposals for improvement at FME: • FME employees should be better informed about the possibilities offered by the project centre which provides project administration, support to project investigators, and obtains information about project possibilities – training, seminars. • FME employees should be better informed about the opportunities offered by the Technology Transfer Department, e.g. training for scientists, researchers and students in intellectual property, business, project management – training, seminars. • The processes of contract research and technology transfer need to become more efficient on the FME level. FME needs to regularly organise training, seminars, and workshops, meeting with the industry and investors, presentation of research results in conferences and trade fairs, presentation of the results of technology and knowledge transfer. Internal regulations of UWB: • Rules for the System of Quality Assurance and Internal Evaluation of the Quality of Educational, Creative and Related Activities of the University of West Bohemia dated 13 July 2017 • Contracts on cooperation with the industry, initiated by FME • Rector’s Decision 3R/2015 – Grant System • Rector’s Directive 11R/2014 - Protection of Intellectual Property and Transfer of Knowledge • Rector’s Decision 14R/2013 – Additional Activities and

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			Contract Research • Rector's Directive 21R/2011 Record-Keeping of Publishing and other Professional Activities • IS OBD (information system in conformance to Rector's Directive 21R/2011 Record-Keeping of Publishing and other Professional Activities) • IS INIS (information system: business trips, conferences, lectures) Related legislation: • Methodology for assessment of research organisations and assessment of dedicated support to research, development, and innovation – adopted by Decision 107 of the government of the Czech Republic on 8 February 2017 • Act 130/2002 Coll., support to research and development
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9. Public engagement	++ fully implemented		In agreement with the EU Charter and Code.

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
10. Non discrimination	-/+ partially implemented	<p>UWB GAP: • A rather high percentage of employees stated in the survey across all parts of the University stated they didn't know who to contact with suspected breaches of the ethical principles. FME GAP: • Insufficient awareness of FME employees and lack of systematic approach to training – only 21.59% of FME employees stated in the survey they believed that ethical norms of research and corresponding ethical codes deliver benefit for work; 14.07 % of FME employees stated they did not know who to address with suspicions of breaches of ethical principles; 22.22 % of FME employees stated in the survey that there was a problem related to research ethics and publishing results; 19.26% of FME employees expressed in the survey that they had experienced discrimination at the workplace.</p>	<p>Proposals for improvement at UWB: • Provide independent assessment of suspected discrimination of researchers and provision of confidential, informal assistance (the position of an Ombudsman). Proposals for improvement at FME: 1) Amend HR policies of FME: • Establish equal opportunities between current newly hired employees. • Prepare a Code of Conduct for Recruitment of Academic Staff at FME (Selection procedure regulations for UWB academic staff recruitment). • Review job descriptions so they better define the responsibilities and powers relevant to the position. 2) Add to the offer of training courses the topics of professional responsibility for researchers, ethics of R&D, whistleblowing, and protection of intellectual property. 3) System of GDPR training (tools will be gradually implemented at FME so that they become effective by May 2018 in conformance to the EU Directive). 4) Systematic translation of FME documents and forms into the English language. Internal regulations of UWB: • Code of Conduct of UWB • Statute of UWB • Organizational Structure of UWB • Collective Agreement of UWB Related legislation: • Work Code, Act 262/2006 Coll. (Part IV, Article 16) • Ethical Code of Research</p>

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
11. Evaluation/appraisal systems	-/+ partially implemented	<p>UWB GAP: • UWB so far has not implemented a unifying assessment system that would be sufficiently specific to unify assessment across the Faculties and, at the same time, sufficiently flexible to allow the Faculties to employ flexible application under their specific requirements. • A large percentage (20 to 30%) of employees across the Faculties said in the survey that the assessment system was not quite beneficial. • Assessment outcomes are not always discussed with the assessed employee. FME GAP: • 25.93% of FME employees indicated in the survey that the performance assessment system was not fully beneficial and sufficiently transparent. • The outcomes of assessment of FME employees are not always discussed with the employee. • The focus group at FME showed that one of the principal problems are the relationships inside the departments and units of FME where open animosity exists among the members, which renders any collaboration and dialogue impossible. In general, the problem lies in the communication culture which</p>	<p>Proposals for improvement at UWB: • Prepare software to support research assessment (centralisation of information from currently available sources). • Inform more with more intensity about major results of employees of the University; their financial compensation should be more often accompanied with another form of appreciation. • UWB is preparing an amended version of the Career Regulations and of the Directive on assessment and compensation for employees. However, its implementation must not extend the administrative load. Employee assessment must be directly related to the country-wide system of R&D assessment by RVVI (Council for research, development and innovation; an expert body, advisor to the government of the Czech Republic), see Methodology 2017+ for assessment of research institutions. Proposals for improvement at FME: • Regular training of executive FME employees on motivation of their subordinates. • Regular training of executive employees in the conduction of job interviews, improvement of manager skills. • Prepare a Code of Conduct for Recruitment of Academic Staff at FME (Selection procedure regulations for UWB academic staff recruitment). Internal regulations of UWB: • Internal Payroll Regulations of UWB • Rector's Directive 03R/2015 - The Grant System of the University of West Bohemia • Rector's Decision 10R/2014 - Remuneration of Authors and Distribution of Profits Resulting from the Transfer of Knowledge • Rector's Decision 18R/2011 -</p>

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
		needs to be improved at FME and its departments.	Professional Development of Pedagogical Staff of UWB <ul style="list-style-type: none"> • Collective Agreement (Article 6 – Care for Employees) • Bursar's Instruction – Compensation for Authors of Work for Print Copies • Rector's Directive 36R/2012 - Rector's Awards of Commemorative Medals and Certificates of Merit Related legislation: <ul style="list-style-type: none"> • Work Code, Act 262/2006 Coll. • Methodology for assessment of research organisations and assessment of dedicated support to research, development, and innovation – adopted by Decision 107 of the government of the Czech Republic on 8 February 2017.

Recruitment and Selection - please be aware that the items listed here correspond with the Charter and Code. In addition, your organisation also needs to complete the checklist on Open, Transparent and Merit-based Recruitment included in a separate section, which focuses on the operationalization of these principles.

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
12. Recruitment	-/+ partially implemented	<p>UWB GAP: • UWB does not operate a Code of Conduct for Recruitment of Researchers which would define how new researchers should be recruited and which principles the procedure should follow. • No central support to recruitment of foreign researchers exists. • Those employees who have, for any reasons, taken a break in their research, do not experience any official obstacles upon their return; however, no targeted support exists. FME GAP: • FME does not operate a Code of Conduct for Recruitment of Researchers which would define how new researchers should be recruited and which principles the procedure should follow. • FME does not perform hiring activities in abroad which would allow contacting new prospective candidates.</p>	<p>Proposals for improvement at UWB: • Regular training of executive employees in the conduction of job interviews, improvement of manager skills. • Implementation of the Code of Conduct for Recruitment of Researchers at UWB (amendment to the Code of Conduct for Recruitment at UWB, expansion of its applicability to researchers, inclusion of new relevant hiring and recruitment norms). • Require communication in English when recruiting foreign employees, provide availability of relevant UWB documentation in English. • Promote the role of the personnel division in the area of finding human resources and personnel marketing – new position of the UWB HR Manager. Proposals for improvement at FME: • Regular training of executive employees of FME in the conduction of job interviews, improvement of manager skills. • Prepare a Code of Conduct for Recruitment of Researchers and Foreign Researchers at FME. • Expand recruitment activities to abroad, i.e. via the Euraxess portal. Internal regulations of UWB: • Internal regulation of UWB – Selection procedure regulations for UWB academic staff recruitment • Code of Conduct of UWB • Career Regulations of FME • Career Regulations of RTI</p>

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
13. Recruitment (Code)	-/+ partially implemented	<p>UWB GAP: • Researcher vacancies are not published at the Euraxess European portal (for example, on 1 March 2018, each of the four parts had at the UWB website at least one researcher vacancy posted while UWB had no vacancies posted at the Euraxess website). • Notifications of selection procedures on the UWB website are very brief and only in Czech. If they contain information on career plans at all, they say the following: “Any teaching, research, and career opportunities relevant to the position”, while the position is described only as “Academic Staff”. • A new Career Regulations document is being prepared on the UWB level; it will also contain model job descriptions with the basic requirements for various positions. However, these Career Regulations have not been put into practice. FME GAP: • Recruitment does not have any internal procedure specified at FME, e.g. job vacancies are not posted at Euraxess, notifications of selection procedures are posted on the UWB website in Czech</p>	<p>Proposals for improvement at UWB: • Prepare an obligatory template for notifications on recruitment (e.g. use templates from specialised portals) . • Provide availability of internal UWB regulations and norms on recruitment and employee benefits in English. • Require communication in English when recruiting foreign employees. • Specify the procedure so that the vacancy is posted at the Euraxess portal, possibly in other specialised portals, and include measurement of the share of vacancies listed at Euraxess. • Regular training of executive employees in the conduction of job interviews, improvement of manager skills. • Prepare Code for recruitment of researchers (possibly Code of Conduct for Recruitment of Researchers and Foreign Researchers). • Promote the role of the personnel division in the area of finding human resources and personnel marketing – new position of the UWB HR Manager. • Implement metrics as proposed in the OTM-R Checklist (Trend of the rate of prospective employees from UWB, from abroad, from insufficiently present groups – usually women). Proposals for improvement at FME: • Regular training of executive employees of FEM in the conduction of job interviews, improvement of manager skills. • Prepare a Code of Conduct for Recruitment of Researchers and Foreign Researchers at FME. • Members of FME Selection Committees properly trained by experts. • Establish communication in English, including implementation to existing internal regulations and internal norms of UWB.</p>

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		only (it is possible to exploit the potential of good practice used at RTI).	Internal regulations of UWB: • Internal regulation of UWB – Selection procedure regulations for UWB academic staff recruitment • Code of Conduct of UWB • Career Regulations of FME
14. Selection (Code)	-/+ partially implemented	UWB GAP: • Members of the Selection Committees are not trained in job interviews. • Low engagement of experts outside UWB in its Selection Committees. • “Code of Conduct for Recruitment” does not specify any rules for composition of the committee apart from the minimum number of three members. The balance of the committees is not stipulated, required or subsequently monitored (see the OTM-R checklist). • Selection Committees do not have fully comprehensive, written rules for assessment of merit so that the best candidate could be selected (see the OTM-R checklist). • UWB has not implemented any suitable system to address (OTM-R checklist).	Proposals for improvement at UWB: • Amend the Code of Conduct for Recruitment with comprehensive, written rules for assessment of merit so that the best candidate could be selected (see the OTM-R checklist). • Regular training of executive employees in the conduction of job interviews, application of given rules for Merit-Based Selection. • Selection Committees should include external experts in the field. Members of Selection Committees should be demonstrably familiarised with the Principles of the Code for Recruitment. • Require communication in English when recruiting foreign employees. • Implement monitoring of the composition of the Selection Committees (see the OTM-R Checklist). Proposals for improvement at FME: • Amend the FME internal directive with proposals for improvement at UWB. Internal regulations of UWB: • Internal regulation of UWB – Selection procedure regulations for UWB academic staff recruitment • Internal Payroll Regulations of UWB • Code of Conduct of UWB • Career Regulations of FME • Career Regulations of RTI

Status	Implementation (++ , +/- , -/+, --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
15. Transparency (Code)	-/+ partially implemented	<p>UWB GAP: • Code of Conduct for Recruitment at UWB does not explicitly specify procedures to be taken with the applicants during and after recruitment, e.g. familiarise the applicant with the strengths and weaknesses of their candidacy. • Candidates, especially those who did not succeed at the recruitment, are not familiarised with the strengths and weaknesses of their candidacy. • Notifications of selection procedures on the UWB website are very brief. FME GAP: • The selection procedures realised at FME do have opportunities for improvement in terms of transparency, especially to the extent of information provided to the candidates before and after the selection procedure, e.g. the candidates are not informed about the strengths and weaknesses of their candidacy after the procedure has concluded.</p>	<p>Proposals for improvement at UWB: • Develop a Code of Conduct for Recruitment of researchers or amendment of the current “Selection procedure regulations for UWB academic staff recruitment” so it also applies to researchers and includes the obligation to inform the applicants with the strengths and weaknesses of their candidacy. • Require communication in English when recruiting foreign employees. • Promote the role of the personnel division in the area of finding human resources and personnel marketing – new position of the UWB HR Manager. Proposals for improvement at FME: • Regular training of executive employees of FEM in the conduction of job interviews, improvement of manager skills. • Prepare a Code of Conduct for Recruitment of Researchers and Foreign Researchers at FME. • Members of FME Selection Committees properly trained by experts. • No feedback is provided to the participants in the selection procedure about the strengths and weaknesses of their candidacy. • Expand recruitment activities to abroad, i.e. via the Euraxess portal. Internal regulations of UWB: • Internal regulation of UWB – Selection procedure regulations for UWB academic staff recruitment • Internal Payroll Regulations of UWB • Code of Conduct of UWB • Career Regulations of FME • Career Regulations of RTI</p>

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
16. Judging merit (Code)	-/+ partially implemented	UWB GAP: • The Selection Procedure Regulations for UWB Academic Staff Recruitment do not explicitly list the assessment criteria used in the selection of researchers, e.g. quality and quantity assessment of the candidates' merit, nor does it indicate the obligation of the Facultys to establish such criteria where the specifics of the Faculty need to be taken into account.	Proposals for improvement at UWB: • Amendment to the Code of Conduct for Recruitment at UWB, e.g. setting the assessment criteria for recruitment of researchers. • Regular training of executive employees in the conduction of job interviews, application of assessment criteria for selection. Proposals for improvement at FME: • Amend the FME internal directive with proposals for improvement at UWB. Internal regulations of UWB: • Internal regulation of UWB – Selection procedure regulations for UWB academic staff recruitment • Internal Payroll Regulations of UWB • Code of Conduct of UWB
17. Variations in the chronological order of CVs (Code)	-/+ partially implemented	UWB GAP: • Selection Procedure Regulations for UWB Academic Staff Recruitment do not explicitly specify the manner of assessing candidates based on their professional career, e.g. career break or changes in the chronological order of the CVs. Assessment of the chronological order of the CVs is at the discretion of the members of the selection committees.	Proposals for improvement at UWB: • Amend the Selection Procedure Regulations for UWB Academic Staff Recruitment, e.g. include the requirement for comprehensive assessment of candidates in consideration of the development of their professional careers. • Regular training of executive employees in the conduction of job interviews, application of assessment criteria for selection. Proposals for improvement at FME: • Amend the FME internal directive with proposals for improvement at UWB. Internal regulations of UWB: • Internal regulation of UWB – Selection procedure regulations for UWB academic staff recruitment • Internal Payroll Regulations of UWB • Code of Conduct of UWB

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
18. Recognition of mobility experience (Code)	-/+ partially implemented	UWB GAP: • The Selection Procedure Regulations for UWB Academic Staff Recruitment do not explicitly specify assessment of candidates in consideration of their mobility experience (e.g. international stays, changes of the field or industry during the researcher's career). Assessment of the mobility experience is at the discretion of the members of the selection committees.	Proposals for improvement at UWB: • Amend the Selection Procedure Regulations for UWB Academic Staff Recruitment, e.g. include the requirement for comprehensive assessment of candidates in consideration of their mobility experience. • Regular training of executive employees in the conduction of job interviews, application of criteria for selection, including mobility experience. Proposals for improvement at FME: • Amend the FME internal directive with proposals for improvement at UWB. Internal regulations of UWB: • Internal regulation of UWB – Selection procedure regulations for UWB academic staff recruitment • Internal Payroll Regulations of UWB • Code of Conduct of UWB

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
19. Recognition of qualifications (Code)	+/- almost but not fully i...	UWB GAP: • The Selection Procedure Regulations for UWB Academic Staff Recruitment do not explicitly specify the assessment and evaluation of academic and expert qualifications, especially in terms of international and occupational mobility. • Recognition of higher education from abroad is modified by Rector's Provision 15R/2009; however, UWB does not operate a shared special constituent part to provide support to the Faculties in the recognition of all qualifications from abroad.	Proposals for improvement at UWB: • Amend the Selection Procedure Regulations for Academic Staff Recruitment e.g. include the requirement to assess and evaluate academic and expert qualifications, especially in terms of international and occupational mobility. • Promote an active role of the Personnel Division of UWB in recognition of qualification (in conformance to Czech legislation and the ENIC-NARIC international qualification recognition system). Proposals for improvement at FME: • Amend the FME internal directive with proposals for improvement at UWB. Internal regulations of UWB: • Selection procedure regulations for UWB academic staff recruitment • Internal Payroll Regulations of UWB • Rector's Provision 15R/2009 — Procedure for Recognition of Foreign Higher Education and Qualification Related legislation: • Act 111/98 Coll., Higher Education Act • Act 500/2004 Coll., Administrative Procedure Act (administrative procedure) • International agreements binding for the Czech Republic which stipulate mutual recognition of education certificates

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
20. Seniority (Code)	+/- almost but not fully i...	UWB GAP: The Selection Procedure Regulations for UWB Academic Staff Recruitment do not explicitly list the assessment criteria used in the selection of researchers, e.g. procedures for assessment of “seniority”. Specific requirements are typically laid out after recruitment for a specific position has been organised.	Proposals for improvement at UWB: • Amend the Selection Procedure Regulations for UWB Academic Staff Recruitment, include the requirement to assess and evaluate seniority • Regular training of executive employees in the conduction of job interviews, including examples of seniority assessment. Proposals for improvement at FME: • Amend the FME internal directive with proposals for improvement at UWB . Internal regulations of UWB: • Internal regulation of UWB – Selection procedure regulations for UWB academic staff recruitment

Status	Implementation (++ , +/- , -/+, --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
21. Postdoctoral appointments (Code)	-/+ partially implemented	UWB GAP: ● The Selection Procedure Regulations for UWB Academic Staff Recruitment or other internal regulations do not explicitly stipulate the appointment of post-doctoral researchers. No other regulations are in place at UWB for the recruitment and appointment of post-doctoral researchers. ● UWB does not possess a clear definition of what positions are regarded post-doctoral researcher positions. FME GAP: ● FME does not have a unified definition of the rules and directions for the recruitment and appointment of post-doctoral researchers, including the maximum period and goals of such appointments. There is no definition of the post-doctoral status being temporary or of its primary goal to offer further possibilities for professional development in the scientific career with prospects of long-term career development.	Proposals for improvement at UWB: ● Amend the Selection Procedure Regulations for UWB Academic Staff Recruitment, include rules for requirement and appointment of researchers with a post-doctoral researcher status. ● Define what positions are considered post-doctoral researcher positions – possibly a component of the Career Regulations. Proposals for improvement at FME: ● Amend the FME internal directive in line with the amendment of the Code of Conduct for Recruitment of UWB. ● Amend the Career Regulations at FME and RTI Categorisation of researchers for post-doctoral positions. ● Members of FME Selection Committees properly trained by experts. Internal regulations of UWB: ● Internal regulation of UWB – Selection procedure regulations for UWB academic staff recruitment

Working Conditions and Social Security

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
22. Recognition of the profession	+/- almost but not fully i...	<p>UWB GAP: ● The definition of scientist in the compensation regulations does not fully conform to the definition of researcher in the Frascati Manual; in result, we do not have all staff defined for HR Excellence in Research. FME GAP: ● Unlike FME academic staff, FME researchers cannot vote and be voted in the Academic Senate, which reduces their participation in the decision-making process in strategic direction of FME. ● On the FME level, categorisation of researchers into EU grades R1 to R4 is not present. RTI FME observes the Career Regulations of the Regional Technology Institute which classify researchers into the positions of Junior Researcher, Researcher and Senior Researcher (the categories are equivalent to EU researcher categorisation from R1 to R4). VVRC FME does not have its own Career Regulations; it proceeds exactly as FME. However, it has implemented the classification into Junior Researcher, Researcher and Senior Researcher.</p>	<p>Proposals for improvement at UWB: ● Follow the Frascati Manual to more precisely define the position of “researcher” and decide which employees qualify into this group regardless of their positions or jobs. Proposals for improvement at FME: ● Strengthen the decision-making powers of researchers at FME, e.g. establish a researcher council as an advisory body to the management. ● Modify researcher categorisation in accordance to the EU rules (R1–R4). Internal regulations of UWB: ● Internal Payroll Regulations of UWB ● Rector's Directive No. 34R/2017 - Procedure for The Recognition of Foreign Higher Education and Qualification ● Rector's Directive 36R/2012 - Rector's Awards of Commemorative Medals and Certificates of Merit Related legislation: ● Frascati Manual: “Proposed Standard Practice for Surveys on Research and Experimental Development”, OECD, 2002.</p>

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
23. Research environment	+/- almost but not fully i...	<p>UWB GAP: ● Researchers are subject to major administrative workload and cannot fully focus on creative activities.</p> <p>FME GAP: ● FME departments have obsolete equipment in the interiors (offices and hallways), yet modernisation is planned which will deliver improvement in this aspect. RTI FME offers to researchers work with state-of-the-art instruments and laboratory equipment that bears well in comparison to other European institutions. Of course they have access to UWB's electronic information systems, they are issued company laptops and mobile phones to be used for occupational purposes. VVRC FME has at its disposal immense instrumentation which allows to achieve excellent results in national as well as international activities.</p>	<p>Proposals for improvement at UWB: ● Investigate opportunities for improvement of administrative support from selected central constituent parts of UWB.</p> <p>Proposals for improvement at FME: ● Refurbishment of the FME building. Internal regulations of UWB: ● Collective Agreement ● Rector's Decision 22R/2011 – Occupational Health and Safety ● Rules for the System of Quality Assurance and Internal Evaluation of the Quality of Educational, Creative and Related Activities of the University of West Bohemia dated 13 July 2017</p>

Status	Implementation (++ , +/- , -/+, --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
24. Working conditions	+/- almost but not fully i...	<p>UWB GAP: • Sabbatical leave is on the UWB level specified for academic staff, not for researchers who are not academic staff. FME GAP: • It is necessary to strengthen feedback with FME employees in their awareness and orientation in the UWB environment. • In the text part of the questionnaire survey, some respondents indicated problems with IT support (e.g. towards establishing a new position of IT Specialist) at FME.</p>	<p>Proposals for improvement of UWB: • No solution is currently known. Proposals for improvement at FME: • Strengthen feedback from FME employees e.g. via interviews or workshops. • New position of an IT Specialist at FME. Internal regulations of UWB: • Collective Agreement • Rector's Decision 26R/2017 Allowance Concerning Cultural and Sports Events, Recreation, Convalescence, Socialising and Other Activities • Rules for the System of Quality Assurance and Internal Evaluation of the Quality of Educational, Creative and Related Activities of the University of West Bohemia dated 13 July 2017 Related legislation: • Work Code, Act 262/2006 Coll.</p>
25. Stability and permanence of employment	++ fully implemented		In agreement with the EU Charter and Code.

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
26. Funding and salaries	-/+ partially implemented	<p>UWB GAP: • Compensation of employees related to their career development (e.g. completion of doctoral studies, habilitation, appointment as Professor), excellent teaching or scientific results is not systematically addressed on the UWB level. • In comparison to the grade salary, personal bonus represents a major percentage; from the employees' point of view; it actually becomes a standard component of the salary, losing the original motivation function related to evaluation of performance. • Major differences exist in compensation of employees in identical positions in various parts or constituents; however, those difference might not reflect a higher performance of that employee.</p> <p>FME GAP: • No career plans exist for any FME employees and researchers at RTI and VVRC. • Not all researchers are subject to assessment.</p>	<p>Proposals for improvement at UWB: • Review financial and non-financial benefits on the UWB level; use financial and economic possibilities to consider introduction of new benefits, e.g. contribution to additional pension benefit. • Review the salary regulation in terms of the ratio of the fixed salary and personal bonus. Proposals for improvement at FME: • Career Development plan for each employee – FME level. • Implement regular assessment interviews with periodical repetition. • Regular training of executive employees in the conduction of assessment interviews, monitoring of employee performance, improvement of manager skills. Internal regulations of UWB: • Internal Payroll Regulations of UWB • Collective Agreement • Rector's Directive 03R/2015 - The Grant System of the University of West Bohemia • Rector's Decision 10R/2014 Remuneration of Authors and Distribution of Profits Resulting from the Transfer of Knowledge • Rector's Directive 21R/2011 Record-Keeping of Publishing and other Professional Activities • Rector's Decision 18R/2011 - Professional Development of Pedagogical Staff of UWB • Scholarship Regulations of UWB in Pilsen from 1 April 2017 • Code of Conduct of UWB • Rules for the System of Quality Assurance and Internal Evaluation of the Quality of Educational, Creative and Related Activities of the University of West Bohemia dated 13 July 2017</p>

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
27. Gender balance	-/+ partially implemented	UWB GAP: • Gender balance is not monitored (composition of Selection Committees, representation on various management levels). • UWB has not completed the building of infrastructure for reporting and addressing suspected unethical behaviour, including gender issues (see Item 2). FME GAP: • Gender balance is not monitored at FME, for example the low number of women in the management of FME and as Heads of FME Departments.	Proposals for improvement at UWB: • Examine the gender composition of employees on various levels of management at UWB and its parts; implement a practice of regular publication of the share of men and women on individual management levels. • Implement policies and monitoring of gender composition of the Selection Committees (see Item 14 of the analysis). • Provide independent assessment of suspected breaches of ethical principles, and provision of confidential, informal assistance in addressing such suspicions (see Item 2 of the analysis). Proposals for improvement at FME: • Amend the FME internal directive with proposals for improvement at UWB. Internal regulations of UWB: • Code of Conduct of UWB • Organizational Structure of UWB • Internal Payroll Regulations of UWB • Statute of UWB • Collective Agreement of UWB • Internal regulation of UWB – Selection procedure regulations for UWB academic staff recruitment

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
28. Career development	-/+ partially implemented	<p>UWB GAP: • Career Regulations have been implemented on the UWB level which describe the potential career development in terms of the position held by an employee based on their performance assessment; nonetheless the Career Regulations in force are too general. • Discussion on the career and further development, including the necessary support, should be part in the regular assessment of employees; however, this is not always present.</p> <p>FME GAP: • Career plans are not in place for all FME employees.</p>	<p>Proposals for improvement at UWB: • Finish the amendment of the Career Regulations and implement the new regulations in practice (include them in the practice of individual parts of the University). • Include career development discussion as a standard component of assessment interviews. Proposals for improvement at FME: • Prepare a Career Development plan for each FME employee. • Implement regular assessment interviews with periodical repetition. • Train executive employees in the conduction of assessment interviews. Internal regulations of UWB: • Organizational Structure of the University of West Bohemia Related legislation: • Work Code, Act 262/2006 Coll. • Higher Education Act</p>
29. Value of mobility	++ fully implemented		In agreement with the EU Charter and Code.
30. Access to career advice	-/+ partially implemented	<p>UWB GAP: • On the level of the University, there is no systematic assistance for finding employment focusing especially on researchers under time-limited contracts whose contracts cannot be extended due to termination of project funding. FME GAP: • Career advice is not offered at FME, it is dependent on the UWB solution.</p>	<p>Proposals for improvement at UWB: • Extend UWB's advisory services to include the topic of further employment of employees. Proposals for improvement at FME: • Training of executive employees in the domains of mentoring and conducting motivation and assessment interviews.</p>

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
31. Intellectual Property Rights	+/- almost but not fully i...	<p>UWB GAP: • Rather low awareness of researchers in the field of intellectual property protection rights, commercialisation of results of research and development. FME GAP: • FME employees have low awareness of the possibilities offered by the Project Centre and the Technology Transfer Department in the domain of protection of intellectual rights and commercialisation of R&D outcomes; this is confirmed by the survey results as the text section of the questionnaire several respondents raised the issue of cooperation with the Project Centre and the Technology Transfer Department of UWB; nearly 25% of respondents believed that adequate effort is not put into exploitation of scientific outcomes in practice both social and commercial.</p>	<p>Proposals for improvement at UWB: • Higher advertisement of existing courses for UWB employees on the topic of protection of intellectual property. Proposals for improvement at FME: • FME employees should be better informed about the opportunities offered by the Technology Transfer Department, e.g. training for scientists, researchers and students in intellectual property, business, project management. • The processes of contract research and technology transfer need to become more efficient on the FME level. FME needs to regularly organise training, seminars, and workshops, meeting with the industry and investors, presentation of research results in conferences and trade fairs, presentation of the results of technology and knowledge transfer. Internal regulations of UWB: • Code of Conduct of UWB • Rector's Directive 11R/2014 - Protection of Intellectual Property and Transfer of Knowledge • Rector's Directive 21R/2011 - Record-Keeping of Publishing and other Professional Activities • Rector's Directive 03R/2015 - The Grant System of the University of West Bohemia</p>

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
32. Co-authorship	+/- almost but not fully i...	UWB GAP: ● The focus group has indicated that employees consider the topic of defining co-authorship in individual scientific outcomes to be serious. FME GAP: ● In the text part of the questionnaire survey, some respondents indicated problems in the topic of co-authorship, e.g. unjustified insertion of the doctoral supervisor to the articles, which may have a negative impact on the bibliometric assessment of their performance. ● The FME focus group concluded that the problem lies in the employees and the communication among them – if they communicate and respect each other, general ethic problems are minimised.	Proposals for improvement at UWB: ● Finalise the amendment of the Code of Conduct of UWB so that it, in conformance to the EU Charter and Code, fully consider the topic of co-authoring and its misuse, including brief rules of co-authoring in conformance to the Ethical Framework for Research, see Decree 1005 of the government of the Czech Republic. ● Provide independent review of complaints/appeals of researchers and confidential, informal assistance when addressing such motions (the position of an Ombudsman). Proposals for improvement at FME: ● Regular training of executive employees and doctoral supervisors in the Code of Conduct of UWB and the EU Code, with emphasis on the topic of co-authoring and its misuse, including brief rules of co-authoring in conformance to the Ethical Framework for Research, see Decree 1005 of the government of the Czech Republic. ● Prepare a list of training sessions (or workshops and lectures) for those FME employees about the Code of Conduct of UWB, the EU Charter and Code, employment legislation, protection of intellectual property and copyright, with emphasis on the topic of co-authorship and its misuse. Internal regulations of UWB: ● Rector's Decision 10R/2014 Remuneration of Authors and Distribution of Profits Resulting from the Transfer of Knowledge ● Rector's Directive 11R/2014 - Protection of Intellectual Property and Transfer of Knowledge ● Rector's Directive 21R/2011 Record-Keeping of Publishing and other Professional Activities ● IS OBD

Status	Implementation (++ , +/- , -/+, --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
			(information system in conformance to Rector's Directive 21R/2011 Record-Keeping of Publishing and other Professional Activities) • Rules for the System of Quality Assurance and Internal Evaluation of the Quality of Educational, Creative and Related Activities of the University of West Bohemia dated 13 July 2017
33. Teaching	-/+ partially implemented	UWB GAP: • Neither the Career Regulations of UWB nor any other document specifies assessment of researchers in consideration of their teaching activities. • Especially new researchers typically do not know about the possibilities to develop their teaching skills or do not have adequate time for development in this area. It would be beneficial to include several other topics in the available courses.	Proposals for improvement at UWB: • Complete UWB's Career Regulations to consider the principles of the Charter in the aspect of teaching by researchers. • Increase and improve advertise training programs focused on teaching skills, especially for researchers and academic staff, particularly in the early stages of their careers. Proposals for improvement at FME: • Prepare a Career Development plan for each employee. • Implement regular, periodic assessment interviews of the employees in consideration of their teaching activities. • Prepare a seminar (course, training session, workshop) for current and new researchers who have a teaching obligation. • Make the students' assessment of the quality of teaching more attractive and efficient; provide students with feedback on how their comments have been dealt with.

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
34. Complains/appeals	-/+ partially implemented	<p>Current state of UWB: The validity of the Code of Conduct of UWB applies to the academic staff members of UWB; it applies to scientific, research, and development employees reasonably.</p> <p>UWB GAP: • The Ethical Code code of UWB does not sufficiently define complaints/appeals of researchers (including conflicts between an executive employee and an early-stage researcher) in terms of independent review and providing confidential, informal assistance when addressing such motions. • UWB has not appointed an independent person to review complaints/appeals of researchers. FME GAP: • This topic is not addressed at FME on a systemic level; however, employees have the opportunity to address their complaints to their direct supervisor or to the Director of RTI or to the Head of VVRC. The questionnaire survey revealed that 7.41 % of FME employees stated in the survey they did not know who they should address with suspicions of breaches of the ethical principles (e.g. if they witnessed unethical behaviour); 14.07 % of FME employees responded</p>	<p>Proposals for improvement at UWB: • Finalise amendment of the Code of Conduct of UWB so it fully reflects the specifics of R&D in conformance to the EU Charter and Code. • Provide independent review of complaints/appeals of researchers and confidential, informal assistance when addressing such motions (the position of an Ombudsman). Proposals for improvement at FME: • Prepare a list of training sessions (or workshops or lectures) for FME employees about the Code of Conduct of UWB, the EU Charter and Code, employment legislation with emphasis on assistance in handling conflicts at the workplace, disputes and complaints, in order to provide just and equal approach within the institution and improve the overall quality of the working environment. Internal regulations of UWB: • Code of Conduct of UWB</p>

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
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RATHER DO NOT KNOW in the survey; 19.26 % of the respondents had experienced a form of discrimination.			
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35. Participation in decision- making bodies	++ fully implemented		In agreement with the EU Charter and Code.
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Training and Development			

Status	Implementation (++ , +/- , -/+, --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
36. Relation with supervisors	+/- almost but not fully i...	<p>UWB GAP: • Study and Examination Regulations of UWB do not explicitly govern the frequency and content of doctoral students with their supervisors or representatives of the Faculty / field of study, or other obligations of the student (e.g. providing records of work progress and research results). FME GAP: • No career plans exist for any FME employees and researchers at RTI and VVRC. • Not all researchers are subject to assessment.</p>	<p>Proposals for improvement at UWB: • Review the Study and Examination Regulations of UWB and provide its conformance to the requirements of the Charter and Code. • Provide that doctoral students with employment commitment, however small, are included in assessment of work performance. Proposals for improvement at FME: • Career Development plan for each FME employee. • Implement regular assessment interviews with periodical repetition. • Prepare a list of training sessions (or workshops or lectures) for executive employees and doctoral supervisors with emphasis in the formation of researchers and application of R&D results in teaching. • Training of executive employees in leadership, mentoring and conducting motivation and assessment interviews. Internal regulations of UWB: • Study and Examination Regulations of UWB in Pilsen from 1 March 2017 • Scholarship Regulations of UWB in Pilsen from 1 April 2017 • Rules for the System of Quality Assurance and Internal Evaluation of the Quality of Educational, Creative and Related Activities of the University of West Bohemia dated 13 July 2017</p>

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
37. Supervision and managerial duties	+/- almost but not fully i...	UWB GAP: • The Internal Wage Regulations of UWB or any internal regulation of the University do not specify the obligations of experienced researchers in terms of control and management or describe their relationship with early-stage researchers. • The Career Regulations of UWB do not describe the assessment of experienced researchers in terms of their universal role. • On the UWB level, education and development for experienced researchers is not secured in terms of their roles as experts and supervisors, project coordinators, directors, inspectors, instructors, career development advisers, or science communicators	Proposals for improvement at UWB: • Finalise amendments to the Career Regulations of UWB and job specifications to reflect the principles of the Charter related the obligations of experienced researchers in terms of control and management. • Provide opportunities for development and education for experienced researchers in terms of their roles as experts and supervisors, project coordinators, directors, inspectors, instructors, career development advisers, or science communicators. Proposals for improvement at FME: • Amend the FME internal directive with proposals for improvement at UWB. Internal regulations of UWB: • Internal Payroll Regulations of UWB • Organizational Structure of UWB • Code of Conduct of UWB • Study and Examination Regulations of UWB • Scholarship Regulations of UWB • Rules for the System of Quality Assurance and Internal Evaluation of the Quality of Educational, Creative and Related Activities of the University of West Bohemia dated 13 July 2017 • Rector's Decision 18R/2011 - Professional Development of Pedagogical Staff of UWB

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
38. Continuing Professional Development	+/- almost but not fully i...	<p>UWB GAP: • Career development plans should be a component of regular assessment interviews; this is not provided at all times. • Certain shared areas of development are not addressed on a sufficiently systemic level, e.g. skill development for executive and supervising employees in the domain of supervision and management of employees, and courses for new employees. FME GAP: • No career plans exist for any FME employees and researchers at RTI and VVRC. • Not all researchers are subject to assessment.</p>	<p>Proposals for improvement at UWB: • Finalise the amendments to the Code of Conduct of UWB and Career Regulations of UWB so they fully reflect the specifics of R&D in conformance to the EU Charter and Code. • Finalise the amendments to the Career Regulations of UWB. • Regularly review and update the offer of courses and other opportunities for personal development. Proposals for improvement at FME: • Compile individual career development plans. • Training of executive employees in leadership, mentoring and conducting motivation and assessment interviews. • Training for members of research teams in the domains of project and finance management. • Improve awareness of FME employees in positive examples of conduct in executive employees. • Obtain feedback from FME employees and students. Internal regulations of UWB: • Code of Conduct of UWB • Rector's Decision 18R/2011 - Professional Development of Pedagogical Staff of UWB • Career Regulations of FME • Career Regulations of RTI</p>

Status	Implementation (++ , +/- , -/+, --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
39. Access to research training and continuous development	+/- almost but not fully i...	UWB GAP: ● Development plans are not regularly assessed for accessibility and efficiency for the improvement of ability, skill, and employability of researchers. ● This analysis has identified the need of education in other areas as well (such as ethics, commercialisation of R&D results, etc.) which are not currently well covered by the offer.	Proposals for improvement at UWB: ● Programs for development of skill and ability for researchers in all stages of their careers regardless of their contract should be regularly assessed in terms of availability, applicability, and efficiency (e.g. via feedback from researchers). ● Update the offer of courses and education events available to UWB employees. Proposals for improvement at FME: ● Amend the FME internal directive with proposals for improvement at UWB.
40. Supervision	++ fully implemented		In agreement with the EU Charter and Code.