

## GAP Analysis of Faculty of Mechanical Engineering of UWB

### (October 2018)

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?	++ = <b>fully</b> implemented +/- = <b>almost but not fully</b> implemented -/+ = <b>partially</b> implemented -- = <b>insufficiently</b> implemented	In case of --, -/+, or +/-, please <b>indicate the actual “gap”</b> between the principle and the current practice in your organisation.  <b>Implementation impediments:</b> If relevant, please list any national/regional legislation or organisational regulation currently impeding implementation.	<b>Initiatives undertaken/new proposals:</b> 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.
Ethical and Professional Aspects			
1. Research freedom  Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to	++	<b>Current state of UWB:</b>  Freedom of research is stipulated by the Act on Higher, as amended, Act 137/2016 Coll. (see Section 4 – Academic Freedoms and Academic Rights). Another important document is the Ethical Framework of Research, approved as a decree by the government of the Czech Republic, which stipulates the specifics for the researcher.	<b>Proposals for improvement at UWB:</b>  <ul style="list-style-type: none"> <li>In agreement with the EU Charter and Code.</li> </ul>



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<p>identify methods by which problems are solved, according to recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere.</p>		<p>Freedom of research is generally guaranteed by the Statute of UWB (see the Preamble to the Statute, Article 3: Subject of the University of West Bohemia and Part Eight: Stipulation of the Rights and Duties of Academic Staff and Other Employees of UWB). The freedom of thinking and research is anchored also in the Code of Conduct of UWB (see Part Two: General Principles). 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 as well.</p> <p><b>Current state of FME:</b></p> <p>Freedom of research, thinking, and expression is described in Article 23 of the Statute of FME – Academic Staff; and in Article 24 of the Statute of FME – Sabbatical Leave.</p> <p>FME also follows the Career Regulations of FME. At FME, the job descriptions and pay statement represent annexes to the employment contract. Prior to hiring, all employees of FME are familiarised with their job descriptions.</p> <p>FME operates two excellent research and development centres: the Regional Technology Institute (RTI FME) and Power Engineering Research Centre (VVRC FME).</p> <p><b>RTI FME</b> and <b>VVRC FME</b> – are divided into their research and administration sections. The administration team supports the research teams who can fully engage in research without having to perform administration agendas. The research teams represent</p>	<p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>• In agreement with the EU Charter and Code.</li> </ul> <p><b>Related legislation:</b></p> <ul style="list-style-type: none"> <li>• Act 111/1998 Coll., the Higher Education Act (Act 137/2016 Coll., the modification and amendment of Act 111/1998 Coll., the Higher Education Act)</li> <li>• Ethical Framework of Research, approved by Decree 1005 of the Government of the Czech Republic</li> </ul> <p><b>Internal regulations of UWB:</b></p> <ul style="list-style-type: none"> <li>• Statute of UWB</li> <li>• Code of Conduct of UWB</li> </ul>
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		<p>UWB both in the Czech Republic and on the international level; they cooperate with the industry in order to introduce research results into practice. Employees of VVRC FME adhere to the Career Regulations of FME; Employees of RTI FME adhere to the Career Regulations of the Regional Technology Institute, which specifies the corporate culture in the domain of human resources. The main goal is the alignment of the interests of RTI and its staff, which will materialise in the stability, motivation, and professional growth of the individuals and research teams at RTI FME.</p> <p>The questionnaire survey showed that 80% of respondents believe that research activities at FME enjoy a sufficient degree of freedom (responses YES and RATHER YES).</p>	<ul style="list-style-type: none"> <li>• Internal Payroll Regulations of UWB</li> <li>• Study and Examination Regulations of UWB in Pilsen from 1 March 2017</li> <li>• Scholarship Regulations of UWB in Pilsen from 1 April 2017</li> <li>• Statute of FME and other regulations, as specified by the Statute of the Faculty</li> <li>• Contracts on cooperation with the industry, initiated by FME</li> <li>• Long-Term Plan of UWB</li> </ul>
<p>2. Ethical principles</p> <p>Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics.</p>	+/-	<p><b>Current state of UWB:</b></p> <p>On 17, August 2005, the government of the Czech Republic adopted a proposal of the Ethical Framework of Research which briefly and clearly summarised ethical principles of research and development activities. The decree of the government recommends to higher education institutions to use the Ethical Framework of Research to prepare or amend their own ethical codes of research. In accordance to the Ethical Framework of Research, UWB prepared the Code of Conduct of UWB, which was discussed and approved at the Rector's Board on 18 September 2013.</p>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>• 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&amp;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.</li> </ul>



		<p><b>UWB GAP:</b></p> <p>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.</p> <p>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><b>Current state of FME:</b></p> <p>At FME, employees adhere to the ethical and moral code of UWB and the Ethical Code for Officers and Public Administration Employees (Ministry of the Interior of the Czech Republic 2012). FME employees are familiarised with the content of the Code of Conduct of UWB via posting on the website, internal mail distributor, and at regular meetings in their offices.</p>	<ul style="list-style-type: none"> <li>It is necessary to add and specify how to identify unethical behaviour.</li> <li>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).</li> <li>Provide the possibility to consult selected ethical aspects of research and approve its accordance with the ethical principles prior to commencement of research.</li> <li>Once the steps mentioned above have been adopted, train employees in the procedure of responding to suspected unethical behaviour.</li> </ul> <p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>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</li> </ul>
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		<p>At FME, employees are informed about the European Charter for Researchers and the Code for Recruitment of Researchers via posting on the website.</p> <p>Efforts for identification of potential plagiarism in theses and dissertations use a module of the IS/STAG information system which allows for assessment of similarity in such documents. Disciplinary Regulations of the University are in place as well as its derivative Disciplinary Regulations of FME. Disciplinary offences are processed by a Disciplinary Committee appointed by the Dean of FME. Offences against the principles of ethical principles at UWB are processed by the Ethical Committee.</p> <p>All senior employees of FME are examples to other employees as well as to the students in respecting and promoting UWB's values and in observing the principles of ethical behaviour.</p> <p>The questionnaire survey has identified that 77.04% of respondents believe that ethical norms of research and corresponding ethical codes are beneficial for their work, answering YES and RATHER YES (e.g. in terms of plagiarism, publishing in predatory journals, awarding co-authorship, quote cartels, etc.).</p> <p><b>FME GAP:</b></p> <ul style="list-style-type: none"> <li>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</li> </ul>	<p>website, internal mail distributor, and regular FME meetings.</p> <p><b>Related legislation:</b></p> <ul style="list-style-type: none"> <li>Ethical Framework of Research, approved by Decree 1005 of the Government of the Czech Republic</li> </ul> <p><b>Internal regulations of UWB:</b></p> <ul style="list-style-type: none"> <li>Code of Conduct of UWB</li> </ul>
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		<p>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 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).</p> <ul style="list-style-type: none"> <li>There is no system in place for obtaining feedback in the domain of protecting the interests of the employees and of the employer (whistleblowing).</li> </ul>	
<p>3. Professional responsibility</p> <p>Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a</p>	+/-	<p><b>Current state of UWB:</b></p> <p>Protection of intellectual property in the Czech Republic is addressed in several acts, see Related legislation:.</p> <p>In conformance to legislation, protection of intellectual property is governed by the Rector's Decision on Protection of Intellectual Property and Transfer of Knowledge. The administrator of intellectual property protection is the Projects Centre of UWB, which is in charge of methodical assistance and other activities covered by this policy.</p> <p>Within the framework of UWB, the Technology Transfer Department (OTT), is established; it has at its disposal experts for</p>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>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</li> </ul>



<p>supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.</p>		<p>protection of Intellectual Property Rights (IPR), and technology transfer. Also, a Technology Transfer Council with representation of experts from the industry has been established.</p> <p>Professional responsibility is closely related to the observance of ethical principles, see the Code of Conduct of UWB in Pilsen from September 18, 2013 (also addresses plagiarism).</p> <p>Delegation of powers is modified by Article 15 of Organizational Structure of the University of West Bohemia – Delegated Powers.</p> <p><b>UWB GAP:</b></p> <ul style="list-style-type: none"> <li>• Job descriptions are not systematically anchored in legislations; it is necessary to improve the employees' awareness in certain aspects related to research.</li> </ul> <p><b>Current state of FME:</b></p> <p>Delegating responsibility and authority within the investigation of research projects lies in the competence of executive researchers (e.g. by careful selection of team members)</p> <p>FME also follows the Career Regulations of FME and Internal Wage Regulations of UWB. At FME, the job descriptions and pay statement represent annexes to the employment contract.</p> <p>FME has engaged in long-term cooperation and monitoring of the external <i>environment</i> (e.g. in the domains of educational sciences,</p>	<p>important to continuously work on the improvement of managerial skills of supervising employees.</p> <ul style="list-style-type: none"> <li>• Review job descriptions so they better define the responsibilities and powers relevant to the position.</li> <li>• Add to the offer of training courses the topics of professional responsibility for researchers, ethics of R&amp;D, whistleblowing, and protection of intellectual property.</li> </ul> <p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
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		<p>R&amp;D, cooperation with practice) and used the findings for its further development (also because of the corporate responsibility to the region and the country).</p> <p><b>VVRC FME</b> relies on assistance by the Project Centre. One person of the Centre is nominated to execute additional activities and administration within UWB.</p> <p><b>RTI FME</b> has a manager for commerce, technology transfer, and protection of intellectual property.</p> <p><b>FME GAP:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Internal regulations of UWB:</b></p> <ul style="list-style-type: none"> <li>Code of Conduct of UWB</li> <li>Rector's Directive 11R/2014 - Protection of Intellectual Property and Transfer of Knowledge</li> <li>Long-Term Plan of UWB</li> <li>Rector's Decision 14R/2013 – Additional Activities and Contract Research</li> <li>Rector's Decision 10R/2014 Remuneration of Authors and Distribution of Profits Resulting from the Transfer of Knowledge</li> <li>IS OBD (information system in conformance to Rector's Directive 21R/2011 Record-Keeping of Publishing and other Professional Activities)</li> </ul> <p><b>Related legislation:</b></p>
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<p>4. Professional attitude</p> <p>Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or</p>	+/-	<p><b>Current state of UWB:</b></p> <p>The principal strategic goals of UWB are specified in the Strategic Intent of UWB and in the Plan for Realisation of Long-Term Plan of UWB.</p> <p>The professional attitude conforms to the Rules of quality assurance to educational, creative and related activities. Those rules define the activities and specify the tools for the assessment of its quality.</p> <p>Codification of the processes for submission and realisation of projects and contract research, including their funding, is defined by the Rector's Directives of Project Administration, Non-economic</p>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• It is suitable to review the possibilities of training, especially in early-stage researchers.</li> </ul>



<p>completed, or give notice if it is to be terminated earlier or suspended for whatever reason.</p>		<p>and Economic Activities, Specification of Operation Originators, Budget Managers, and Head Accountants at UWB.</p> <p>Organizational Structure of the University of West Bohemia denote special sections which have been established to safeguard professional approach of researchers employed at UWB. These are the sections:</p> <ul style="list-style-type: none"> <li>• Section of the Vice-Rector for Knowledge and Technology Transfer</li> <li>• Section of the Vice-Rector for Research and Development</li> <li>• Section of the Vice-Rector for Development and External Relations</li> </ul> <p><b>UWB GAP:</b></p> <p>The focus group indicates that the activities of the Technology Transfer Department should be further developed and organised.</p> <p><b>Current state of FME:</b></p> <p>Project calls are published on the website of the Project Centre of UWB. Notifications to some of the calls to potential investigators are also sent via email; they are also published in the Project Centre newsletter, available online. Searching for relevant project calls is also conducted at FME. The framework for decisions about participation in projects is provided by strategic documents, e.g. Strategic (or Long-term) Intent 2016-2020 and Priorities of Oriented Research, Experiment Development and Innovation at UWB. The</p>	<p><b>Proposals for improvement at FME:</b></p> <p>FME employees should be better informed about the possibilities offered by:</p> <ul style="list-style-type: none"> <li>• Project Centre, which provides project administration, offers support to project investigators, obtains information on the possibilities of securing projects.</li> </ul>
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		<p>calls in the current Operation Program Research, Development and Education (OP RDE), are monitored in detail at FME. Participation in major (especially international) projects is also supported by the University's motivation program.</p> <p>Finance audits are held regularly at FME. Reports with the audit (external and internal) results are kept.</p> <p>Individual principles of cooperation with partners from the industry are specified for individual projects and in specifically organised research teams.</p> <p>VVRC FME has the position of a Project Manager who administers all projects currently running in the centre.</p> <p><b>FME GAP:</b></p> <p>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>	<ul style="list-style-type: none"> <li>• Technology Transfer Department, e.g. training of scientists, researchers and students in intellectual property, business and project management.</li> </ul> <p><b>Internal regulations of UWB:</b></p> <ul style="list-style-type: none"> <li>• Long-Term Plan of UWB</li> <li>• Plan for Realisation of Long-Term Plan of UWB</li> <li>• 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</li> <li>• Organizational Structure of UWB</li> <li>• Rector's Directive 04R/2006 – Principals of budget operations, budget administrators and chief accountants</li> <li>• Rector's Directive 11R/2014 - Protection of Intellectual Property and Transfer of Knowledge</li> <li>• Rector's Decision 14R/2013 – Additional Activities and Contract Research</li> <li>• Rector's Decision 39R/2017 – Non-economic and Economic Activities</li> <li>• Rector's Directive 21R/2013 - Project Management</li> </ul>
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			<b>Related legislation:</b> <ul style="list-style-type: none"> <li>• Act 527/1990 Coll., on inventions, industrial designs and improvement</li> <li>• Act 121/2000 Coll., on copyright, rights related to copyright, and on the amendment to certain laws</li> <li>• Act 207/2000 Coll., on protection of industrial designs and on the amendment to Act 527/1990 Coll.</li> <li>• Act 340/2015 Coll., Higher Education Act</li> </ul>
<p>5. Contractual and legal obligations</p> <p>Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions. This includes Intellectual Property Rights regulations, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis,</p>	+/-	<p><b>Current state of UWB:</b></p> <p>The principal legislation on employment relationships in the Czech Republic is the Work Code, Act 262/2006 Coll.</p> <p>Employees have properly signed employment contracts and they undergo periodic medical examinations. Trainings on Health and Safety are of course offered periodically.</p> <p>The Lifelong Education Institute of UWB organises courses in the fields of protection of intellectual property and copyright; the courses are offered to UWB employees free of charge as e-learning sessions.</p>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>• Review Rector's Decision "Project Administration", possibly all related documents, in terms of practicality and applicability in the administration of projects.</li> <li>• 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.</li> </ul>



<p>publications, patents, reports, new products development, etc) as set out in the terms and conditions of the contract or equivalent document.</p>		<p>The Basic Trade Unions Association at the University of West Bohemia in Pilsen operates at UWB.</p> <p>UWB has implemented processes for submission of projects, realisation of contractual research, teaching, theses and dissertations. In the view of finance controlling and accounting, relevant directives are implemented (originator/administrator, document cover sheets, publication of contracts).</p> <p>University-wide support to all parts includes a Personnel Division, Finance Division, Legal Division, Internal Audit Division, Quality Division, Lifelong Learning Division, Transfer and Contract Research Division, Centre for Youth Exchange, Project Centre, Information and Advice Centre, Career Centre, Publication and Printing Services Division, and the Technology Transfer Department.</p> <p><b>Current state of FME:</b></p> <p>FME employees undergo medical examinations (initial, regular, exceptional). FME also follows the Career Regulations of FME and Internal Wage Regulations of UWB. At FME, the job descriptions and pay statement represent annexes to the employment contract. All FME employees have standard holiday and enjoy benefits (e.g. subsidies on meals, pastime, company flats, sports activities, learning, medical care).</p> <p>Those researchers who share the findings of their research projects to the public or with external subjects as part of their contracts are</p>	<ul style="list-style-type: none"> <li>● Compile a list of training sessions for new employees, including intellectual property rights, which they should take within a given time.</li> </ul> <p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>● Systematic translation of FME documents and forms into the English language.</li> <li>● 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.</li> </ul> <p><b>Internal regulations of UWB:</b></p>
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		<p>familiar with the stipulations of the standards governing the protection of intellectual property.</p> <p>FME regularly trains its employees in health and safety.</p> <p>Apart from standards pertaining to health and safety, research is equally related to the protection of personal and other sensitive data.</p> <p>The Lifelong Education Institute of UWB organises courses in the fields of protection of intellectual property and copyright; the courses are offered to FME employees as e-learning sessions.</p> <p>FME highly supports proactive approach of its employees to further learning.</p> <p><b>UWB GAP:</b></p> <ul style="list-style-type: none"> <li>Legislation is not fully available in the English language.</li> </ul> <p><b>FME GAP:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p>Aware – Ethical Code, nearly 70%</p>	<ul style="list-style-type: none"> <li>Rector's Directive 4R/2010 – Meals Taken by Employees</li> <li>Rector's Decision 18R/2011 - Professional Development of Pedagogical Staff of UWB</li> <li>Rector's Directive 19R/2011 – System of Risk Management</li> <li>Rector's Decision 22R/2011 – Occupational Health and Safety</li> <li>Rector's Directive 10R/2018, Holiday Taking in 2018</li> <li>Statute of UWB</li> </ul> <p><b>Related legislation:</b></p> <ul style="list-style-type: none"> <li>Work Code, Act 262/2006 Coll.</li> <li>Act 527/1990 Coll., on inventions, industrial designs and improvement</li> <li>Act 121/2000 Coll., on copyright, rights related to copyright, and on the amendment to certain laws</li> <li>Act 207/2000 Coll., on protection of industrial designs and on the amendment to Act 527/1990 Coll.</li> <li>Act 340/2015 Coll., register of contracts</li> <li>EU Regulation 2016/679 (GDPR - General Data Protection Regulation)</li> </ul>
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<p>6. Accountability</p> <p>Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken</p>	+/-	<p><b>Current state of UWB:</b></p> <p>UWB uses an internal control system to deliver an environment for economically effective and efficient performance of activities, and for timely identification and minimisation of potential risks (Rector's Decision 41R/2005 Internal Control System).</p> <p>UWB also operates an Internal Audit Division which carries out independent internal audits within UWB. The division controls adherence to legislation and internal regulations and norms of the University; verifies whether the data in financial, accounting and other documents truly represents the assets, the funding sources and their management (finance audit); examines on a random basis whether operations are economical, effective and efficient as well as the appropriateness and effectiveness of the internal control system.</p>	



<p>by their employers/funders or by ethics committees. Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.</p>		<p>The responsibility of researchers for the objectivity, reliability and accuracy of their research and for efficient and effective application of resources provided for their research is codified in the Code of Conduct of UWB.</p> <p>Executive researchers are responsible for project investigation as per its goals and conditions towards the support provider.</p> <p>Employee responsibilities are also stipulated in the job specifications.</p> <p><b>Current state of FME:</b></p> <p>The principal tools for finance planning at FME is the budget prepared for the calendar year pursuant the principles given by the Ministry of Education, Youth and Sports and to Internal regulations of UWB:. Budget performance is reviewed once a month, corrective measures are applied if necessary. The authority and accountability for use of resources are delegated in line with the UWB legislation in force. UWB conducts its own audits at FME in the domain of finance controls and drawing of support funding in the projects being realised. FME is frequently subject to inspection by the Tax Office and other inspection bodies of funding providers (e.g. the Ministry of Education, Youth and Sports, the Czech Republic Supreme Audit Office. etc.) The methodologies of data collection and analysis are available for internal and external audit whenever necessary and upon request by respective authorities (e.g. results of external and internal audit).</p>	<p><b>Proposals for improvement at FME:</b></p> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• for members of research teams – fundamentals of project and finance management</li> <li>• for executive employees – project and finance management</li> </ul> <p><b>Internal regulations of UWB:</b></p> <ul style="list-style-type: none"> <li>• Code of Conduct of UWB</li> <li>• 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</li> </ul>
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		<p><b>Researchers at FME</b> have the obligation towards the employer (UWB) to observe the responsibilities specified in the employment contract. The responsibility of researchers for the objectivity, reliability and accuracy of their research and for efficient and effective application of resources provided for their research is codified in the Code of Conduct of UWB (the responsibilities are described in the job descriptions, audits are conducted on a regular basis).</p> <p><b>Executive researchers at FME</b> are responsible for project investigation as per its goals and conditions towards the support provider.</p> <p>Quality of project and creative activities is evaluated against the Rules of quality assurance to educational, creative and related activities.</p> <p>Project management at FME is transparent and respects the principles of responsibility towards the customer, investors, the public and to UWB.</p> <p><b>VVRC FME</b> operates the position of a Project Manager who is in charge of performing the obligations towards funding providers, in meeting the project goals, and inadequate use of funding. The Project Manager reports directly to the Head of the Constituent Unit.</p>	<ul style="list-style-type: none"> <li>• Contracts on cooperation with the industry, initiated by FME</li> <li>• Rector's Directive 19R/2011 – System of Risk Management</li> <li>• Rector's Decision 39R/2017 – Non-economic and Economic Activities</li> <li>• Rector's Directive 21R/2011 Record-Keeping of Publishing and other Professional Activities</li> <li>• Rector's Directive 22R/2017 The Process of Public Procurement</li> <li>• Job specifications at UWB (part of the amended Career Regulations)</li> </ul> <p><b>Related legislation:</b></p> <ul style="list-style-type: none"> <li>• Act 111/1998 Coll., Higher Education Act, and ensuing Act 137/2016 Coll.</li> <li>• Work Code, Act 262/2006 Coll.</li> <li>• Act 527/1990 Coll., on inventions, industrial designs and improvement</li> <li>• Act 121/2000 Coll., on copyright, rights related to copyright, and on the amendment to certain laws</li> <li>• Act 207/2000 Coll., on protection of industrial designs and on the amendment to Act 527/1990 Coll.</li> <li>• Act 340/2015 Coll., Contract Register</li> </ul>
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		<p>FME holds regular assessment interviews (oral) with the executive employees.</p> <p><b>FME GAP:</b></p> <ul style="list-style-type: none"> <li>Irregularity of training in the topics of the Ethical Code, employment legislation, project administration, project and finance management, protection of intellectual property and copyright.</li> </ul>	
<p>7. Good practice in research</p> <p>Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and</p>	+/-	<p><b>Current state of UWB:</b></p> <p>Occupational health and safety (H&amp;S) and continuous improvement of the working environment represent basic obligations of the employer; these obligations are codified by the Work Code, Act 262/2006 Coll., by the Collective Agreement of UWB (Article 7), and by Rector's Directive Occupational Health and Safety.</p> <p>UWB organises periodical training in H&amp;S and fire protection for executive employees; they have an obligation to provide such training for their subordinate employees. UWB also organises annual independent H&amp;E assessments, periodical inspections of electric devices, etc. In conformance to the implementation EU Directive 2016/679 (General Data Protection Regulation), effective from 25 February 2018, UWB has mapped the locations where personal data is processed, and a Registry of personal data processing is established.</p>	



<p>undertake the necessary steps to fulfil them at all times.</p>		<p>A risk management system is present at UWB since 2007, a Legal and Risk Management Division (OPR) as well as a Risk Management Committee. OPR provides, processes, keeps, updates, and assesses impact of risk on the University. A map of risks is prepared, which also includes the bearers of the risks – executive employees of the University and its parts. They identify the risks and submit them to the risk management system. The risks are subsequently investigated and assessed by the Risk Management Committee; proposals for the management of those risks are submitted to the management of UWB. Management of UWB then decides on the method of management of those risks and also specifies measures on the mitigation or reduction of their impact.</p> <p>The University provides researchers with access to a cloud data storage with adequate capacity and security.</p> <p><b>Current state of FME:</b></p> <p>Upon hiring, all new FME employees undergo the initial health and safety and fire protection training – Article 7 of Collective Agreement. They also take medical examinations with categories relevant to the risk class. Employee Care – Article 6 of Collective Agreement. Regulations governing occupational health and safety are detailed by Internal regulations of UWB; and FME; all employees are familiarised through regular training. This also applies to regulations on special working conditions for researchers in the laboratories and workshops. Reports and attendance sheets are prepared in the training sessions.</p>	<p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Internal regulations of UWB:</b></p> <ul style="list-style-type: none"> <li>Rules for the System of Quality Assurance and Internal Evaluation of the Quality of Educational, Creative and Related</li> </ul>
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		<p>On the FME level, equipment logs are kept and employees are regularly trained by their supervisors.</p> <p>FME employees receive compensation for research, publication, and for awarding projects.</p> <p>Apart from standards pertaining to health and safety, research is equally related to the protection of personal and other sensitive data. GDPR tools will be gradually implemented at FME so that they become effective by May 2018 in conformance to the EU directive.</p> <p>All senior employees of FME are examples to other employees as well as to the students in respecting and promoting UWB's values and in observing the principles of ethical behaviour and good practice in research.</p> <p><b>FME GAP:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>	<p>Activities of the University of West Bohemia dated 13 July 2017</p> <ul style="list-style-type: none"> <li>Rector's Decision 10R/2014 Remuneration of Authors and Distribution of Profits Resulting from the Transfer of Knowledge</li> <li>Rector's Directive 11R/2014 - Protection of Intellectual Property and Transfer of Knowledge</li> <li>Rector's Decision 14R/2013 – Additional Activities and Contract Research</li> <li>Rector's Directive 19R/2011 – System of Risk Management</li> <li>Rector's Decision 22R/2011 – Occupational Health and Safety</li> <li>Collective Agreement of UWB</li> </ul> <p><b>Related legislation:</b></p> <ul style="list-style-type: none"> <li>Work Code, Act 262/2006 Coll.</li> <li>EU Directive 2016/679 (General Data Protection Regulation)</li> <li>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</li> </ul>
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<p>8. Dissemination, exploitation of results</p> <p>All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.</p>	<p>+/-</p>	<p><b>Current state of UWB:</b></p> <p>The conditions for publication and usage of research results are stipulated by the contracts with funders (national and international projects) and in 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 – Part Six: Assurance and assessment of quality of creative activities.</p> <p>This is further described in the following Rector's Directives: 21R/2011 - Record-Keeping of Publishing and other Professional Activities, 14R/2013 – Additional Activities and Contract Research, 11R/2014 – Protection of Intellectual Property and Transfer of Knowledge, 03R/2015 – Grant System.</p> <p>Commercialisation of research findings at UWB is supported through the Technology Transfer Department (OTT) whose task is to support research projects and researchers.</p> <p>Vice-Rector for transfer of knowledge and technology was newly introduced at UWB in January 2018.</p> <p>Medialisation of research findings is provided continuously on two levels – expert and general.</p> <p>UWB monitors and analyses long-term trends of job opportunities of graduates based on sociology and demography surveys;</p>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>• Prepare rules for pro start-up, spin-off companies.</li> <li>• Prepare software to support research assessment (centralisation of information from currently available sources).</li> </ul>
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		<p>however, there is no system in place for starting and supporting business incubators for graduates, spin-off and start-up companies.</p> <p><b>UWB GAP:</b></p> <p>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.</p> <p><b>Current state of FME:</b></p> <p>Records on the results of creative activities are kept in the OBD information system in conformance to Rector's Directive 21R/2011 Record-Keeping of Publishing and other Professional Activities. FME also operates a motivation system for publishing.</p> <p>Commercialisation of research results at FME is also realised by researchers at FME who possess expert knowledge and who, whenever a proper opportunity arises, commercialise the results of their research (transfer of knowledge to companies and industry). FME also organises seminars, workshops and visits for industry partners.</p> <p>The progress and results of research projects are presented at popular science events, in the press, regional TV, the website and social media (<b>Activity F</b>).</p>	<p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>The processes of contract research and technology transfer need to become more efficient on the FME level. FME needs to</li> </ul>
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		<p>The progress and results of research projects are presented at expert conferences and trade fairs in the Czech Republic and abroad <b>(Activity D)</b>.</p> <p>Researchers share the progress and results of research projects also through mobilities, which receive support at FME.</p> <p>FME employees receive compensation for research, publication, and for awarding projects.</p> <p><b>RTI FME</b> has:</p> <ul style="list-style-type: none"> <li>• a Manager for Commerce, Technology Transfer and Intellectual Property Protection</li> <li>• a Manager for International Collaboration.</li> </ul> <p><b>VVRC FME</b> has a Project Manager who administers individual additional activities as well as national and international projects.</p> <p><b>FME GAP:</b></p> <ul style="list-style-type: none"> <li>• 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%</li> </ul>	<p>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.</p> <p><b>Related legislation:</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Act 130/2002 Coll., support to research and development</li> </ul> <p><b>Internal regulations of UWB:</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Contracts on cooperation with the industry, initiated by FME</li> <li>• Rector’s Decision 3R/2015 – Grant System</li> </ul>
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		<p>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.</p>	<ul style="list-style-type: none"> <li>• Rector’s Directive 11R/2014 - Protection of Intellectual Property and Transfer of Knowledge</li> <li>• Rector’s Decision 14R/2013 – Additional Activities and Contract Research</li> <li>• Rector’s Directive 21R/2011 Record-Keeping of Publishing and other Professional Activities</li> <li>• IS OBD (information system in conformance to Rector’s Directive 21R/2011 Record-Keeping of Publishing and other Professional Activities)</li> <li>• IS INIS (information system: business trips, conferences, lectures)</li> </ul> <p><b>Related legislation:</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Act 130/2002 Coll., support to research and development</li> </ul>
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<p>9. Public engagement</p> <p>Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.</p>	<p>++</p>	<p><b>Current state of UWB:</b></p> <p>Direct social and expert engagement of UWB ("third role") is defined in the Long-term Strategic Intent of UWB 2016-2020 (Part Six).</p> <p>UWB operates the External Relations Division which provides communication with the public, advertising and presentation of UWB. It also engages in a number of activities to improve information flow within and beyond the institution, to participate in establishing a good reputation of UWB.</p> <p>Research results are presented to the wide (non-expert) public during popular information events, such as Science and Technology Days, cooperation with the Techmania Science Centre; Fun with Science web portal; Scientist Night events, Czech Innovation events, in the press, regional TV stations, social media, etc. Support is provided to interactive events, dialogue with the public and exchange with other institutions organising popularisation events (Techmania), with other schools and education institutions, etc.</p> <p><b>Current state of FME:</b></p> <p>Popularisation and medialisation of the results of research projects and innovation achieved by FME is provided via popularisation events of UWB.</p>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>● In agreement with the EU Charter and Code.</li> </ul> <p><b>Proposals for improvement at FME:</b></p> <p>In agreement with the EU Charter and Code</p> <p><b>Internal regulations of UWB:</b></p>
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		<p>The Department of Industrial Engineering and Management at the Faculty of Mechanical Engineering has prepared a summer school of virtual reality for students of high schools.</p> <p>Popularisation and medialisation of the results of research projects and achieved innovation at FME (<b>Activity F</b>).</p>	<ul style="list-style-type: none"> <li>• Long-term Strategic Intent of UWB 2016-2020</li> <li>• Statute of UWB</li> <li>• Statute of FME</li> <li>• 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</li> <li>• IS INIS (information system: business trips, conferences, lectures)</li> <li>• FME official board</li> <li>• Popularisation of research and development at University of West Bohemia in Pilsen, Communication Plan - February 2013 (prepared within the project Systematic Support of Popularisation of Research and Development at UWB)</li> </ul>
<p>10. Non discrimination</p> <p>Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability,</p>	-/+	<p><b>Current state of UWB:</b></p> <p>UWB is an open, multi-field education institution whose mission is to offer equal opportunities for education and creative activities (see the Statute of UWB, the Code of Conduct of UWB, and Collective Agreement - Article 2). In all its internal documents, UWB subscribes to equal opportunities to everyone disregarding their gender, age; ethnic, national, or social heritage, religion or belief,</p>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>• Provide independent assessment of suspected discrimination of researchers and provision of confidential, informal assistance (the position of an Ombudsman).</li> </ul>



<p>political opinion, social or economic condition.</p>		<p>sexual orientation, language, physical disability, political views; social and economic conditions.</p> <p>The Information and Advisory Centre of UWB provides study, psychology, social and legal assistance to persons with special needs thereby assisting in the elimination of handicap of those persons. The Career Centre of UWB assists future graduates in the aspect of their future employment.</p> <p><b>UWB GAP:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>Current state of FME:</b></p> <p><b>FME GAP:</b></p> <ul style="list-style-type: none"> <li>• 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</li> </ul>	<p><b>Proposals for improvement at FME:</b></p> <p>1) Amend HR policies of FME:</p> <ul style="list-style-type: none"> <li>• Establish equal opportunities between current newly hired employees.</li> <li>• Prepare a Code of Conduct for Recruitment of Academic Staff at FME (.Selection procedure regulations for UWB academic staff recruitment)</li> <li>• Review job descriptions so they better define the responsibilities and powers relevant to the position.</li> </ul>
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		ethics and publishing results; 19.26% of FME employees expressed in the survey that they had experienced discrimination at the workplace.	<p>2) Add to the offer of training courses the topics of professional responsibility for researchers, ethics of R&amp;D, whistleblowing, and protection of intellectual property.</p> <p>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).</p> <p>4) Systematic translation of FME documents and forms into the English language.</p> <p><b>Internal regulations of UWB:</b></p> <ul style="list-style-type: none"> <li>• Code of Conduct of UWB</li> <li>• Statute of UWB</li> <li>• Organizational Structure of UWB</li> <li>• Collective Agreement of UWB</li> </ul> <p><b>Related legislation:</b></p> <ul style="list-style-type: none"> <li>• Work Code, Act 262/2006 Coll. (Part IV, Article 16)</li> <li>• Ethical Code of Research</li> </ul>
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<p>11. Evaluation/ appraisal systems</p> <p>Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee. Such evaluation and appraisal procedures should take due account of their overall research creativity and research results, e.g. publications, patents, management of research, teaching/lecturing, supervision, mentoring, national or international collaboration, administrative duties, public awareness activities and mobility, and should be taken into consideration in the context of career progression.</p>	<p>-/+</p>	<p><b>Current state of UWB:</b></p> <p>Assessment is somewhat included in the compensation system. Compensation of UWB employees is governed by the Internal Payroll Regulations of UWB. In conformance to Act 130/2002 Coll., Support of Research, Experimental Development and Innovation Act, UWB employs a motivation system to support creative activities. The goal of the motivation system, detailed in a Rector's Directive, is to motivate UWB employees and students to intensify research activities and support their excellence.</p> <p>Rector's Decision 03R/2015 describes the motivational systems to support doctoral students, graduates from doctoral study programs (post-doc) and achieving prestigious results in research, development, and innovation (publishing in impacted journals).</p> <p>Records on the results of creative activities are kept in the OBD information system in conformance to Rector's Directive 21R/2011 Record-Keeping of Publishing and other Professional Activities.</p> <p><b>UWB GAP:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>Prepare software to support research assessment (centralisation of information from currently available sources).</li> <li>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.</li> <li>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&amp;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.</li> </ul>
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		<ul style="list-style-type: none"> <li>• A large percentage (20 to 30%) of employees across the Faculties said in the survey that the assessment system was not quite beneficial.</li> <li>• Assessment outcomes are not always discussed with the assessed employee.</li> </ul> <p><b>Current state of FME:</b></p> <p>Monitoring of performance of FME employees is conducted by relevant vice-deans and members of FME management (in the individual areas) who present the Dean of FME suggestions for compensation of employees, see Internal Regulation. One level lower, monitoring of performance and individual assessment of employees (with planning of their further development) is conducted by the heads of the departments and by the management of the R&amp;D&amp;I centre. Those centres subsequently present the assessment and development plans to the management of FME and discuss the results.</p> <p>FME supports doctoral students and doctoral graduates (RIV, TALENT, POSTDOC, Contract research) in achieving excellent results in research, development and innovation (publishing in impacted journals), see Rector's Decision 03R/2015.</p> <p><b>FME GAP:</b></p>	<p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>• Regular training of executive FME employees on motivation of their subordinates.</li> <li>• Regular training of executive employees in the conduction of job interviews, improvement of manager skills.</li> <li>• Prepare a Code of Conduct for Recruitment of Academic Staff at FME (Selection procedure regulations for UWB academic staff recruitment).</li> </ul> <p><b>Internal regulations of UWB:</b></p> <ul style="list-style-type: none"> <li>• Internal Payroll Regulations of UWB</li> <li>• Rector's Directive 03R/2015 - The Grant System of the University of West Bohemia</li> <li>• Rector's Decision 10R/2014 Remuneration of Authors and Distribution of Profits Resulting from the Transfer of Knowledge</li> </ul>
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		<ul style="list-style-type: none"> <li>• 25.93% of FME employees indicated in the survey that the performance assessment system was not fully beneficial and sufficiently transparent.</li> <li>• The outcomes of assessment of FME employees are not always discussed with the employee.</li> <li>• 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 needs to be improved at FME and its departments.</li> </ul>	<ul style="list-style-type: none"> <li>• Rector's Decision 18R/2011 - Professional Development of Pedagogical Staff of UWB</li> <li>• Collective Agreement (Article 6 – Care for Employees)</li> <li>• Bursar's Instruction – Compensation for Authors of Work for Print Copies</li> <li>• Rector's Directive 36R/2012 - Rector's Awards of Commemorative Medals and Certificates of Merit</li> </ul> <p><b>Related legislation:</b></p> <ul style="list-style-type: none"> <li>• Work Code, Act 262/2006 Coll.</li> <li>• 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.</li> </ul>
Recruitment and Selection – please be aware that the items listed here correspond with the Charter and Code. <b>In addition</b> , your organisation also needs to complete the checklist on <b>Open, Transparent and Merit-Based Recruitment</b> included below, which focuses on the operationalization of these principles.			
12. Recruitment	-/+	<p><b>Current state of UWB:</b></p> <p>The process of hiring academic staff at UWB is addressed by the Policy of Code of Conduct for Recruitment of Academic Staff at UWB (Selection procedure regulations for UWB academic staff</p>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>• Regular training of executive employees in the conduction of job interviews, improvement of manager skills.</li> </ul>



<p>researchers, particularly at the beginning at their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career. Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.</p>		<p>recruitment). Job vacancies are posted on the UWB website in the “Volná pracovní místa na ZČU” section (job vacancies at UWB, usually in the Czech language only). Code of Conduct for Recruitment at UWB does not include admission and recruitment norms for researchers. No central support for recruitment of R&amp;D employees is currently available.</p> <p><b>UWB GAP:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• No central support to recruitment of foreign researchers exists.</li> <li>• 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.</li> </ul> <p><b>Current state of FME:</b></p> <p>The recruitment and hiring of academic and other staff is conducted in a non-discriminating manner in accordance to transparent requirements and criteria, see the Career Regulations of FME and its research centres. FME has detailed recruitment and hiring conditions for academic and other employees.</p>	<ul style="list-style-type: none"> <li>• 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).</li> <li>• Require communication in English when recruiting foreign employees, provide availability of relevant UWB documentation in English.</li> <li>• Promote the role of the personnel division in the area of finding human resources and personnel marketing – new position of the UWB HR Manager.</li> </ul> <p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>• Regular training of executive employees of FEM in the conduction of job interviews, improvement of manager skills.</li> <li>• Prepare a Code of Conduct for Recruitment of Researchers and Foreign Researchers at FME.</li> </ul>
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		<p>At <b>VVRC FME</b>, the Head of the Department performs the hiring of new employees.</p> <p><b>RTI FME</b> has its HR Manager.</p> <p><b>FME GAP:</b></p> <ul style="list-style-type: none"> <li>FME <b>does not operate a Code of Conduct for Recruitment of Researchers</b> which would define how new researchers should be recruited and which principles the procedure should follow.</li> <li>FME does not perform hiring activities in abroad which would allow contacting new prospective candidates.</li> </ul>	<ul style="list-style-type: none"> <li>Expand recruitment activities to abroad, i.e. via the Euraxess portal.</li> </ul> <p><b>Internal regulations of UWB:</b></p> <ul style="list-style-type: none"> <li>Internal regulation of UWB – Selection procedure regulations for UWB academic staff recruitment</li> <li>Code of Conduct</li> <li>Career Regulations of FME</li> <li>Career Regulations of RTI</li> </ul>
<p>13. Recruitment (Code)</p> <p>Employers and/or funders should establish recruitment procedures which are open 14, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and</p>	-/+	<p><b>Current state of UWB:</b></p> <p>The process of hiring <b>academic</b> staff at UWB is addressed by the Policy of Selection procedure regulations for UWB academic staff recruitment (2017).</p> <p>Requirements for the recruitment of new staff (qualification) are established in conformance to the Internal Wage Regulations of UWB and the job descriptions.</p> <p>Job vacancies are posted on the UWB website in the job vacancies section; the information is posted for no less than one month prior to the end of the term for filing the applications.</p>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>Prepare an obligatory template for notifications on recruitment (e.g. use templates from specialised portals) .</li> <li>Provide availability of internal UWB regulations and norms on recruitment and employee benefits in English.</li> <li>Require communication in English when recruiting foreign employees.</li> <li>Specify the procedure so that the vacancy is posted at the Euraxess portal, possibly in other specialised portals, and include</li> </ul>



<p>should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.</p>		<p><b>UWB GAP:</b></p> <ul style="list-style-type: none"> <li>• Researcher vacancies are not published at the <b>Euraxess</b> 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).</li> <li>• 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".</li> <li>• 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.</li> </ul> <p><b>Current state of FME:</b></p> <p>Job vacancies are posted on the UWB website in the <i>Volná pracovní místa na ZČU</i> section (job vacancies at UWB). Description of job vacancies at FME contain wide descriptions of the required skill and knowledge, descriptions of the working conditions including career development prospects. The term</p>	<p>measurement of the share of vacancies listed at Euraxess.</p> <ul style="list-style-type: none"> <li>• Regular training of executive employees in the conduction of job interviews, improvement of manager skills.</li> <li>• Prepare Code for recruitment of <b>researchers</b> (possibly Code of Conduct for Recruitment of Researchers and Foreign Researchers).</li> <li>• Promote the role of the personnel division in the area of finding human resources and personnel marketing – new position of the UWB HR Manager.</li> <li>• 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).</li> </ul> <p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>• Regular training of executive employees of FEM in the conduction of job interviews, improvement of manager skills.</li> <li>• Prepare a Code of Conduct for Recruitment of Researchers and Foreign Researchers at FME.</li> </ul>
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		<p>between the posting of a job vacancy or starting a selection procedure and the cut-off date for applications at UWB is 30 days.</p> <p>FME does not operate a Code of Conduct for Recruitment of Researchers which would define how new researchers should be recruited and what principles should be observed (open, transparent recruitment procedures should be in place that would be internationally comparable to recruitment procedures modified for these types of vacancies).</p> <p><b>FME GAP:</b></p> <ul style="list-style-type: none"> <li>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 only (it is possible to exploit the potential of good practice used at RTI).</li> </ul>	<ul style="list-style-type: none"> <li>Members of FME Selection Committees properly trained by experts.</li> <li>Establish communication in English, including implementation to existing internal regulations and internal norms of UWB.</li> </ul> <p><b>Internal regulations of UWB:</b></p> <ul style="list-style-type: none"> <li>Internal regulation of UWB – Selection procedure regulations for UWB academic staff recruitment</li> <li>Code of Conduct of UWB</li> <li>Career Regulations of FME</li> <li>Career Regulations of RTI</li> </ul>
<p>14. Selection (Code)</p> <p>Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries</p>	-/+	<p><b>Current state of UWB:</b></p> <p>At recruitment of new employees, the Faculties follow the <i>Selection procedure regulations for UWB academic staff recruitment</i>. The document also specifies the composition and activities of the Recruitment Committee.</p> <p>The Selection Committee (of no less than three members) for the hiring procedure is nominated by the originator together with a notification on the commencement of the hiring procedure, see</p>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>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).</li> <li>Regular training of executive employees in the conduction of job interviews,</li> </ul>



<p>and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained.</p>		<p>Article 3 of Selection procedure regulations for UWB academic staff recruitment.</p> <p><b>UWB GAP:</b></p> <ul style="list-style-type: none"> <li>• Members of the Selection Committees are not trained in job interviews.</li> <li>• Low engagement of experts outside UWB in its Selection Committees.</li> <li>• “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).</li> <li>• 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).</li> <li>• UWB has not implemented any suitable system to address (OTM-R checklist).</li> </ul> <p><b>Current state of FME:</b></p> <p>FME does not operate a Code of Conduct for Recruitment of Researchers which would define how new researchers should be recruited and what principles should be observed (open, transparent recruitment procedures should be in place that would be internationally comparable to recruitment procedures modified for these types of vacancies).</p>	<p>application of given rules for Merit-Based Selection.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Require communication in English when recruiting foreign employees.</li> <li>• Implement monitoring of the composition of the Selection Committees (see the OTM-R Checklist).</li> </ul> <p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>• Amend the FME internal directive with proposals for improvement at UWB.</li> </ul> <p><b>Internal regulations of UWB:</b></p>
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		<p>Selection procedures for recruiting for the positions of <b>academic</b> staff at FME are governed by the Directive Selection procedure regulations for UWB academic staff recruitment.</p> <p>The questionnaire survey revealed that 39.26% of respondents believed that the requirements presented and demanded at the selection procedures at FME which the respondents had participated in (as candidates) were formulated with adequate clarity and fairness (answers YES and RATHER YES). The question “Do you believe that the process of the selection procedure at FME in which you participated in the past two years (as candidate) was sufficiently fair (e.g. the questions looked into your qualifications, experience, contribution, ideas you can offer, etc.) and there was no evidence of ridicule, discrimination, etc.” received a negative response by only 1.48% of respondents. Furthermore, 46.67% of FME employees had not participated in any selection procedures in the previous three years.</p>	<ul style="list-style-type: none"> <li>• Internal regulation of UWB – Selection procedure regulations for UWB academic staff recruitment</li> <li>• Internal Payroll Regulations of UWB</li> <li>• Code of Conduct of UWB</li> <li>• Career Regulations of FME</li> <li>• Career Regulations of RTI</li> </ul>
<p>15. Transparency (Code)</p> <p>Candidates should be informed, prior to the selection, about the Recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed</p>	-/+	<p><b>Current state of UWB:</b></p> <p><b>UWB GAP:</b></p> <ul style="list-style-type: none"> <li>• 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</li> </ul>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>• Develop a Code of Conduct for Recruitment of <b>researchers</b> or amendment of the current “Selection procedure regulations for UWB academic staff recruitment” so it also applies to researchers and includes the obligation to</li> </ul>



<p>after the selection process about the strengths and weaknesses of their applications.</p>		<p>the applicant with the strengths and weaknesses of their candidacy.</p> <ul style="list-style-type: none"> <li>• Candidates, especially those who did not succeed at the recruitment, are not familiarised with the strengths and weaknesses of their candidacy.</li> <li>• Notifications of selection procedures on the UWB website are very brief.</li> </ul> <p><b>Current state of FME:</b></p> <p>Description of job vacancies at FME contain descriptions of the required skill and knowledge, descriptions of the working conditions including career development prospects.</p> <p><b>FME GAP:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p>inform the applicants with the strengths and weaknesses of their candidacy.</p> <ul style="list-style-type: none"> <li>• Require communication in English when recruiting foreign employees.</li> <li>• Promote the role of the personnel division in the area of finding human resources and personnel marketing – new position of the UWB HR Manager.</li> </ul> <p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>• Regular training of executive employees of FEM in the conduction of job interviews, improvement of manager skills.</li> <li>• Prepare a Code of Conduct for Recruitment of Researchers and Foreign Researchers at FME.</li> <li>• Members of FME Selection Committees properly trained by experts.</li> <li>• No feedback is provided to the participants in the selection procedure about the strengths and weaknesses of their candidacy.</li> <li>• Expand recruitment activities to abroad, i.e. via the Euraxess portal.</li> </ul> <p><b>Internal regulations of UWB:</b></p>
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<p>16. Judging merit (Code)</p> <p>The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as</p>	-/+	<p><b>Current state of UWB:</b></p> <p>Practical experience of the candidates is always taken into account in the selection procedure; however, assessment of merit is not explicitly amended as per the Code.</p> <p><b>UWB GAP:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>• Amendment to the Code of Conduct for Recruitment at UWB, e.g. setting the assessment criteria for recruitment of researchers.</li> <li>• Regular training of executive employees in the conduction of job interviews, application of assessment criteria for selection.</li> </ul>



teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.		<p><b>Current state of FME:</b></p> <p>The Selection Committee at FME takes into account the criteria of the <i>Charter</i> and <i>Code</i>.</p>	<p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>Amend the FME internal directive with proposals for improvement at UWB.</li> </ul> <p><b>Internal regulations of UWB:</b></p> <ul style="list-style-type: none"> <li>Internal regulation of UWB – Selection procedure regulations for UWB academic staff recruitment</li> <li>Internal Payroll Regulations of UWB</li> <li>Code of Conduct of UWB</li> </ul>
<p>17. Variations in the chronological order of CVs (Code)</p> <p>Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a</p>	-/+	<p><b>Current state of UWB:</b></p> <p>Practical experience of the candidates is taken into account on every occasion; however, assessment of chronological order is not explicitly amended as per the Code.</p> <p><b>UWB GAP:</b></p> <ul style="list-style-type: none"> <li>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</li> </ul>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Regular training of executive employees in the conduction of job interviews, application of assessment criteria for selection.</li> </ul>



representative array of achievements and qualifications appropriate to the post for which application is being made.		<p>is at the discretion of the members of the selection committees.</p> <p><b>Current state of FME:</b></p> <p>Description of job vacancies at FME contain wide descriptions of the required skill and knowledge, descriptions of the working conditions including career development prospects. Candidates for employment at FME are allowed to present CVs supported with evidence.</p>	<p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>Amend the FME internal directive with proposals for improvement at UWB.</li> </ul> <p><b>Internal regulations of UWB:</b></p> <ul style="list-style-type: none"> <li>Internal regulation of UWB – Selection procedure regulations for UWB academic staff recruitment</li> <li>Internal Payroll Regulations of UWB</li> <li>Code of Conduct of UWB</li> </ul>
<p>18. Recognition of mobility experience (Code)</p> <p>Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be</p>	-/+	<p><b>Current state of UWB:</b></p> <p><b>UWB GAP:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>



considered as a valuable contribution to the professional development of a researcher.		<p><b>Current state of FME:</b></p> <p>Each mobility experience, e.g. stays in abroad or in other research facilities (public or private), as well as change of the field or industry, be it in the early stages of researcher studies or later in the researcher career stage, including experience with virtual mobility is considered a valuable contribution made by the FME job candidate. Mobility of the employees and doctoral students is supported at FME as it is considered a crucial component of personal development. This also shows in the questionnaire survey with nearly 80% of respondents stating that FME adequately supports mobility to institutions in abroad (responses YES and RATHER YES).</p>	<ul style="list-style-type: none"> <li>Regular training of executive employees in the conduction of job interviews, application of assessment criteria for selection.</li> </ul> <p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>Amend the FME internal directive with proposals for improvement at UWB.</li> </ul> <p><b>Internal regulations of UWB:</b></p> <ul style="list-style-type: none"> <li>Internal regulation of UWB – Selection procedure regulations for UWB academic staff recruitment</li> <li>Internal Payroll Regulations of UWB</li> <li>Code of Conduct of UWB</li> </ul>
<p>19. Recognition of qualifications (Code)</p> <p>Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including nonformal qualifications, of all</p>	+/-	<p><b>Current state of FME:</b></p> <p>At the UWB, the recognition of qualifications is regulated by the Rector's Directive – Procedure for the Recognition of Foreign Higher Education and Qualification. In practice, tenders are conducted in accordance with the Selection Procedure Regulations for UWB Academic Staff recruitment, which will be subject to extensive amendments. The qualifications achieved is assessed</p>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>



<p>researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels <sup>16</sup>.</p>		<p>individually, taking into account the requirements of the job position and the workplace that offers the position.</p> <p><b>UWB GAP:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul> <p><b>Current state of FME:</b></p> <p>Principal attention of FME's Recruitment Committee is given to the candidate's abilities in the field of research as well as to the number of publications and excellent results achieved in their professional career. The assessment criteria, such as teaching, supervision, teamwork, transfer of knowledge and activities in popularisation of science and research, always perceived as positives.</p>	<ul style="list-style-type: none"> <li>• 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).</li> </ul> <p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>• Amend the FME internal directive with proposals for improvement at UWB.</li> </ul> <p><b>Internal regulations of UWB:</b></p> <ul style="list-style-type: none"> <li>• Selection procedure regulations for UWB academic staff recruitment</li> <li>• Internal Payroll Regulations of UWB</li> </ul>
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			<ul style="list-style-type: none"> <li>Rector's Provision 15R/2009 — Procedure for Recognition of Foreign Higher Education and Qualification</li> </ul> <p><b>Related legislation:</b></p> <ul style="list-style-type: none"> <li>Act 111/98 Coll., Higher Education Act</li> <li>Act 500/2004 Coll., Administrative Procedure Act (administrative procedure)</li> <li>International agreements binding for the Czech Republic which stipulate mutual recognition of education certificates</li> </ul>
<p>20. Seniority (Code)</p> <p>The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of</p>	+/-	<p><b>Current state of UWB:</b></p> <p>Job vacancies contain qualifications requirements and are designed in a non-discriminatory way so as not to disadvantage prospective graduates. The specific requirements and seniority of a candidate are then assessed individually in the selection process, taking into account the requirements of the job position and the workplace that offers the position.</p> <p><b>UWB GAP:</b></p> <p>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</p>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>Amend the Selection Procedure Regulations for UWB Academic Staff Recruitment, include the requirement to assess and evaluate seniority</li> <li>Regular training of executive employees in the conduction of job interviews, including examples of seniority assessment.</li> </ul>



lifelong professional development should also be recognised.		<p>“seniority”. Specific requirements are typically laid out after recruitment for a specific position has been organised.</p> <p><b>Current state of FME:</b></p> <p>The degree of required qualification possessed by FME employees and candidates for employment at FME conforms to the requirements for their jobs. The assessment of qualification possessed by FME employees and candidates for employment at FME always focuses on the assessment of achievements.</p>	<p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>Amend the FME internal directive with proposals for improvement at UWB</li> </ul> <p><b>Internal regulations of UWB:</b></p> <ul style="list-style-type: none"> <li>Internal regulation of UWB – Selection procedure regulations for UWB academic staff recruitment</li> </ul>
<p>21. Postdoctoral appointments (Code)</p> <p>Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other</p>	-/+	<p><b>Current state of UWB:</b></p> <p>There is no explicit procedure for the appointment of postdoctoral positions at UWB. Requirements for a particular job position and candidates who apply in the tender are considered individually with regard to the requirements of the job position and the workplace that offers the position.</p> <p><b>UWB GAP:</b></p> <ul style="list-style-type: none"> <li>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</li> </ul>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>Amend the Selection Procedure Regulations for UWB Academic Staff Recruitment, include rules for requirement and appointment of researchers with a post-doctoral researcher status.</li> <li>Define what positions are considered post-doctoral researcher positions – possibly a component of the Career Regulations.</li> </ul>



<p>institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of longterm career prospects.</p>		<p>the recruitment and appointment of post-doctoral researchers.</p> <ul style="list-style-type: none"> <li>UWB does not possess a clear definition of what positions are regarded post-doctoral researcher positions.</li> </ul> <p><b>Current state of FME:</b></p> <p><b>FME GAP:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>	<p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>Amend the FME internal directive in line with the amendment of the Code of Conduct for Recruitment of UWB.</li> <li>Amend the Career Regulations at FME and RTI Categorisation of researchers for post-doctoral positions.</li> <li>Members of FME Selection Committees properly trained by experts.</li> </ul> <p><b>Internal regulations of UWB:</b></p> <ul style="list-style-type: none"> <li>Internal regulation of UWB – Selection procedure regulations for UWB academic staff recruitment</li> </ul>
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Working Conditions and Social Security			
<p>22. Recognition of the profession</p> <p>All researchers engaged in a research career should be recognised as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).</p>	+/-	<p><b>Current state of UWB:</b></p> <p>Internal Payroll Regulations of UWB define the categories of scientists, researchers, and development staff and their classification into pay grades (in conformance to the qualification background, education, and the framework characteristics of the position responsibilities).</p> <p><b>UWB GAP:</b></p> <ul style="list-style-type: none"> <li>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</li> </ul> <p><b>Current state of FME:</b></p> <p>FME observes the Career Regulations of FME Internal Payroll Regulations of UWB, in accordance to the Principles of quality assurance in teaching, creative and related activities.</p> <p><b>RTI FME</b> observes the Career Regulations of RTI which classifies researchers into the positions of Junior Researcher, Researcher and Senior Researcher (the categories are equivalent to EU researcher categorisation from R1 to R4).</p>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>Strengthen the decision-making powers of researchers at FME, e.g. establish a researcher council as an advisory body to the management.</li> <li>Modify researcher categorisation in accordance to the EU rules (R1–R4).</li> </ul>



		<p>VVRC FME adheres to the Career Regulations of FME. However, the categorisation into Junior Researcher, Researcher, and Senior Researcher is implemented within the R4S project.</p> <p><b>FME GAP:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	<p><b>Internal regulations of UWB:</b></p> <ul style="list-style-type: none"> <li>• Internal Payroll Regulations of UWB</li> <li>• Rector's Directive No. 34R/2017 - Procedure for The Recognition of Foreign Higher Education and Qualification</li> <li>• Rector's Directive 36R/2012 - Rector's Awards of Commemorative Medals and Certificates of Merit</li> </ul> <p><b>Related legislation:</b></p> <ul style="list-style-type: none"> <li>• Frascati Manual: "Proposed Standard Practice for Surveys on Research and Experimental Development", OECD, 2002.</li> </ul>
<p>23. Research environment</p> <p>Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is</p>	+/-	<p><b>Current state of UWB:</b></p> <p>Due to unequal age of individual parts of UWB, the research environment cannot be evaluated as a whole; this also reflects in</p>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>• Investigate opportunities for improvement of administrative support from selected central constituent parts of UWB.</li> </ul>



<p>created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.</p>		<p>the equipment and funding. The status and GAP will be assessed individually by the Faculties petitioning to be granted the HR Award.</p> <p>Health and Safety has its legal framework stipulated by the Work Code, Act 262/2006 Coll., by the Collective Agreement of UWB and corresponding directives issued by the Rector of UWB and by the Deans of individual parts of UWB. Working conditions in the research environment are governed by the operating policies of the individual laboratories.</p> <p>All employees of UWB undergo medical (initial, periodical, exceptional, final, follow-up) examinations and participate in regular training in Health and Safety, Fire Protection, and Regulation 50 (electric training and skills). Observance of regulations on health and safety in research is closely monitored through appointed H&amp;S specialists at the University as a whole as well as at its individual parts.</p> <p><b>UWB GAP:</b></p> <ul style="list-style-type: none"> <li>• Researchers are subject to major administrative workload and cannot fully focus on creative activities.</li> </ul> <p><b>Current state of FME:</b></p> <p>FME is one of nine faculties of the University of West Bohemia in Pilsen and one of the oldest. Over the years, FME has evolved into a modern and open educational institution and a renowned player in the science and research field. FME has a team of executive employees and managers who support one another in creating an</p>	<p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>• Refurbishment of the FME building.</li> </ul> <p><b>Internal regulations of UWB:</b></p>
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		<p>environment where employees and students can achieve the best results in exploring scientific as well as educational goals. This is also supported by the survey, as early 80% of respondents view the working conditions (e.g. the working environment, equipment, further education possibilities) adequate for the performance of their jobs and 91.12% of respondents consider the working conditions fit for achieving a work/life balance (e.g. in terms of looking after their children and other family members, or development of their scientific careers).</p> <p>FME regularly trains its employees in health and safety. This also applies to regulations on special working conditions for researchers in the laboratories and workshops. Reports and attendance sheets are prepared in the training sessions, equipment logs are in place. Employees are regularly trained by their supervisors. Employees are sent to health examinations (depending on the category). In the questionnaire survey, nearly 90% of respondents claimed to have adequate knowledge of occupational health and safety regulations.</p> <p>VVRC FME has at its disposal immense instrumentation which allows to achieve excellent results in national as well as international activities. VVRC employees have access to this modern infrastructure as well as to UWB's support systems; they can also use the background of the unit, including IT and other office equipment.</p> <p><b>RTI FME</b> offers to researchers work with state-of-the-art instruments and laboratory equipment that bears well in</p>	<ul style="list-style-type: none"> <li>• Collective Agreement of UWB</li> <li>• Rector's Decision 22R/2011 – Occupational Health and Safety</li> <li>• 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</li> </ul>
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		<p>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.</p> <p><b>FME GAP:</b></p> <ul style="list-style-type: none"> <li>● <b>FME departments</b> have obsolete equipment in the interiors (offices and hallways), yet modernisation is planned which will deliver improvement in this aspect. <b>RTI FME</b> 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. <b>VVRC FME</b> has at its disposal immense instrumentation which allows to achieve excellent results in national as well as international activities.</li> </ul>	
<p>24. Working conditions</p> <p>Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility</p>	+/-	<p><b>Current state of UWB:</b></p> <p>Care for employees is modified by the Collective Agreement established between the management of the University and the trade unions; the Collective Agreement specifies employee benefits (extra holiday, modification of working hours, and days off for sole-parent employees or employees looking after a person requiring</p>	<p><b>Proposals for improvement of UWB:</b></p> <ul style="list-style-type: none"> <li>● No solution is currently known.</li> </ul>



<p>deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide Working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, <i>inter alia</i>, to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.</p>		<p>special care, meal subsidies and vouchers, etc.). The employees have an opportunity to rent a starting flat. A day-care centre has been recently opened for the children of UWB employees.</p> <p><b>UWB GAP:</b></p> <ul style="list-style-type: none"> <li>• Sabbatical leave is on the UWB level specified for academic staff, not for researchers who are not academic staff.</li> </ul> <p><b>Current state of FME:</b></p> <p>FME offers equal opportunities to men and women and provides working conditions for researchers of each gender to combine family life, children care, work and career development. The Faculty provides equal opportunities for all, regardless of their handicap, age, national heritage, economic background, religion, sexual orientation, or political views.</p> <p><b>RTI FME and VVRC FME</b> - organisationally divided into the research and administration sections; this presents the research teams with good conditions to engage in research in full without having to process related administrative agenda. The research teams represent UWB both in the Czech Republic and on the international level; they cooperate with the industry in order to introduce research results into practice.</p>	<p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>• Strengthen feedback from FME employees e.g. via interviews or workshops.</li> <li>• New position of an IT Specialist at FME.</li> </ul> <p><b>Internal regulations of UWB:</b></p> <ul style="list-style-type: none"> <li>• Collective Agreement of UWB</li> <li>• Rector's Decision 26R/2017 Allowance Concerning Cultural and Sports Events, Recreation, Convalescence, Socialising and Other Activities</li> <li>• 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</li> </ul>
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		<p><b>VVRC FME</b> uses wheelchair-accessible premises of FME at the Department of Power System Engineering (KKE) and the Department of Material Science and Technology (KMM).</p> <p><b>RTI FME researchers</b> have high-quality research facilities at their disposal in a wheelchair-accessible building.</p> <p>In the questionnaire survey, nearly 80% of respondents stated they viewed the working conditions at FME adequate; over 91% of respondents said that the working conditions allowed them to achieve work/life balance (responding YES and RATHER YES).</p> <p><b>FME GAP:</b></p> <ul style="list-style-type: none"> <li>It is necessary to strengthen feedback with FME employees in their awareness and orientation in the UWB environment.</li> <li>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.</li> </ul>	<p><b>Related legislation:</b></p> <ul style="list-style-type: none"> <li>Work Code, Act 262/2006 Coll.</li> </ul>
25. Stability and permanence of employment	++	<p><b>Current state of UWB:</b></p> <p>UWB as a whole holds a large number of time-limited contracts; this is caused by project financing of science and research. The number of revolving contracts exceeds the limit of the number of revolving</p>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>In agreement with the EU Charter and Code.</li> </ul>



<p>Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in the <i>EU Directive on Fixed-Term Work</i>.</p>		<p>permitted by general legislation (the Work Code, Act 262/2006 Coll.); however, scientific organisations benefit from an exception. Multiple extensions of limited-time contracts (as required by project) for employees working on projects is also allowed by the Collective Agreement of UWB in force.</p> <p>All employees, be they under time-limited or time-unlimited contracts, enjoy equal rights and working conditions.</p> <p><b>Current state of FME:</b></p> <p>In the questionnaire survey, the question “How do you feel about being under a fixed-term contract?” received these answers: 18.18% of respondents stated they did not mind; 37.88% stated they minded; 43.94% of respondents stated they did not care.</p>	<p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>• In agreement with the EU Charter and Code.</li> </ul> <p><b>Internal regulations of UWB::</b></p> <ul style="list-style-type: none"> <li>• Collective Agreement – Article 3 (extension of employment)</li> <li>• Internal Payroll Regulations of UWB</li> <li>• 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</li> <li>• Code of Conduct of UWB</li> </ul> <p><b>Related legislation:</b></p>
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			<ul style="list-style-type: none"> <li>• Work Code, Act 262/2006 Coll.</li> <li>• Directive of the Council 1999/70/EC</li> </ul>
<p>26. Funding and salaries</p> <p>Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.</p>	-/+	<p><b>Current state of UWB:</b></p> <p>Financial compensation of employees is stipulated in the Internal Wage Regulations of UWB. Apart from the base salary, there exist benefits for long-term performance, singular performance, and anniversary, as mentioned in the Collective Agreement. The exact amounts or scope of the benefit is specified on the systemic level and is guaranteed only for the pay grade, anniversary, and bonus (e.g. for executive roles, job performance).</p> <p>Rector's Decision 03R/2015 describes the motivational systems to support doctoral students, graduates from doctoral study programs (POSTDOC) and achieving prestigious results in research, development, and innovation (publishing in impacted journals).</p> <p>The status of researcher at UWB is supported with financial and non-financial benefits. An extraordinary financial benefit is represented by the possibility to obtain support from the Motivational System of UWB for creative activities which is designed to support the achievement of prestigious results in research, development, and innovation for young talented master, doctoral students and for young doctoral graduates. Non-financial selective benefits include mobility support for selected employees, possibility to use a company flat, etc.</p>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Review the salary regulation in terms of the ratio of the fixed salary and personal bonus.</li> </ul>



		<p>The compensations for researchers in the industry and academic domain do vary; however, academia offers other, non-financial benefits (sabbatical leave, academic freedom, flexible working hours, and other non-financial motivators).</p> <p><b>UWB GAP:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p><b>Current state of FME:</b></p> <p>Monitoring of performance of FME employees is conducted by relevant vice-deans and members of FME management (in the individual areas) who present the Dean of FME suggestions for compensation of employees. The Dean may subsequently offer</p>	<p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>• Career Development plan for each employee – FME level.</li> </ul>
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		<p>extraordinary benefits to those employees. One level lower, monitoring of performance and individual assessment of employees (with planning of their further development) is conducted by the heads of the departments and by the management of the R&amp;D&amp;I centre. Those centres subsequently present the assessment and development plans to the management of FME and discuss the results.</p> <p>Records on the results of creative activities are kept in the OBD information system in conformance to Rector's Directive 21R/2011 Record-Keeping of Publishing and other Professional Activities.</p> <p>In the questionnaire survey, the question whether compensation for work performance is adequately transparent in your constituent, the following answers were given: 15.56% of respondents stated – YES; 44.44 % of respondents stated - RATHER YES; 13.33 % of respondents stated – NO; 25.93 % of respondents stated – RATHER NO.</p> <p><b>FME GAP:</b></p> <ul style="list-style-type: none"> <li>• No career plans exist for any FME employees and researchers at RTI and VVRC.</li> <li>• Not all researchers are subject to assessment.</li> </ul>	<ul style="list-style-type: none"> <li>• Implement regular assessment interviews with periodical repetition.</li> <li>• Regular training of executive employees in the conduction of assessment interviews, monitoring of employee performance, improvement of manager skills.</li> </ul> <p><b>Internal regulations of UWB::</b></p> <ul style="list-style-type: none"> <li>• Internal Payroll Regulations of UWB.</li> <li>• Collective Agreement of UWB</li> <li>• Rector's Directive 03R/2015 - The Grant System of the University of West Bohemia.</li> <li>• Rector's Decision 10R/2014 Remuneration of Authors and Distribution of Profits Resulting from the Transfer of Knowledge</li> <li>• Rector's Directive 21R/2011 Record-Keeping of Publishing and other Professional Activities</li> <li>• Rector's Decision 18R/2011 - Professional Development of Pedagogical Staff of UWB</li> <li>• Scholarship Regulations of UWB in Pilsen from 1 April 2017.</li> <li>• Code of Conduct of UWB</li> <li>• Rules for the System of Quality Assurance and Internal Evaluation of the Quality of Educational, Creative and Related</li> </ul>
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			Activities of the University of West Bohemia dated 13 July 2017.
<p>27. Gender balance</p> <p>Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.</p>	-/+	<p><b>Current state of UWB:</b></p> <p>Formally, from the viewpoint of internal legislation at UWB, gender discrimination is non-existent; internal regulations have been prepared in the philosophy of equal opportunities.</p> <p>However, when the responses to the survey question whether the employees had experienced discrimination were processed, it was found out that women provided positive responses more often than men (the number of employees identifying themselves as alternative gender was minimum).</p> <p><b>UWB GAP:</b></p> <ul style="list-style-type: none"> <li>• Gender balance is not monitored (composition of Selection Committees, representation on various management levels).</li> <li>• UWB has not completed the building of infrastructure for reporting and addressing suspected unethical behaviour, including gender issues (see Item 2).</li> </ul> <p><b>Current state of FME:</b></p> <p><b>FME GAP:</b></p>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Implement policies and monitoring of gender composition of the Selection Committees (see Item 14 of the analysis).</li> <li>• 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).</li> </ul> <p><b>Proposals for improvement at FME:</b></p>



		<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Amend the FME internal directive with proposals for improvement at UWB.</li> </ul> <p><b>Internal regulations of UWB:</b></p> <ul style="list-style-type: none"> <li>Code of Conduct of UWB</li> <li>Organizational Structure of UWB</li> <li>Internal Payroll Regulations of UWB</li> <li>Statute of UWB</li> <li>Collective Agreement of UWB</li> <li>Internal regulation of UWB – Selection procedure regulations for UWB academic staff recruitment</li> </ul>
<p>28. Career development</p> <p>Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the</p>	-/+	<p><b>Current state of UWB:</b></p> <p><b>UWB GAP:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>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).</li> <li>Include career development discussion as a standard component of assessment interviews.</li> </ul>



<p>personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.</p>		<p><b>Current state of FME:</b></p> <p>RTI FME has career regulations which govern the positions and compensation of employees. These career regulations are based on the Career Regulations of UWB.</p> <p><b>FME GAP:</b></p> <ul style="list-style-type: none"> <li>• Career plans are not in place for all FME employees.</li> </ul>	<p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>• Prepare a Career Development plan for each FME employee.</li> <li>• Implement regular assessment interviews with periodical repetition.</li> <li>• Train executive employees in the conduction of assessment interviews.</li> </ul> <p><b>Internal regulations of UWB:</b></p> <ul style="list-style-type: none"> <li>• Organizational Structure of UWB</li> </ul> <p><b>Related legislation:</b></p> <ul style="list-style-type: none"> <li>• Work Code, Act 262/2006 Coll.</li> <li>• Higher Education Act</li> </ul>
<p>29. Value of mobility</p> <p>Employers and/or funders must recognise the value of geographical, intersectoral, inter- and trans-disciplinary and virtual 12 mobility as well as mobility between the public and private sector as an important means of enhancing scientific</p>	++	<p><b>Current state of UWB:</b></p> <p>Mobility of academic staff, researchers and doctoral students at UWB, including mobility between the private and public sectors, is generally considered a major component of their career development.</p> <p>The aspect of mobility is mentioned in several internal regulations, including the Career Regulations.</p>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>• In agreement with the EU Charter and Code.</li> </ul>



<p>knowledge and professional development at any stage of a researcher's career. Consequently, they should build such options into the specific career development strategy and fully value and acknowledge any mobility experience within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation.</p>		<p>In the survey, employees across the Faculties did not feel that mobility was a problem and that its support was sufficient.</p> <p><b>Current state of FME:</b></p> <p>Mobility in the professional career of the researcher, especially international stays, is considered positive experience and beneficial for the development of international collaboration at FME. FME has prepared a plan of mobilities for the application domain and abroad; the plan is based on the study and science needs of the research teams and their partners. Its principal goal is to develop contact with companies and collaboration with foreign institutions, <b>Activity D</b>.</p> <p>The survey conducted at FME indicates that nearly 80% of the respondents understand the support for mobility to international institutions as adequate.</p>	<p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>• In agreement with the EU Charter and Code.</li> </ul> <p><b>Internal regulations of UWB::</b></p> <ul style="list-style-type: none"> <li>• Career Regulations</li> <li>• Vice-Rector's Instruction 4P/2016 Mobility</li> </ul>
<p>30. Access to career advice</p> <p>Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to</p>	-/+	<p><b>Current state of UWB:</b></p> <p>UWB operates an Information and Advisory Centre which is a comprehensive system of study, social, psychology and legal services. However, the centre focuses especially on students and graduates (including doctoral students), not on employees of the University.</p> <p><b>UWB GAP:</b></p>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>• Extend UWB's advisory services to include the topic of further employment of employees.</li> </ul>

researchers at all stages of their careers, regardless of their contractual situation.		<ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Current state of FME:</b></p> <p><b>FME GAP:</b></p> <ul style="list-style-type: none"> <li>Career advice is not offered at FME, it is dependent on the UWB solution.</li> </ul>	<p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>Training of executive employees in the domains of mentoring and conducting motivation and assessment interviews.</li> </ul>
<p>31. Intellectual Property Rights</p> <p>Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&amp;D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. Policies and practices should specify what</p>	+/-	<p><b>Current state of UWB:</b></p> <p>Intellectual property rights are defined by the Code of Conduct of UWB. Methodological support is provided by UWB's Project Centre and the Technology Transfer Department. Intellectual property and the handling thereof is addressed in several directives and executive regulations on the University level.</p> <p>UWB operates the OBD database for recording of results of creative activities.</p> <p>UWB has established a Technology Transfer Department which:</p> <ul style="list-style-type: none"> <li>records results of research, development and innovation</li> </ul>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>Higher advertisement of existing courses for UWB employees on the topic of protection of intellectual property.</li> </ul>



<p>rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organisations, as possibly provided for under specific collaboration agreements or other types of agreement.</p>		<ul style="list-style-type: none"> <li>• proposes the system of transfer of research and development</li> <li>• provides administration of patents, licenses and inventions</li> <li>• consults activities in the field of intellectual property</li> <li>• keeps records of new knowledge and monitors its use</li> <li>• prepares registration of results for protection</li> <li>• records the subjects of industry rights at UWB</li> <li>• prepares research in the field of intellectual property</li> <li>• prepares catalogues (databases) with the offer of UWB's innovation potential</li> <li>• prepares annual analyses of UWB's situation in the field of intellectual property</li> </ul> <p><b>UWB GAP:</b></p> <ul style="list-style-type: none"> <li>• Rather low awareness of researchers in the field of intellectual property protection rights, commercialisation of results of research and development.</li> </ul> <p><b>Current state of FME:</b></p> <p><b>VVRC FME</b> has the position of a Project Manager who administers all projects currently running in the centre.</p> <p><b>RTI FME</b> has:</p> <ul style="list-style-type: none"> <li>• a Manager for Commerce, Technology Transfer and Intellectual Property Protection</li> </ul>	<p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
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		<ul style="list-style-type: none"> <li>a Manager for International Collaboration</li> </ul> <p><b>FME GAP:</b></p> <ul style="list-style-type: none"> <li>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&amp;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.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Internal regulations of UWB::</b></p> <ul style="list-style-type: none"> <li>Code of Conduct of UWB</li> <li>Rector's Directive 11r/2014 - Protection of Intellectual Property and Transfer of Knowledge</li> <li>Rector's Directive 21R/2011 Record-Keeping of Publishing and other Professional Activities</li> <li>Rector's Directive 03R/2015 - The Grant System of the University of West Bohemia</li> </ul>
32. Co-authorship	+/-	<b>Current state of UWB:</b>	<b>Proposals for improvement at UWB:</b>



<p>Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc, or to publish their own research results independently from their supervisor(s).</p>		<p>UWB operates the OBD database which serves for the registration of research and work into the database of findings and into the Registry of Information on State-supported Research and Development (RIV).</p> <p>Co-authors are registered and shown in the database of findings with a percentage of their contribution.</p> <p>Executive employees of FME have a positive approach to co-authorship when assessing their employees. All researchers, including researchers in the early stages of their careers, have been granted the conditions to exercise the right of acknowledging, being acknowledged and presented, based on their true contribution, as co-authors of documents, patents, etc. and to publish the results of their own work under expert supervision of their supervisor (e.g. doctoral supervisor, head of laboratory, etc.).</p> <p><b>UWB GAP:</b></p> <ul style="list-style-type: none"> <li>The focus group has indicated that employees consider the topic of defining co-authorship in individual scientific outcomes to be serious.</li> </ul> <p><b>Current state of FME:</b></p> <p>FME has not specified this aspect in any manner.</p> <p><b>FME GAP:</b></p>	<ul style="list-style-type: none"> <li>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.</li> <li>Provide independent review of complaints/appeals of researchers and confidential, informal assistance when addressing such motions (the position of an Ombudsman).</li> </ul> <p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>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-</li> </ul>
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		<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	<p>authoring in conformance to the Ethical Framework for Research, see Decree 1005 of the government of the Czech Republic.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>Internal regulations of UWB:</b></p> <ul style="list-style-type: none"> <li>• ODB database</li> <li>• Rector's Decision 10R/2014 Remuneration of Authors and Distribution of Profits Resulting from the Transfer of Knowledge</li> <li>• Rector's Directive 11R/2014 - Protection of Intellectual Property and Transfer of Knowledge</li> <li>• Rector's Directive 21R/2011 Record-Keeping of Publishing and other Professional Activities</li> <li>• Code of Conduct of UWB</li> <li>• Rules for the System of Quality Assurance and Internal Evaluation of the Quality of</li> </ul>
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			Educational, Creative and Related Activities of the University of West Bohemia dated 13 July 2017
<p>33. Teaching</p> <p>Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers</p>	-/+	<p><b>Current state of UWB:</b></p> <p>UWB employees can use the training course "Teaching at Higher Education Institutions" which comprises a number of mutually related courses.</p> <p><b>UWB GAP:</b></p> <ul style="list-style-type: none"> <li>Neither the Career Regulations of UWB nor any other document specifies assessment of researchers in consideration of their teaching activities.</li> <li>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.</li> </ul> <p><b>Current state of FME:</b></p> <p>The questionnaire survey revealed that 45.93% of respondents believed that while they teach students, they have sufficient resources (in time, finance, capacity) to engage in research (responses YES and RATHER YES); however, 40.74% of respondents of the questionnaire survey do not have sufficient resources (in</p>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>Complete UWB's Career Regulations to consider the principles of the Charter in the aspect of teaching by researchers.</li> <li>Add and better advertise training programs focused on teaching skills especially for researchers and academic staff especially in the early stages of their careers.</li> </ul> <p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>Prepare a Career Development plan for each employee.</li> <li>Implement regular, periodic assessment interviews of the employees in consideration of their teaching activities.</li> </ul>



<p>should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.</p>		<p>time, finance, capacity) to also engage in research (responses NO and RATHER NO).</p> <p><b>FME GAP:</b></p> <ul style="list-style-type: none"> <li>• Career plans are not in place for all researchers.</li> <li>• Not all researchers are subject to assessment.</li> <li>• Students' evaluation of subjects taught by an employee of FME is very important for the teacher; this assessment is conducted each semester and is considered by the teacher, the guarantor of the subject, the Head of the Department, and the Dean of the Faculty. A procedure is in place for appeal by the students (filing a request to review a decision), as stipulated by the Higher Education Act (Act 111/1998 Coll., as amended on May 17, 2016, Article 68 (4).</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare a seminar (course, training session, workshop) for current and new researchers who have a teaching obligation.</li> <li>• 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.</li> </ul>
<p>34. Complains/appeals</p> <p>Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with</p>	-/+	<p><b>Current state of UWB:</b></p> <p>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><b>UWB GAP:</b></p>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>• Finalise amendment of the Code of Conduct of UWB so it fully reflects the specifics of R&amp;D in conformance to the EU Charter and Code.</li> <li>• Provide independent review of complaints/appeals of researchers and confidential, informal assistance when</li> </ul>



complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.		<ul style="list-style-type: none"> <li>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.</li> <li>UWB has not appointed an independent person to review complaints/appeals of researchers.</li> </ul> <p><b>Current state of FME:</b></p> <p><b>FME GAP:</b></p> <ul style="list-style-type: none"> <li>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 RATHER DO NOT KNOW in the survey; 19.26 % of the respondents had experienced a form of discrimination.</li> </ul>	<p>addressing such motions (the position of an Ombudsman).</p> <p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Internal regulations of UWB::</b></p> <ul style="list-style-type: none"> <li>Code of Conduct of UWB</li> </ul>
35. Participation in decision-making bodies	++	<b>Current state of UWB:</b>	<b>Proposals for improvement at UWB:</b>



<p>Employers and/or funders of researchers should recognise it as wholly legitimate, and indeed desirable, that researchers be represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution</p>		<p>Activities of academic staff and other employees (researchers) in bodies and committees specified by law and other legislative regulations represent an important component of their obligations ensuing from the position of UWB employees (membership in the Academic Senate, the Scientific Board, the Accreditation Committee, the Review Committee, etc.)</p> <p><b>Current state of FME:</b></p> <p>Some researchers in the RTI research centre and in the VVRC power engineering research centre do not legally have representation in the Academic Senate of FME. Therefore, they do not participate e.g. in the approval of the long-term intent of FME, election of the Dean of FME, approval of the nomination and removal of members of the Scientific Council of FME, approval of the budget, etc. A solution lies in establishing a position with minor organisational workload (as academic staff), for example, most of VVRC employees also have commitments in the KMM and KKE departments of FME, possibly in KEE at FEE. Most of them have a contract as academic staff; therefore, they can vote in the Academic Senate.</p>	<ul style="list-style-type: none"> <li>• In agreement with the EU Charter and Code.</li> </ul> <p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>• In agreement with the EU Charter and Code.</li> </ul> <p><b>Internal regulations of UWB::</b></p> <ul style="list-style-type: none"> <li>• Statute of UWB</li> </ul> <p><b>Related legislation:</b></p> <ul style="list-style-type: none"> <li>• Act 111/1998 Coll., Higher Education Act</li> </ul>
Training and Development			



<p>36. Relation with supervisors</p> <p>Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.</p>	<p>+/-</p>	<p><b>Current state of UWB:</b></p> <p>The rights and obligations of doctoral studies at the University are governed by the Study and Examination Regulations of UWB. The study is carried out under expert and organisational guidance of the supervisor who, regularly after the end of the academic year, prepares an assessment of the study by their student, and submit it to the Study Field Board.</p> <p><b>UWB GAP:</b></p> <ul style="list-style-type: none"> <li>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).</li> </ul> <p><b>Current state of FME:</b></p> <p>One of the tasks of Senior Researchers at FME is participation in the formation of new researchers; the Senior Researcher usually acts as the supervisor (or Head of RTI laboratories or Head of the Working Group at VVRC). Junior Researchers participate in the formation of new researchers typically as specialist consultants; they also participate in the application of R&amp;D results in teaching.</p> <p><b>FME GAP:</b></p>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>Review the Study and Examination Regulations of UWB and provide its conformance to the requirements of the Charter and Code.</li> <li>Provide that doctoral students with employment commitment, however small, are included in assessment of work performance.</li> </ul> <p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>Career Development plan for each FME employee.</li> <li>Implement regular assessment interviews with periodical repetition.</li> <li>Prepare a list of training sessions (or workshops or lectures) for executive employees and doctoral supervisors with</li> </ul>
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		<ul style="list-style-type: none"> <li>• No career plans exist for any FME employees and researchers at RTI and VVRC.</li> <li>• Not all researchers are subject to assessment.</li> </ul>	<p>emphasis in the formation of researchers and application of R&amp;D results in teaching.</p> <ul style="list-style-type: none"> <li>• Training of executive employees in leadership, mentoring and conducting motivation and assessment interviews.</li> </ul> <p><b>Internal regulations of UWB::</b></p> <ul style="list-style-type: none"> <li>• Study and Examination Regulations of UWB in Pilsen from 1 March 2017</li> <li>• Scholarship Regulations of UWB in Pilsen from 1 April 2017</li> <li>• 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</li> </ul>
<p>37. Supervision and managerial duties</p> <p>Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They</p>	+/-	<p><b>Current state of UWB:</b></p> <p>Researchers at UWB are classified into pay grades according to their education; general specification of the range of their R&amp;D activities is specified for those grades. A detailed account of their activities is provided in the job description.</p> <p><b>UWB GAP:</b></p>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Provide opportunities for development and education for experienced researchers</li> </ul>



<p>should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.</p>		<ul style="list-style-type: none"> <li>• 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.</li> <li>• The Career Regulations of UWB do not describe the assessment of experienced researchers in terms of their universal role.</li> <li>• 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</li> </ul> <p><b>Current state of FME:</b></p> <p>Professional development at FME is also supported e.g. by participation in domestic and international conferences and expert training events. Researchers have an opportunity for professional education through e-learning courses as well as courses offered by the Institute of Lifelong Education at UWB. Another component of professional development of researchers is targeted mobility, stays at industry partners, and in research centres in the Czech Republic and abroad.</p>	<p>in terms of their roles as experts and supervisors, project coordinators, directors, inspectors, instructors, career development advisers, or science communicators.</p> <p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>• Amend the FME internal directive with proposals for improvement at UWB.</li> </ul> <p><b>Internal regulations of UWB::</b></p> <ul style="list-style-type: none"> <li>• Compensation Regulations of UWB</li> <li>• Organizational Structure of UWB</li> <li>• Code of Conduct of UWB</li> <li>• Study and Examination Regulations of UWB in Pilsen from 1 March 2017</li> <li>• Scholarship Regulations of UWB in Pilsen from 1 April 2017</li> <li>• Rules for the System of Quality Assurance and Internal Evaluation of the Quality of</li> </ul>
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<p>38. Continuing Professional Development</p> <p>Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.</p>	+/-	<p><b>Current state of UWB:</b></p> <p>UWB's Ethical Code governs the obligations of each academic staff member in terms of continuous development of skill, expansion and growth of knowledge and skill in their field as well as general educational activities.</p> <p>UWB operates an Institute of Lifelong Learning the activity specifications of which require to provide opportunity for education of employees.</p> <p><b>UWB GAP:</b></p> <ul style="list-style-type: none"> <li>• Career development plans should be a component of regular assessment interviews; this is not provided at all times.</li> <li>• 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.</li> </ul> <p><b>Current state of FME:</b></p>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>• Finalise the amendments to the Code of Conduct of UWB and Career Regulations of UWB so they fully reflect the specifics of R&amp;D in conformance to the EU Charter and Code.</li> <li>• Finalise the amendments to the Career Regulations of UWB.</li> <li>• Regularly review and update the offer of courses and other opportunities for personal development.</li> </ul> <p><b>Proposals for improvement at FME:</b></p>



		<p>The Career Regulations of FME and the Career Regulations of the RTI research centre describe professional development of researchers. Especially with employees in the positions of Junior Researcher and PhD student, major emphasis is given to further education and development of their professional qualifications (training, educational courses, etc.). Professional development of employees is also aided by their mobility (participation in conferences, stays, etc.)</p> <p><b>FME GAP:</b></p> <ul style="list-style-type: none"> <li>• No career plans exist for any FME employees and researchers at RTI and VVRC.</li> <li>• Not all researchers are subject to assessment.</li> </ul>	<ul style="list-style-type: none"> <li>• Compile individual career development plans.</li> <li>• Training of executive employees in leadership, mentoring and conducting motivation and assessment interviews.</li> <li>• Training for members of research teams in the domains of project and finance management.</li> <li>• Improve awareness of FME employees in positive examples of conduct in executive employees.</li> <li>• Obtain feedback from FME employees and students.</li> </ul> <p><b>Internal regulations of UWB::</b></p> <ul style="list-style-type: none"> <li>• Code of Conduct of UWB</li> <li>• Rector's Decision 18R/2011 - Professional Development of Pedagogical Staff of UWB</li> <li>• Career Regulations of FME</li> <li>• Career Regulations of RTI</li> </ul>
39. Access to research training and	+/-	<b>Current state of UWB:</b>	<b>Proposals for improvement at UWB:</b>



<p>continuous development</p> <p>Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, takeup and effectiveness in improving competencies, skills and employability.</p>		<p>Support of career development of the employees through systematic lifelong education is realised especially via relevant educational activities organised by UWB (Institute of Lifelong and Distance Education), or its components, and via permission of professional study stays and participation of employees in conference events related to career development. Institute of Applied Language Studies supports language training of UWB employees.</p> <p><b>UWB GAP:</b></p> <ul style="list-style-type: none"> <li>• Development plans are not regularly assessed for accessibility and efficiency for the improvement of ability, skill, and employability of researchers.</li> <li>• This analysis has identified the need of education in other areas as well (such as ethics, commercialisation of R&amp;D results, etc.) which are not currently well covered by the offer.</li> </ul> <p><b>Current state of FME:</b></p> <p>All FME employees and students in all stages of the career and regardless of their contract are offered opportunities for education and continuous professional development. The researchers' attitude to education and continuous development is regularly assessed by FME management in terms of approach, application</p>	<ul style="list-style-type: none"> <li>• 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).</li> <li>• Update the offer of courses and education events available to UWB employees.</li> </ul> <p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>• Amend the FME internal directive with proposals for improvement at UWB.</li> </ul>
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		and efficiency in the improvement of skill, ability, and employability.	
<p>40. Supervision</p> <p>Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the</p>	++	<p><b>Current state of UWB:</b></p> <p>For all FME employees (in the early and later stages of their careers), their first line supervisor is the person in charge of setting their job responsibilities and offering feedback. For researchers, this role is typically held by their team leader. For doctoral students, the supervising person is their supervisor.</p> <p><b>Current state of FME:</b></p> <p>In terms of line and project management, the designated person is always the direct supervisor. The designated person whom researchers at FME can address is usually the leader of the research team, Head of the Department, Project Investigator, Head of VVRC segment, Head of RTI segment or the Director of RTI laboratories.</p>	<p><b>Proposals for improvement at UWB:</b></p> <ul style="list-style-type: none"> <li>• In agreement with the EU Charter and Code.</li> </ul> <p><b>Proposals for improvement at FME:</b></p> <ul style="list-style-type: none"> <li>• In agreement with the EU Charter and Code.</li> </ul>



necessary mechanisms.	feedback			
Any additional issues				

