

GAP Analysis overview

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

European Charter for Researchers and Code of Conduct for the Recruitment of Researchers: GAP analysis overview			
Status: to what extent does this organisation meet the following principles?	++ = fully implemented +/- = almost but not fully implemented -/+ = partially implemented -- = insufficiently implemented	In case of -, -/+, or +/-, please indicate the actual "gap" between the principle and the current practice in your organisation. Implementation impediments : If relevant, please list any national/regional legislation or organisational regulation currently impeding implementation.	Initiatives already undertaken and/or suggestions for improvement
Ethical and Professional Aspects			
1. Freedom of research Researchers should focus their research on the wellbeing of mankind and on extending the boundaries of scientific	++	Current situation at UWB: Freedom of research is generally guaranteed by the UWB Statute. Freedom of thought and research is also enshrined in the UWB Code of Conduct. The scope of UWB Code of Conduct applies to all UWB employees.	Suggestions for improvement: In agreement with the EU Charter and Code.

<p>knowledge, while enjoying the freedom of thought and expression and the freedom to identify methods used to solve problems in accordance with ethical principles and practices.</p> <p>However, researchers must recognize the limits of this freedom that may arise from special circumstances of research (including supervision, consultancy and management) or operational constraints, e.g. for budget or infrastructure reasons or, especially in the industrial sector, for intellectual property protection. However, such restrictions shall not conflict with recognized ethical principles and practices to be followed by the researcher.</p>		<p>The UWB management supports that research and development activities be relevant in accordance with Methodology 17+ (criterion of "social relevance") and contribute to the wellbeing of humankind.</p> <p>Using the Methodology 17+, the new evaluation system was introduced gradually over three years. Since 2017, there has been a regular annual monitoring evaluation of research organizations and at the same time, a complete evaluation has been introduced. Since 2020, evaluation has been carried out in five-year cycles. The UWB management supports that research and development activities are in accordance with Methodology 17+ ("social relevance" criterion), relevant, and contribute to the well-being of humanity.</p> <p>Current situation at FEC:</p> <p>In addition to the aforementioned documents and universally applicable guidelines, freedom of research is guaranteed by the FEC Statute and by other FEC internal documents.</p> <p>Article 4 of the FEC Statute guarantees academic freedoms and academic rights, Article 24 defines creative leave, and Article 21 defines the rules of creative activity.</p> <p>FEC also follows the Career Rules of Staff of the Faculty of Economics of the University of West Bohemia in Pilsen. At FEC, the job descriptions and pay statement represent annexes to the employment contract. Prior to hiring, all employees of FEC are familiarised with their job descriptions.</p> <p>Evaluation in the field of R&D at FEC is carried out according to Instruction of the Vice-Rector No. 9P/2018 Quality assessment of creative activities. The basic objective of the Evaluation of the Quality of Creative Activities is regular acquisition and evaluation of information regarding the fulfilment of UWB strategic goals in the area of creative activity defined in the UWB strategy and in the national strategies (National Research, Development and Innovation Policy of the Czech Republic). Another objective of the Evaluation of the Quality</p>	
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<p>2. Code of Ethics</p> <p>Researchers must adhere to recognized ethical practices and fundamental ethical principles appropriate to their field(s), and ethical standards set out in various national, sectorial or institutional codes of ethics.</p>	<p>+/-</p>	<p>Current situation at UWB: An updated code of ethics has been issued by the UWB in accordance with the requirements of the Charter and the Code. The rules of procedure of the Ethics Committee of the UWB have been newly established, its composition is defined by a decision of the Rector. The rules of procedure of the ethics committee were approved in accordance with Article VI, paragraph 15 of the UWB Code of Conduct. Training aimed at detecting unethical behaviour takes place on a regular basis (face-to-face, e-learning). Promotion of the UWB Code of Conduct, the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers in the form of an information brochure.</p> <p>Current situation at FEC: At FEC, employees follow the UWB Code of Conduct. Other specific requirements for ethical principles beyond those stated in the UWB Code of Conducts are not defined at FEC. Employees get informed about the principles of ethical behaviour primarily by their executives or through informal communication between employees. 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 FEC. Disciplinary offences are processed by a Disciplinary Committee appointed by the Dean of FEC. Offences against the principles of ethical principles at UWB are processed by the Ethics Committee. The survey conducted shows that almost 90% of all FEC employees consider research ethical standards and relevant codes of ethics to be beneficial to their work.</p> <p>GAP UWB: It is common for foreign journals to require prior approval from the university's Research Ethics Committee to conduct specific</p>	<p>Suggestions for improvement: [UWB] The establishment of the UWB Research Ethics Committee. [FEC] To continuously train staff and doctoral students in the following areas: - ethics of scientific work, publication ethics, academic publishing; - how to deal with suspected unethical behaviour; - demonstrably inform each existing and new employee about the Code of Conduct. [FEC] To ensure that it is possible to discuss selected ethical aspects of research and to approve its compliance with ethical rules before starting the research.</p>
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<p>3. Professional responsibility</p> <p>Researchers should make every effort to ensure that their research is beneficial to society and does not duplicate research already conducted elsewhere.</p> <p>They must avoid all kinds of plagiarism and respect the principles of intellectual property and joint ownership of data in case of research carried out jointly with one or more supervisors and/or other researchers. The need to approve new observations by demonstrating the</p>	<p>-/+</p>	<p>Current situation at UWB: In conformance to legislation, protection of intellectual property is governed by the Rector's Directive on Protection of Intellectual Property and Transfer of Knowledge (33R/2018). The administrator of intellectual property protection is the Transfer and Contract Research Division of UWB, which is in charge of methodical assistance and other activities covered by this policy. Within the framework of UWB, the Transfer and Contract Research Division, is established; it has at its disposal experts for protection of intellectual property rights, and technology transfer. Also, the Board for the Development of Knowledge Transfer, with representation of experts from the industry has been established. The Board is an independent advisory body of the Vice-Rector for Research and Development.</p>	<p>Suggestions for improvement: [FEC] Regular communication with the Institute of Lifelong Learning UWB, which continuously provides opportunities for further education of all employees:</p> <ul style="list-style-type: none"> - To train Faculty staff in the ethical and professional aspects of research and protection of intellectual property and copyright. - Realisation of courses for senior staff.

<p>repeatability of the trials must not be considered as plagiarism if the data to be confirmed are explicitly stated.</p> <p>Researchers must make sure that if they delegate some aspect of their work to another person, that person shall have the necessary skills to perform it.</p>		<p>The offer of courses for employees regarding the protection of intellectual property is systematically promoted on the website and FB profile of the Institute of Lifelong Learning. In addition, the offers address heads of departments and individual employees who have previously indicated interest in being informed about such news.</p> <p>Professional responsibility is closely related to the observance of ethical principles, see the UWB Code of Ethics. The UWB Code of Ethics has been updated and published. The Code was created in accordance with the requirements of the Charter and the Code.</p> <p>New Rector's Directive No. 22R/2019 Contract research regulates the method of conducting contract research at the UWB in accordance with legal regulations.</p> <p>Rector's Directive No. 3R/2019 "The evaluation of the quality of related activities and the evaluation of the quality of ancillary activities" is in accordance with the "Rules of the system of quality assurance of educational, creative and related activities and internal evaluation of the quality of educational, creative and related activities" and sets out details of the methodology and the course of the evaluation of the quality of related activities and ancillary activities and the structure and requirements of reports on the ongoing and comprehensive evaluation of the quality of related activities and ancillary activities.</p> <p>The "Strategy of Sustainable Development at the UWB" is being prepared:</p> <ul style="list-style-type: none"> • a working team has been formed; • data on the current state of fulfilment of the issue of sustainable development in individual components of the UWB have been prepared; • documents on the current state have been sent to foreign experts as input for the preparation of structured interviews with individual components of the UWB; • the proposal "Strategy of Sustainable Development at the UWB" will be a compatible document to the Strategic Plan UWB 2021+; 	
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<p>4. Professional approach</p> <p>Researchers should be aware of the strategic objectives in their research area and payment mechanisms and should require all necessary authorizations before commencing research work or receiving access to the resources provided. If a research project is delayed, redefined or supplemented, researchers must inform their employers, investors or supervisors; they shall also inform them if the project is terminated early or suspended for any reason.</p>	+/-	<p>Current situation at UWB:</p> <p>The basic strategic objectives of UWB are set out in the UWB Strategic Plan and the UWB Plan for the Implementation of the Strategic Plan. The UWB strategy is communicated on the basis of the line management principle, where UWB management informs the UWB Academic Senate, the Rector's Board (members = deans and component directors) and the Bursar's Board (members = secretaries of faculties and other units). Members of these boards from the individual components shall pass the information obtained here to their units.</p> <p>The professional approach is in accordance with the procedures defined in the internal regulation "Quality assessment of creative activities" and "Comprehensive internal quality assessment". These action rules define and modify the tools for quality assurance and evaluation at UWB.</p>	<p>Suggestions for improvement:</p> <p>[FEC] Spread the relevant information regarding project management due to targeted trainings of employees.</p> <p>[FEC] Extend the services offered by FEC Project Activities Centre - to increase awareness of the FEC staff about the possibilities of contract research and other project opportunities.</p>

		<p>The codification of the processes for submitting and implementing projects and contract research, including their funding, is governed by the Rector's Directives: Project Management, Assessment of the quality of related activities and additional activities, Contract Research, Additional Activity, Determination of Operations Principal, Budget Administrators and Chief Accountants at UWB, and Remuneration of Authors, Originators and Distribution of Profit from the Transfer of Knowledge.</p> <p>Current situation at FEC:</p> <p>Strategic goals in the field of scientific and research activities of FEC are set out in the Strategic Plan of FEC and in the Plan of Implementation of the Strategic Plan of the FEC. Both strategic documents are discussed within the FEC Academic Senate, the Dean's Board and the FEC Scientific Council. They are also published on the FEC official notice board.</p> <p>The framework rules for the activities of research teams, which are defined in accordance with the university strategy, are set out in Dean's Directive 1DS/2017 Activities of Research Teams at FEC. 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 FEC. The FEC Project Activities Centre monitors project challenges, provides methodological support to proposers and solvers of research projects throughout the project duration (even at the project sustainability stage), ensures the administrative aspect of all projects, monitors the applicable legislation and negotiates with relevant workplaces.</p> <p>Specific principles of cooperation in contract research are solved for specific projects and in specific research teams.</p> <p>GAP FEC:</p>	
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5. Contractual and legal obligations	+/-	Current situation at UWB:	Suggestions for improvement:

<p>Researchers at all levels must be familiar with national, sectorial and institutional regulations governing professional training and/or working conditions. This includes regulations on intellectual property rights, as well as requirements and conditions set by sponsors or investors regardless of the nature of their contract. Researchers shall approach these regulations by providing the desired results (e.g. diploma theses, publications, patents, reports, new product development, etc.) as set out in the terms and conditions of a contract or equivalent document.</p>		<p>The principal legislation on employment relationships in the Czech Republic is the Work Code, Act 262/2006 Coll. Employees have properly signed employment contracts and they undergo periodic medical examinations. Trainings on Health and Safety are of course offered periodically. 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. The Basic Trade Unions Association at the University of West Bohemia in Pilsen operates at UWB. At UWB, the processes for submitting projects, conducting contract research, teaching and qualification work are set up. In terms of financial control and accounting, the relevant directives (principal/administrator, cover sheets of documents, publication of contracts) are in place. Information on these procedures is again passed on to the employees in line. As part of university-wide support for all components, the relevant service departments provide the components with the necessary cooperation in the area of national, sectorial and institutional regulations. Their competencies are set by the UWB Organizational Code. Training for new staff (and leaders) is in place and on-going, the same applies to training in the protection of intellectual property and copyright (see above). Training is available to all employees in the offer of LLL courses. Training of both new and existing employees in the area of personal data protection (in the form of e-learning) is also underway. New employees are contacted via e-mail and the appropriate training is offered to them. Rector's Directive No. 33R/2019 "Translation of documents into a foreign language for the purpose of development of internationalization of UWB" regulates the procedure for providing translations of documents necessary for the development of internationalization of UWB, and ensures their ease of access.</p>	<p>[UWB] Systematic translation of UWB documents and forms into English. [FEC] Systematic translation of faculty internal regulations and internal standards into English. [FEC] To conduct training for new employees and doctoral students on the protection of intellectual property and copyright. [FEC] To provide training for FEC employees, especially in the area of labour law.</p>
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<p>6. Responsibility</p> <p>Researchers must be aware of their responsibility towards their employers, investors or other related public or private entities, and also, mainly for ethical reasons, towards society as a whole. Publicly funded researchers are also responsible for the effective use of taxpayers' money. As a result, they should abide by the principles of sound, transparent and efficient financial management and cooperate in all legitimate audits of their research by their employers/investors or ethics committees.</p> <p>Methods of data collection and analysis, results and, where appropriate, detailed data should be accessible for internal and external review whenever necessary and</p>	+/-	<p>Current situation at UWB:</p> <p>UWB has an internal control system, the purpose of which is to create conditions for economical and effective performance of activities and to identify and minimize potential risks in a timely manner (Rector's Directive 41R/2005 Internal Control System). UWB also has an Internal Audit Department, which performs independent internal audits within UWB. The department checks compliance with legal and internal regulations and UWB standards, verifies whether data reported in financial, accounting and other statements faithfully reflect assets, sources of its financing and management (financial audit), selectively examines economy, efficiency and effectiveness of operations as well as adequacy and effectiveness of the internal control system.</p> <p>The researchers' responsibility for the objectivity, reliability and accuracy of their research and for the efficient and effective use of funds provided to them for research is codified in the UWB Code of Conduct.</p> <p>Head researchers are responsible for solving projects in accordance with its objectives and conditions in relation to the provider.</p> <p>Employee responsibilities are also stipulated in the job specifications.</p>	<p>Suggestions for improvement:</p> <p>[FEC] Training for selected FEC employees – project and finance management.</p>

<p>at the request of the competent authorities.</p>		<p>Rector's Directive No. 1R/2021 "Risk Management System" introduces an integrated risk management system (hereinafter referred to as "IRMS") at the UWB and determines the position and competence of individual components of IRMS. The purpose of the IRMS is the continuous identification, monitoring, evaluation and reporting of significant risks, using its own organizational structure, with effective information support and early warning mechanisms operating in all important components of the UWB.</p> <p>Rector's Decision No. 39R/2020 "Annual and Medium-term Internal Audit Plan" sets out the annual and medium-term internal audit plan. The Internal Audit Department is responsible for carrying out these audits.</p> <p>Current situation at FEC: FEC employees are acquainted with their rights and duties as well as responsibilities defined in their job descriptions. The researchers' responsibility for the objectivity, reliability and accuracy of their research and for the efficient and effective use of the funds provided to them for research is codified in the UWB Code of Conduct. The FEC head researchers are responsible for solving projects in accordance with its objectives and conditions in relation to the provider. Project management at FEC is transparent and respects the principles of responsibility towards the commissioner, the university and the public. Research activities carried out by FEC staff are subject to various reviews (e.g. financial audits by providers, by customers, by internal audit department). Possible corrective actions are taken. FEC is a member of the Association of Social Responsibility, which develops sustainable business in the Czech Republic (https://www.spolecenskaodpovednost.cz/en/). FEC has signed up to the SDG Accord initiative (https://www.sdgaccord.org/).</p> <p>UWB internal regulations:</p>	
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<p>7. Due processes in research</p> <p>Researchers should in all circumstances use safe working practices in accordance with national legislation, including the necessary health and safety measures and the avoidance of the consequences of information-related disasters, for example by developing sound backup strategies. They should also be aware of the data protection and confidentiality requirements of national legislation and</p>	<p>+/-</p>	<p>Current situation at UWB:</p> <p>The care of health and safety and continuous improvement of the working environment is the basic duty of the employer and is codified especially in the Labour Code, UWB Collective Agreement and in the Rector’s Directive Health and Safety at Work.</p> <p>UWB employees undergo periodic medical checks. Periodical training is carried out within UWB in the field of H&S and Fire Protection for managers, whose duty it is to organize training of their subordinates. UWB also carries out annual public health and safety inspections, periodic inspections of electrical equipment, etc. With respect to the implementation of the EU Regulation "General Data Protection Regulation", UWB has mapped places where personal data is processed and a register of records of</p>	<p>Suggestions for improvement:</p> <p>[FEC] Regular familiarisation of FEC employees (in the form of training, workshops, work meetings) related to the requirements of national legislation on the protection of information, protection of classified information and good practice in research.</p>

<p>take the necessary steps to ensure continued compliance.</p>		<p>personal data processing activities is created and updated annually. UWB has internal directives that codify the rules for handling information, the rules for the protection of personal data and the scope of activities of the Data Protection Officer. The Data Protection Officer shall provide assistance and advice to all employees in the area of personal data protection, e.g. in relation to research activities, and the procedures for handling requests for the exercise of data subjects' rights shall be codified. On the UWB website there is a Personal Data Protection section. There has been a risk management system at UWB. A risk management group is set up. A member of the working group is always the risk manager and the head of the Internal Audit Department. The working group ensures, processes, manages, updates and evaluates the impact of risks on the university, evaluates them and submits proposals to the UWB management for risk control. A risk map is being created.</p> <p>The university provides researchers with access to cloud storage with sufficient capacity and security. The Computer Systems Laboratory operates within the IT and Computer Centre, which implements the security strategy and binding rules in the field of ICT and implements the necessary technological measures, monitors and evaluates security risks and enforces the necessary measures to minimize them. A comprehensive guide to the principles of the secure use of information technology is also available on the website.</p> <p>Current situation at FEC: Every new employee is trained in occupational health and safety and fire protection at the start of their employment; other employees receive periodic training in the given areas. Protocols and attendance lists are made from the training. Inspections of electrical appliances and computer technology are regularly performed at the workplace. FEC employees have received e-learning training in GDPR.</p> <p>UWB internal regulations:</p>	
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		<ul style="list-style-type: none"> • Rector's Directive 41R/2005 Internal Control System • Rector's Directive 1R/2021 Risk Management System • Rector's Decision No. 39R/2020 Annual and Medium-term Internal Audit Plan • Rector's Directive 23R/2020 Occupational health and safety inspection • Rector's Directive 15R/2018 UWB security policy • Rector's Directive 22R/2011 Occupational Health and Safety • Rector's Directive 33R/2018 Protection of intellectual property and transfer of knowledge • Rector's Directive 17R/2018 Personal data protection • Rector's Directive 16R/2018 Information processing rules <p>Related legislation:</p> <ul style="list-style-type: none"> • Labour Code No. 262/2006 Coll. • European Parliament and Council Regulation No. 2016/679 (General Data Protection Regulation) 	
<p>8. Dissemination and use of results</p> <p>All researchers should ensure, in accordance with contractual terms and conditions, that the results of their research are disseminated and used, e.g. communicated, transferred to other research facilities or, where appropriate, launched to the market. Experienced researchers in particular should play a leading role in ensuring fruitful research and commercialization or making available their results (or both) whenever the opportunity arises.</p>	<p>+/-</p>	<p>Current situation at UWB:</p> <p>The conditions for the dissemination and use of research results are set out in the contracts of the funds providers (national and international grants).</p> <p>Commercialisation of research findings at UWB is supported through the Transfer and Contract Research Division, whose task is to support research projects and researchers. The Transfer and Contract Research Division is responsible for coordinating knowledge and technology transfer at UWB.</p> <p>UWB also operates the BoostUp Business Innovation Club, which provides advice to young researchers starting their own business and also cooperates with companies. The current offer of events is available on the BoostUp Facebook page: https://www.facebook.com/boostupzcu/.</p> <p>The External Relations Department plays an important role in the area of media coverage of results. The system of informing about</p>	<p>Suggestions for improvement:</p> <p>[UWB] Prepare rules for pro start-up, spin-off companies.</p> <p>[FEC] To establish a system for coordinated presentation of results of scientific professional activities at the Faculty level.</p> <p>[FEC] Systematic use of the FEC website - Projects to present the results of research activities of the FEC staff.</p> <p>[FEC] To strengthen the use of social networks in communicating research results.</p>

		<p>important results is set up at UWB, an important role in this respect is played by the External Relations Department, which regularly communicates with PR representatives of all components, and jointly coordinates informing on significant results of university staff. The External Relations Department also arranges communication with regional and national media in order to ensure that the significant results of staff are sufficiently communicated outside UWB. The External Relations Department regularly informs the UWB President of the significant achievements of UWB staff.</p> <p>The University of West Bohemia in Pilsen signed the Berlin Declaration on Open Access to Knowledge in Natural Sciences and the Humanities. In line with this commitment, it is working to expand an open digital repository for sharing research and development results.</p> <p>Current situation at FEC:</p> <p>The dissemination and use of the results of the research activities of FEC staff is carried out in accordance with UWB regulations. Records of the results of creative activities are recorded in the OBD information system in accordance with the UWB Rector's Directive 21R/2011 "Registration of publishing activities and other professional activities".</p> <p>FEC has created a motivation system in which FEC employees are assessed for research and publication activities and for winning projects.</p> <p>The progress and results of research projects at FEC are presented to the general public at popular science events (e.g. Science and Technology Days, Night of Scientists), in cooperation with Techmania, the press and regional TV).</p> <p>The course and results of research projects are presented at professional conferences both at home and abroad (FEC regularly organizes the international professional conference Business Trends) as part of publications in professional journals in the Czech Republic and abroad. Professional journals (FEC publishes its own professional magazine Business Trends), professional</p>	
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		<p>networks and portals such as Research Gate and professional workshops are also used to disseminate research results. The course and results of research activities are shared by academic staff within mobilities, which are strongly supported by FEC.</p> <p>FEC also operates the Center of Entrepreneurship and Sustainability, which provides advice to young researchers starting their own business, cooperates with companies, helps develop interesting business ideas and supports students who have business ambitions. The Center organizes workshops, meetings with leading managers and entrepreneurs.</p> <p>Only 34% of FEC employees stated that there is sufficient activity at UWB to implement scientific outputs in practice.</p> <p>GAP UWB: 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>GAP FEC: FEC website is not sufficiently used to present the outputs of research projects.</p> <p>UWB internal regulations:</p> <ul style="list-style-type: none"> • Rector’s Directive 33R/2018 - Protection of intellectual property and transfer of knowledge • Rector’s Directive 22R/2019 Contract Research • Rector’s Directive 23R/2019 Additional Activity • Rector’s Directive 21R/2011 Registration of publishing activities and other professional activities 	
9. Public undertaking	+/-	<p>Current situation at UWB: The direct social and professional activity of UWB (‘third role’) is defined in the UWB Strategic Plan 2021-2025.</p>	<p>Suggestions for improvement: [FEC] To prepare a proposal of specific activities and tools supporting the</p>

<p>Researchers should ensure that their research activities are made known to the general public in a way not understandable only to experts, and thus help improve the scientific knowledge of the general public. Direct public relations will help researchers better understand the public's interest in, and concerns about, science and technology priorities.</p>		<p>The UWB Department of External Relations provides communication with the public and promotion and presentation of UWB. It also offers a range of activities to help improve information flows both inside and outside the university and thus contributes to the good reputation of the university.</p> <p>The Institute of Lifelong Learning also provides a course on popularization of science in its permanent offer.</p> <p>The research results are presented to the general (lay) public as part of popular science events, such as Days of Science and Technology, cooperation with Techmania Science Centre, the website, the Enjoy Science and Technology portal, the Night of Scientists event, Czech Innovation, press, regional TV, social networking, etc. Interactive events, public dialogue and cooperation with other institutions organizing popular science events (Techmania), other schools and educational institutions, etc. are also supported.</p> <p>Current situation at FEC:</p> <p>The popularization of the results of research activities of FEC is ensured mainly through popular science events of UWB (e.g. Days of Science and Technology), social networks and the press. Popularization of results at the faculty is also ensured through the Center of Entrepreneurship and Sustainability. The Center organizes workshops and seminars for the general public (e.g. Business Date, Invest Day).</p> <p>In 2021, the 10th year of the summer school for children HOMO ECONOMICUS will take place at FEC.</p> <p>GAP FEC:</p> <p>FEC website is not sufficiently used to present the results of research activities of FEC employees to the general public.</p> <p>UWB internal regulations:</p> <ul style="list-style-type: none"> • Strategic Plan of UWB 2021-2025 • Communication strategy of UWB 	<p>presentation of the results of research activities of FEC employees to the general public.</p>
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<p>10. Non-discrimination</p> <p>Researchers' employers and/or investors will in no way discriminate against researchers on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political views, social and economic conditions.</p>	<p>+/-</p>	<p>Current situation at UWB: UWB is an open multi-disciplinary educational institution whose mission is to provide equal opportunities for education and creative activities (see UWB Statute, UWB Code of Ethics and the Collective Agreement). UWB offers equal opportunities to all regardless of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political views, social and economic conditions, which is enshrined in the Collective Agreement and UWB Code of Ethics. An updated code of ethics is in accordance with the requirements of the Charter and the Code. Courses aimed at detecting unethical behaviour take place on a regular basis (full-time, e-learning). Promotion of the UWB Code of Conduct, the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers in the form of an information brochure. Updated Rector's Directive No. 24R/2019 The UWB Career Rules are based on the UWB staff development strategy and apply to educational, creative and related activities that are implemented at the UWB. It is based on the principles set out in the UWB Code of Ethics. It expresses the UWB's interest in quality, thoughtful and planned recruitment, involvement and development of all employees in accordance with the strategic direction of the UWB. It enables UWB employees to link their career goals to those of the UWB.</p> <p>Current situation at FEC: At FEC, an environment is continuously created in which equal opportunities are fully respected regardless of gender, age, ethnic, national or social background, religion or belief, sexual orientation, language, disability, political views, social and economic conditions.</p> <p>No forms of discrimination are tolerated at FEC. 82% of FEC staff said in the survey that they never encountered any form of discrimination at the workplace.</p>	<p>Suggestions for improvement: [FEC] Setting up a system for adapting new employees at FEC. [FEC] Support of participation of employees in training courses. [FEC] Regular training of employees and doctoral students aimed at detecting unethical behaviour.</p>
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<p>11. Evaluation system</p> <p>Employers and/or investors should establish evaluation systems for all researchers, including experienced researchers, which would allow regular and transparent evaluation of performance by an independent committee (preferably international for experienced researchers).</p>	<p>+/-</p>	<p>Current situation at UWB: Assessment is somewhat included in the compensation system. The remuneration of UWB employees is regulated by Internal salary regulation of the UWB and is also referred to in UWB Career Code. In accordance with Act No. 130/2002 Coll., on the support of research, experimental development and innovation, UWB uses an incentive system to support creative activities. The aim of the incentive system, which is regulated by a Rector's directive, is to motivate UWB staff and students to intensify research activities and support their excellence. UWB Rector's Directive 3R/2015 Grant System describes incentive systems supporting doctoral students, postdoc graduates and achieving prestigious results in research,</p>	<p>Suggestions for improvement: [FEC] Regular training of executive FEC employees on motivation of their subordinates. [FEC] Regular training of executive employees in the conduction of job interviews. [FEC] Annual whole faculty meeting (annual discussion with the Dean of FEC).</p>

<p>Such evaluation systems should take into account their scientific creativity and results, such as publications, patents, research management, pedagogical and lecturing work, supervision, mentoring, national or international cooperation, administrative tasks, activities to increase public awareness and mobility, and they should be taken into account in the promotion process.</p>		<p>development and innovation (publishing in impacted journals). Records of the results of creative activities are registered in the OBD information system.</p> <p>The basic rules governing the evaluation of all employees at UWB are set out in UWB Career Code. UWB at the Rector's level provides to components a tool for the evaluation of academic and scientific staff – i.e. the Information System for Evaluation of Academic Staff. The evaluation of academic and scientific staff is directly linked to the national system of R&D evaluation.</p> <p>Current situation at FEC:</p> <p>Staff evaluations are carried out by executives and, in the case of doctoral students, by their supervisors. Almost 80% of FEC employees find the performance evaluation as sufficiently transparent.</p> <p>In 2018, FEC adopted the Academic Staff Evaluation system as a supporting tool for assessment. The Academic Staff Evaluation system ensures a higher degree of objectivity in employee evaluation. The system takes into account creative activity, pedagogical activity and other activities of staff.</p> <p>In 2020, a dean's directive 1DS/2020 "Career Rules of Staff of FEC" was issued. This directive is based on Rector's Directive No. 24R/2019, Career development regulations of UWB, and describes a specific way of its implementation in the environment of FEC. The Career Rules of FEC staff regulate the method and conditions of career development of the FEC employees and the processes and standards of evaluation of the FEC employees. Staff evaluation is an important part of their career development. The FEC Career Rules apply to academic staff, specialists in the field of science, research and development and technical-economic staff of FEC. Staff evaluation takes place at an annual basis. The output of the evaluation is a written report which records the results of the evaluation.</p> <p>In 2020, a dean's directive 1DV/2020 "Motivation to increase outputs in the field of creative activities" was issued. Rewards are set with the intention of motivating academic staff to the outputs</p>	
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		<p>of creative activities that are in line with the strategic goals of the faculty and the 17+ Methodology (the Methodology for Evaluating Research Organisations and research, development and innovation activities).</p> <p>GAP FEC: The remuneration system is not clearly linked to the evaluation system. Lack of training for executives and research team leaders in conducting evaluation interviews.</p> <p>UWB internal regulations:</p> <ul style="list-style-type: none"> • Internal salary regulation of the UWB • Rector's Directive 3R/2015 Grant system • Rector's Directive 32R/2014 Internal Competition • Rector's decision 21R/2011 Records of publishing activities and other professional activities • Rector's Directive 24R/2019 Career development regulations • Collective Agreement • Rector's Directive 36R/2012 Awarding commemorative medals and Rector's honourable mentions <p>FEC internal regulations:</p> <ul style="list-style-type: none"> • Dean's Directive 1DS/2020 Career Rules of Staff of the Faculty of Economics • Dean's directive 1DV/2020 Motivation to increase outputs in the field of creative activities 	
<p>Recruitment and Selection – please be aware that the items listed here correspond with the Charter and Code. In addition, your organisation also needs to complete the checklist on Open, Transparent and Merit-Based Recruitment included below, which focuses on the operationalization of these principles.</p>			
<p>12. Recruiting</p> <p>Employers and/or investors should guarantee well-defined entry and</p>	<p>+/-</p>	<p>Current situation at UWB: The general process of hiring academic staff at UWB is addressed by the "Selection procedure regulations for UWB academic staff recruitment". The general process of hiring specialists in the area</p>	<p>Suggestions for improvement:</p>

<p>recruitment standards for researchers, especially at the beginning of their careers, to enable access for disadvantaged groups or researchers returning to research, including teachers (at all levels) when returning to research activities.</p> <p>Employers and/or investors should adhere to the principles set out in the Code of Conduct for the recruitment of researchers when appointing or recruiting researchers.</p>		<p>of science, research and development at UWB is addressed by the Rector's Directive 4/2021 "Rules for the recruitment of specialists in the area of science, research and development".</p> <p>In 2020, OTM-R policy was issued. The selection procedure must follow the rules and principles of the European Code of Conduct for the Recruitment of Researchers (OTM-R Policy).</p> <p>All vacancies are advertised on the website of UWB, mostly only in Czech language (only researcher vacancies are also in English). Other advertising portals are used only occasionally. Researcher vacancies are posted on EURAXESS.</p> <p>The Institute of Lifelong Learning offers course "Correct procedure for recruitment" and other courses in the area of human resources and ethics.</p> <p>Department "Foreign Employees" provides methodological support to faculties and other workplaces in the preparation and during the selection process with foreign job seekers.</p> <p>Current situation at FEC:</p> <p>The recruitment and selection of staff is non-discriminatory. This view is also held by FEC employees who participated in the selection procedure at UWB in the last 2 years.</p> <p>Selection procedure is in accordance with the OTM-R policy and UWB regulations.</p> <p>GAP UWB:</p> <p>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.</p> <p>GAP FEC:</p> <p>Managers are not adequately trained in the field of staff recruitment.</p> <p>The process of onboarding of new employees is not specified.</p> <p>FEC does not perform hiring activities abroad which would allow contacting new prospective candidates.</p>	<p>[UWB] Promote the role of the personnel division in the area of finding human resources and personnel marketing.</p> <p>[FEC] Revision of internal procedures for recruitment of academic staff, scientific research staff (to be in accordance with OTM-R policy).</p> <p>[FEC] Regular training of executives in conducting initial interviews.</p> <p>[FEC] To formulate procedures for the onboarding process of new employees.</p> <p>[FEC] Expand recruitment activities to abroad.</p>
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		<p>UWB internal regulations:</p> <ul style="list-style-type: none"> • Selection procedure regulations for UWB academic staff recruitment • Rector's Directive 4/2021 Rules for the recruitment of specialists in the area of science, research and development • Principles of Open, Transparent and Merit-Based Recruitment at the University of West Bohemia • UWB Code of Conduct 	
<p>13. Recruiting (Code)</p> <p>Employers and/or investors should establish open, efficient, transparent, favourable and internationally comparable recruitment procedures appropriately adapted to the type of posts offered.</p> <p>Notifications should contain a comprehensive description of the knowledge and skills required and should not be too narrowly specialized to discourage suitable candidates. Employers should attach a description of working conditions and rights, including career prospects. However, the time gap between the publication of the vacancy or the opening of the selection procedure and the closing date for the submission of applications must be realistic.</p>	+/-	<p>Current situation at UWB:</p> <p>The general process of hiring academic staff at UWB is addressed by the "Selection procedure regulations for UWB academic staff recruitment". The general process of hiring specialists in the area of science, research and development at UWB is addressed by the Rector's Directive 4/2021 "Rules for the recruitment of specialists in the area of science, research and development".</p> <p>In 2020, OTM-R policy was issued. The selection procedure must follow the rules and principles of the European Code of Conduct for the Recruitment of Researchers (OTM-R Policy). Requirements for the recruitment of new staff (qualification) are established in conformance to the Internal salary regulation of the UWB and the job descriptions.</p> <p>All vacancies are advertised on the website of UWB, where they are published for at least one month before the deadline for submission of applications. Other advertising portals are used only occasionally. Researcher vacancies are posted on EURAXESS. Department "Foreign Employees" is responsible for the recruitment of foreign employees.</p> <p>Current situation at FEC:</p> <p>The form and content of the vacancy notice is based on customs at FEC or UWB. Required knowledge and skills are based on the expected scope of work. Responsibilities and powers are in accordance with the FEC Organizational Code.</p>	<p>Suggestions for improvement:</p> <p>[FEC] Regular training of executives in conducting initial interviews.</p> <p>[FEC] To complement the competition notice with career opportunities.</p>

		<p>The deadline between the publication of the vacancy or the announcement of the selection procedure and the closing date for the submission of the application is 30 days. FEC uses a uniform template for announcing a job offer. Selection procedure is in accordance with the OTM-R policy and UWB regulations.</p> <p>GAP FEC: Description of job vacancies at FEC contain wide descriptions of the required skill and knowledge, descriptions of the working conditions. Description of job vacancies at FEC do not sufficiently contain a detailed description of career development opportunities and the offered benefits.</p> <p>UWB internal regulations:</p> <ul style="list-style-type: none"> • Selection procedure regulations for UWB academic staff recruitment • Rector's Directive 4/2021 Rules for the recruitment of specialists in the area of science, research and development • Principles of Open, Transparent and Merit-Based Recruitment at the University of West Bohemia • UWB Code of Conduct 	
<p>14. Selection (Code)</p> <p>Selection boards should combine different expertise and skills, reflect a gender balance and, if necessary and possible, include members from different sectors (public and private) and fields, in particular from other countries with appropriate practice for the evaluation of the candidate. Wherever possible, a wide range of selection procedures should be used, such as</p>	<p>+/-</p>	<p>Current situation at UWB: When recruiting new staff, the individual components are governed by the "Selection procedure regulations for UWB academic staff recruitment" and by the Rector's Directive 4/2021 "Rules for the recruitment of specialists in the area of science, research and development". These internal regulations also regulate the composition and activities of the selection committee. The selection committee (must have at least three members) for the selection procedure is appointed by the announcer at the same time as the notice of the start of the selection procedure.</p>	<p>Suggestions for improvement:</p> <p>[UWB] Members of selection committees should be demonstrably familiarised with the Principles of the Code for Recruitment.</p> <p>[FEC] To appoint external members, including an HR expert, to the selection committee.</p>

<p>external expert opinions and oral interviews. The members of the selection boards should be appropriately professionally trained.</p>		<p>Current situation at FEC: Staff selection is performed in a non-discriminatory manner. This view is also held by FEC employees who participated in the selection procedure at UWB in the last 2 years. Open competitions are published in accordance with the "Selection procedure regulations for UWB academic staff recruitment" and with the Rector's Directive 4/2021 "Rules for the recruitment of specialists in the area of science, research and development". This regulation governs the composition and activities of the selection committee. The selection committee usually consists of internal Faculty staff.</p> <p>GAP UWB: Low involvement of experts from outside of UWB in selection boards. The balance of the boards is not subsequently monitored. UWB does not have a suitable system for solving objections.</p> <p>GAP FEC: The selection committee usually consist only of internal Faculty staff. The selection committee members are not trained in conducting personal interviews.</p> <p>UWB internal regulations:</p> <ul style="list-style-type: none"> • Selection procedure regulations for UWB academic staff recruitment • Rector's Directive 4/2021 Rules for the recruitment of specialists in the area of science, research and development • Principles of Open, Transparent and Merit-Based Recruitment at the University of West Bohemia • UWB Code of Conduct 	<p>[FEC] To train executives in conducting personal interviews, strengthening managerial skills.</p>
<p>15. Transparency (Code)</p>	<p>+/-</p>	<p>Current situation at UWB: Although the HR Department offers methodological assistance, the procedure of informing candidates at faculties is not uniform.</p>	<p>Suggestions for improvement:</p>

<p>Candidates should be informed of the selection procedure and the selection criteria, the number of vacancies and career prospects prior to the selection process. They should also be made aware of the strengths and weaknesses of their candidacy after the selection process.</p>		<p>To inform candidates is the responsibility of the workplaces organizing the relevant competition. HR Department posts job offers in the 'Career' section of UWB website.</p> <p>Faculties may ask HR Department for help with editing job advertisements and posting them on both the Czech and international job advertising websites. Upon request, HR Department staff may take part in competitions at components.</p> <p>Rector's Directive 4/2021 "Rules for the recruitment of specialists in the area of science, research and development" follow the rules and principles of the European Code of Conduct for the Recruitment of Researchers (OTM-R Policy).</p> <p>Current situation at FEC:</p> <p>The required knowledge and skills are based on the expected job description and are included in the competition notice (job description).</p> <p>GAP UWB:</p> <p>In 2020, OTM-R policy was issued. The selection procedure must follow the rules and principles of the European Code of Conduct for the Recruitment of Researchers (OTM-R Policy). But the internal regulation "Selection procedure regulations for UWB academic staff recruitment" is not in accordance with OTM-R Policy.</p> <p>GAP FEC:</p> <p>At the FEC level, human resources management processes are not clearly defined as selection and recruitment, and therefore the FEC selection procedures are lacking in transparency, mainly to the extent of the information provided to candidates before and after the selection procedure.</p> <p>UWB internal regulations:</p> <ul style="list-style-type: none"> • Selection procedure regulations for UWB academic staff recruitment 	<p>[UWB] To improve the methodological assistance provided by HR Department to the faculties in recruiting new staff.</p> <p>[UWB] To amend the regulation "Selection procedure regulations for UWB academic staff recruitment".</p> <p>[FEC] Regular training of executive employees of FEC in the conduction of job interviews, improvement of manager skills.</p> <p>[FEC] To complement the competition notice with career opportunities.</p> <p>[FEC] Revision of internal procedures for recruitment of academic staff, scientific research staff (to be in accordance with OTM-R policy).</p>
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<p>16. Evaluation of merit (Code)</p> <p>The selection procedure should take into account the overall practice[15] of the candidates. Although the main focus is on overall skills in the research field, creativity and a degree of independence should also be considered.</p> <p>This means that merit should be assessed qualitatively and quantitatively, with emphasis not only on the number of publications, but also on the excellent results achieved in a diverse professional career. The share of bibliometric indicators should be properly balanced within a broader range of assessment criteria, such as teaching, supervision, teamwork, transfer of knowledge, management of researchers and awareness-raising activities. For industrial candidates, special attention must be paid to their contribution to patents, development and inventions.</p>	+/-	<p>Current situation at UWB: Candidates' experience in practice is always taken into account in the selection process of academic staff, but the assessment of merits is not explicitly regulated by the regulation "Selection procedure regulations for UWB academic staff recruitment". The Rector's Directive 4/2021 "Rules for the recruitment of specialists in the area of science, research and development" stipulates that the recruitment of researchers is taken into account in particular the total experience of applicants, the merits of candidates are assessed with regard to their quality and quantity. The evaluation of the number of scientific outputs of the candidate is properly balanced by a wider set of evaluation criteria, such as ability to work in a team, previous experience with international and cross-sectoral mobility and knowledge transfer, activities related to the promotion of scientific outputs and if relevant to the job position. also the ability to manage a research team.</p> <p>Current situation at FEC: The members of the selection committee shall be thoroughly acquainted with the candidates' profiles and with the documents sent by each candidate. In personal interviews, the board focuses on identifying the potential of individual candidates. Not only quantitative outputs (number of publications), but also other results achieved during the career, especially the diversity of relevant work experience, are positively welcome.</p> <p>GAP UWB:</p>	<p>Suggestions for improvement:</p> <p>[UWB] To amend the regulation "Selection procedure regulations for UWB academic staff recruitment".</p> <p>[FEC] Regular training of executives in conducting initial interviews and applying assessment criteria to the selection.</p>

		<p>In 2020, OTM-R policy was issued. The selection procedure must follow the rules and principles of the European Code of Conduct for the Recruitment of Researchers (OTM-R Policy). But the internal regulation "Selection procedure regulations for UWB academic staff recruitment" is not in accordance with OTM-R Policy.</p> <p>UWB internal regulations:</p> <ul style="list-style-type: none"> • Selection procedure regulations for UWB academic staff recruitment • Rector's Directive 4/2021 Rules for the recruitment of specialists in the area of science, research and development • Principles of Open, Transparent and Merit-Based Recruitment at the University of West Bohemia • UWB Code of Conduct 	
<p>17. Changes in the CVs' timeline (Code)</p> <p>Career interruptions or changes in the CVs' timeline should not be viewed negatively, they should be viewed as career development and thus as a potentially valuable contribution to the career development of researchers in a diverse career path. Candidates should therefore be allowed to submit evidence-based CVs reflecting a coherent set of results achieved and professional qualifications gained, fitting for the post they are applying for.</p>	+/-	<p>Current situation at UWB: Practical experience of the candidates is taken into account on every occasion; however, assessment of chronological order is not explicitly amended in the internal legislation as per the Code.</p> <p>Current situation at FEC: A structured curriculum vitae (professional CV) is the basis for a comprehensive assessment of candidates. A personal interview with the candidate can clear up possible ambiguities in the professional career of the candidate. The evaluation of candidates is comprehensive and also deals with possible changes in the time line in the CV. Career breaks or changes in the CV timeline are not considered negatively; on the contrary, they are often perceived as an opportunity to acquire or broaden new knowledge and experience.</p> <p>GAP UWB: UWB has not explicitly set a method of assessing candidates with regard to the development of their professional career, e.g. career breaks.</p>	<p>Suggestions for improvement:</p> <p>[UWB] To amend the regulation "Selection procedure regulations for UWB academic staff recruitment".</p> <p>[FEC] Regular training of executives in conducting initial interviews and applying assessment criteria to the selection.</p>

		<p>UWB internal regulations:</p> <ul style="list-style-type: none"> • Selection procedure regulations for UWB academic staff recruitment • Rector's Directive 4/2021 Rules for the recruitment of specialists in the area of science, research and development • Principles of Open, Transparent and Merit-Based Recruitment at the University of West Bohemia • UWB Code of Conduct 	
<p>18. Recognizing experience with mobility (Code)</p> <p>Any mobility experience, such as a stay in another country/region or in another research facility (public or private), or a change of field or industry, either in the initial professional training or at a later stage of the researcher's career, or a virtual mobility experience should be considered as a valuable contribution to the career development of the researcher.</p>	+/-	<p>Current situation at UWB:</p> <p>The Rector's directive "Career development regulations" sets out that mobility in accordance with the standards of the Code and the Charter is one of the basic tools of career development of UWB employees. Mobility, however, is understood more in the geographical sense, and the term of mobility is rather associated with a stay in another country.</p> <p>The processing of candidate CVs in the sense of recognizing mobility experiences is not defined at the university level due to different needs of the faculties, institutes and units. The assessment is entirely within the competence of the component selection committee.</p> <p>Current situation at FEC:</p> <p>The mobility of academics, researchers and doctoral students at FEC is considered an important aspect of career growth and is perceived positively. This also shows in the questionnaire survey with nearly 80% of respondents stating that FEC adequately supports mobility to institutions in abroad. Only 13% of respondents stated that FEC does not sufficiently support mobility.</p> <p>FEC staff and doctoral students can use several programmes for mobility. Any mobility experience, such as a stay in another country/region or other research facility (public or private) or a change of field or industry, either during the initial training or at a later stage of the researcher's career, or a virtual mobility</p>	<p>Suggestions for improvement:</p> <p>[FEC] Regular training of executives in conducting initial interviews and applying assessment criteria to the selection.</p>

		<p>experience are considered a valuable contribution to the professional development of the researcher.</p> <p>GAP UWB: UWB does not explicitly regulate the assessment of candidates with regard to their mobility experience (e.g. stay in another country or change of field or industry during the researcher's professional career). The assessment of mobility experiences is left to the discretion of the members of the selection committee.</p> <p>UWB internal regulations:</p> <ul style="list-style-type: none"> • Selection procedure regulations for UWB academic staff recruitment • Rector's Directive 4/2021 Rules for the recruitment of specialists in the area of science, research and development • Principles of Open, Transparent and Merit-Based Recruitment at the University of West Bohemia • UWB Code of Conduct • Rector's Directive 24R/2019 Career development regulations 	
<p>19. Recognizing qualifications (Code)</p> <p>Employers and/or investors should define appropriate assessment and evaluation of academic and professional qualifications, including informal qualifications of all researchers, in particular in the context of international and occupational mobility. They should inform each other and have an overall overview of the rules, procedures and standards governing the recognition of these qualifications, and subsequently</p>	<p>+/-</p>	<p>Current situation at UWB: The issue of setting qualification requirements for a certain job position and their evidence is regulated by an internal university-wide regulation within the "Internal salary regulation of the UWB". The Legal Department has drawn up an opinion on the recognition of foreign education and qualifications; in accordance with it a validation is no longer required for incoming foreign employees, which was a costly and bureaucratically lengthy procedure. Jobseekers from abroad have the opportunity to prove their education and qualification by other mechanisms than by the process of validation, e.g. through professional articles, periodicals, etc., which also include information about the highest level of education or information about attending certain seminars, conferences etc., where the foreign person</p>	<p>Suggestions for improvement [UWB]:</p> <p>To include in the internal recruitment standard the requirement for the assessment and evaluation of academic and professional qualifications, in particular in the context of international and professional mobility.</p>

<p>examine existing national legislation, agreements and specific rules for the recognition of these qualifications by all possible means.</p>		<p>lectured. HR Department does not require validation from foreign job applicants at UWB.</p> <p>Current situation at FEC: A structured curriculum vitae (professional CV) is the basis for a comprehensive assessment of candidates. A personal interview with the candidate can clear up possible ambiguities in the professional career of the candidate. The diversity of qualifications, knowledge and experience is seen positively.</p> <p>GAP UWB:</p> <ul style="list-style-type: none"> • The selection procedure at UWB does not explicitly specify the method of assessment and evaluation of academic and professional qualifications, especially within international and working mobility. <p>UWB internal regulations:</p> <ul style="list-style-type: none"> • Selection procedure regulations for UWB academic staff recruitment • Rector's Directive 4/2021 Rules for the recruitment of specialists in the area of science, research and development • Principles of Open, Transparent and Merit-Based Recruitment at the University of West Bohemia • UWB Code of Conduct <p>Related legislation:</p> <ul style="list-style-type: none"> • Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts • International agreements binding for the Czech Republic which stipulate mutual recognition of education certificates 	
<p>20. Seniority (Code)</p>	<p>+/-</p>	<p>Current situation at UWB: UWB has not codified the method for the assessment of</p>	<p>Suggestions for improvement:</p>

<p>The level of qualification required should correspond to the job requirements and should not constitute an entry barrier. Recognition and assessment of qualifications should focus on assessing the achievement of the person concerned rather than on their circumstances or the reputation of the institution in which they acquired their qualifications. Although job qualifications can be acquired at the beginning of a long career, the continuous professional development model should also be recognized.</p>		<p>candidate's seniority and other evaluation criteria within the selection process. The assessment of applicant's seniority and the decision on its value is the responsibility of faculties and units. At the same time, the "Internal salary regulation of the UWB" set rules for compensation of newly hired employees in relation to the achieved level of education.</p> <p>Current situation at FEC: Staff selection is performed in a non-discriminatory manner. A structured curriculum vitae (professional CV) is the basis for a comprehensive assessment of applicants. The selection process assesses the quality of results achieved by the candidate in their professional life and the candidate's potential for development.</p> <p>GAP UWB: At UWB, there is no codified method for the assessment of candidate's seniority and other evaluation criteria within the selection process. Such internal norm would set mainly the requirement of proportionality; the qualification required should correspond with the type of the job position offered.</p> <p>UWB internal regulations:</p> <ul style="list-style-type: none"> • Selection procedure regulations for UWB academic staff recruitment • Rector's Directive 4/2021 Rules for the recruitment of specialists in the area of science, research and development • Principles of Open, Transparent and Merit-Based Recruitment at the University of West Bohemia • UWB Code of Conduct 	<p>[FEC] Regular training of executives in conducting initial interviews, including examples of seniority assessment.</p>
<p>21. Appointment of post-doctoral candidates (Code)</p> <p>Institutions that appoint post-doctoral researchers should establish clear rules</p>	<p>-/+</p>	<p>Current situation at UWB: A directive No. 4R/2021 "Rules for the recruitment of specialists in science, research and development" has the position of Research Specialist - postdoc (position type R2) defined in Article 2; this position is also anchored in the UWB legislation in the newly updated Internal Salary Regulation.</p>	<p>Suggestions for improvement:</p> <ul style="list-style-type: none"> • [UWB/FEC] Adopt and implement the internal regulation that regulates the procedure for selection of researchers in postdoctoral category.

<p>and guidelines for the recruitment and appointment of post-doctoral researchers, including the maximum term and objectives of such appointments. These principles should take into account the length of previous post-doctorate positions in other institutions and the fact that post-doctorate status should be transitional and should aim in particular at providing further career development opportunities in the scientific career with a view to long-term career development.</p>		<p>Current situation at FEC: FEC does not have a unified definition of the rules and directions for the recruitment and appointment of postdoctoral researchers, including the maximum period and goals of such appointments. There is no definition of the postdoctoral 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.</p> <p>GAP FEC: There is currently no FEC regulation, standard or rule that specifically addresses the admission of researchers to postdoctoral positions.</p> <p>UWB internal regulations:</p> <ul style="list-style-type: none"> • Rector's Directive 4/2021 Rules for the recruitment of specialists in the area of science, research and development • Internal salary regulation of UWB 	
Working Conditions and Social Security			
<p>22. Profession recognition</p> <p>All researchers working in the research profession should be recognized as members of a professional group and treated accordingly. This should be the case from the start of their careers, particularly at postgraduate level, and then at all levels, irrespective of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, official).</p>	<p>+/+</p>	<p>Current situation at UWB: The Internal Salary Regulation of UWB defines the category of the science, research and development staff and their classification in a salary grade (in accordance with qualification requirements, education and general characteristics of the given type of work). The directive "Rules for the recruitment of specialists in the area of science, research and development" sets out a process that is used at the UWB to successfully, transparently and effectively fill the relevant job positions in accordance with the Charter and the Code; according to Article 2, the newly defined job positions belonging to the category of specialists in the fields of science, research and development at the UWB are defined in the revised "Internal Salary Regulation" and are as follows:</p> <ul style="list-style-type: none"> • Research assistant (position type R1) 	<p style="text-align: center;">Suggestions for improvement:</p> <ul style="list-style-type: none"> • In agreement with the EU Charter and Code.

		<ul style="list-style-type: none"> • Research specialist - postdoc (position type R2) • Independent researcher (position type R3) • Leading researcher (position type R4) <p>All researchers at UWB, irrespective of their career stage, have equal access to equipment they need for their scientific and research activities, taking into account the financial capacity of the workplace. Young researchers (levels R1 and R2) are free to join research projects and their participation in these projects is also enshrined in the internal UWB legislation - UWB motivation system is set up so that young researchers are always represented in the research.</p> <p>Current situation at FEC: FEC is governed by the legislation of UWB. The "FEC Career Rules" apply also to specialists in the field of science, research and development. Doctoral students are involved in project solutions. They are often the principal investigators of the projects.</p> <p>UWB internal regulations:</p> <ul style="list-style-type: none"> • Rector's Directive 4/2021 Rules for the recruitment of specialists in the area of science, research and development • Internal salary regulation of UWB • Rector's Directive 24R/2019 Career development regulations <p>FEC internal regulations:</p> <ul style="list-style-type: none"> • Dean's Directive 1DS/2020 Career Rules of Staff of FEC 	
<p>23. Research environment</p> <p>Employers and/or investors should ensure the most beneficial research or research-education environment and provide appropriate equipment, means and opportunities, in particular for</p>	+/-	<p>Current situation at UWB: The UWB management supports the continuous creation of a suitable environment and infrastructure for research activities, it carries out regular renewal and modernization of assets. The investment management system supports the development of a favourable environment for research activities. However, the research environment in terms of equipment and resources</p>	<p>Suggestions for improvement:</p> <p>[UWB] Investigate opportunities for improvement of administrative support</p>

<p>remote collaboration through research networks, and ensure that national or sectorial health and safety regulations are complied with during research. Investors should provide adequate resources to support the agreed work programme.</p>		<p>cannot be evaluated as UWB as a whole because of the diversity and different requirements of the components. Care of existing equipment and purchasing of new equipment is the responsibility of the relevant components.</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&S specialists at the University as a whole as well as at its individual parts.</p> <p>Rector's Directive No. 1R/2021 "Risk Management System" introduces an integrated risk management system (hereinafter referred to as "IRMS") at the UWB and determines the position and competence of individual components of IRMS. The purpose of the IRMS is the continuous identification, monitoring, evaluation and reporting of significant risks, using its own organizational structure, with effective information support and early warning mechanisms operating in all important components of the UWB.</p> <p>Rector's Decision No. 39R/2020 "Annual and Medium-term Internal Audit Plan" sets out the annual and medium-term internal audit plan. The Internal Audit Department is responsible for carrying out these audits</p> <p>Rector's Directive No. 15R/2018 "UWB Security Policy", which sets out the general framework and guidelines for all activities related to information security within the UWB, defines general concepts related to information security and defines the basic processes, responsibilities and rights and obligations associated with information security</p>	<p>from selected central constituent parts of UWB.</p>
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24. Working conditions	+/-	<p>Current situation at UWB: 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</p>	<p>Suggestions for improvement: [FEC] Strengthen feedback from FEC employees and doctoral students</p>

<p>Employers and/or investors should ensure that the working conditions of researchers, including disabled researchers, are sufficiently flexible to carry out successful research where necessary in accordance with applicable national legislation and national or sectorial collective agreements. Their aim should be to provide working conditions enabling researchers of both sexes to balance family and work balance, children and career development (1). Particular attention should be paid to flexible working hours, part-time work and sabbatical leave, as well as the financial and administrative provisions governing these arrangements.</p>		<p>benefits (extra holiday, modification of working hours, and days off for sole parent employees or employees looking after a person requiring special care, etc.). The employees have an opportunity to rent a company flat. UWB Social Fund has been established receiving contributions from all UWB faculties and units. The Statute of UWB also regulates the sabbatical leave. A day-care centre has been opened for the children of UWB employees. Classes of sport and relaxation activities at special prices and the University library are also available to the employees. A day-care centre has been opened for the children of UWB employees.</p> <p>The Rector's Directive 36R/2019 "Scheduling and registration of working hours at UWB" regulates the conditions for setting flexible working hours.</p> <p>Institute of Lifelong Education provides the employees with number of free courses that can be completed in person or in the form of e-learning. In compliance with the Rector's Directive 34R/2018 "Catering of employees", UWB provides their employees with meal allowances (in the form of meal vouchers or meal discounts in UWB canteens). UWB has concluded a collective agreement with the trade unions. UWB buildings have wheelchair access and in accordance with the legislation, the University employs people with reduced ability to work (RWA), 4 % in total. In case the quotas for employing RWA are not met, UWB must pay the corresponding amount to the national budget). UWB allows the adoption of flexible working hours and home-office.</p> <p>Current situation at FEC: FEC strives to create working conditions for its employees to support an effective work-family balance. FEC staff is allowed to work part-time, working hours are adjusted according to the requirements of employees (especially those who care for minors). If interested, the academic staff can apply for a long-term leave.</p>	<p>focusing on how well informed they are and their orientation in the UWB environment e.g. via interviews or workshops.</p>
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<p>25. Stability and constancy of employment</p> <p>Employers and/or investors should ensure that the performance of researchers is not subject to the instability of employment contracts and should therefore seek to improve the working conditions of researchers by applying and respecting the principles</p>	<p>++</p>	<p>Current situation at UWB: There is a significant number of fixed-term employment contracts throughout UWB, which is due to the project financing of research and development. The rules in which employees can repeatedly extend fixed-term contracts are specified in accordance with the Labour Code in the UWB Collective Agreement.</p> <p>Employees with fixed-term and permanent contracts have the same rights and working conditions.</p> <p>Current situation at FEC:</p>	<p>Suggestions for improvement:</p> <p>In agreement with the EU Charter and Code.</p>

<p>and conditions regulated by Council Directive 1999/70/EC.</p>		<p>A fixed-term contract (for 1 - 2 years) is concluded with new employees. If the employee is financed from the project and is a member of the research team, the duration of their employment is extended for a definite period of time according to the project's needs. The employees are acquainted with these conditions at the initial interview. However, 90% of FEC staff have an indefinite contract.</p> <p>UWB internal regulations:</p> <ul style="list-style-type: none"> • Collective Agreement <p>Related legislation:</p> <ul style="list-style-type: none"> • Labour Code No. 262/2006 Coll. 	
<p>26. Funding and salaries</p> <p>Employers and/or investors should ensure that researchers are provided with decent and attractive funding and/or salary conditions with adequate and decent social security (including sickness and family allowances, pension and unemployment benefits) in accordance with existing national legislation and national or sectorial collective agreements. This applies to researchers at all career levels, including early-stage researchers, adequately to their legal status, performance and level of qualification and/or responsibility.</p>	<p>+/-</p>	<p>Current situation at UWB:</p> <p>The remuneration of employees is described in the "Internal salary regulation of the UWB". In addition to the basic wage, there are managerial premiums, premiums for methodical management, rewards for good performance over the long term, the fulfilment of an extremely difficult task or for special anniversary (described in the "Internal salary regulation" and the Collective Agreement). Personal performance bonus is set by the superior taking into account work tasks of the employee concerned. 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 Directive 3R/2015 describes incentive systems supporting students of doctoral study programmes, graduates of doctoral study programmes and achievements of prestigious results in research, development and innovation (publishing in impacted journals).</p> <p>The status of a researcher at UWB is supported by financial and non-financial benefits. A special financial benefit is the chance to obtain support from the UWB Incentive System to support creative activities, which is intended to support the achievement</p>	<p>Suggestions for improvement:</p> <p>[UWB] Revise financial and non-financial benefits at the level of the UWB and, according to financial and legislative possibilities, consider the introduction of new benefits (e.g. a contribution to supplementary pension insurance).</p>

		<p>of prestigious results in research, development and innovation, for young talented students of master and PhD programmes and for young graduates of PhD programmes. Non-financial selective benefits include the support for mobility of selected employees, access to a business apartment, etc.</p> <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>Current situation at FEC:</p> <p>When remunerating employees, FEC is governed by the "Internal salary regulation of the UWB" where tariff grades are set. In addition to the tariff wage, which is set at the same level for all employees with a particular qualification, the employee's financial remuneration also consists of personal performance bonus, the amount of which depends, among other things, on the results of creative activities. In accordance with the Dean's Directive 1DS/2020 "Career Rules of FEC Staff", the annual results of employee evaluation are reflected in the remuneration in the form of personal bonuses, or special bonuses for long-term good work results.</p> <p>The FEC Dean's Office regularly pays rewards for high-quality publication outputs and results of project and creative activities. The amount of rewards is determined by the Dean's Directive 1DV/2020 Motivation to increase outputs in the field of creative activities.</p> <p>GAP UWB:</p> <p>The remuneration criteria differ from one Faculty to another. It is based on valid university directives, the specific conditions are in the competence of the component management; it is not the Rector Office's competence to advise the components how to specifically set the remuneration mechanism.</p> <p>GAP FEC:</p>	
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<p>27. Gender equality</p> <p>Employers and/or investors should strive to establish a representative gender balance at all staff levels, including control and management. This balance should be achieved on the basis of equal opportunities policy at the moment of recruitment and during the next stages of career development, but without giving it priority over the quality and competence criteria. In order to ensure equality of treatment, the selection and evaluation committees must be composed on the basis of appropriate gender equality.</p>	<p>-/+</p>	<p>Current situation at UWB: Formally, from the perspective of internal legislation at UWB, there is no gender discrimination; internal regulations are defined in the spirit of equal opportunities. UWB employees had the opportunity to participate in several training courses and workshops related to gender issues.</p> <p>Current situation at FEC: At FEC, conditions for gender balance have been created, which is reflected, among other things, in equal representation of women and men in the management of the Faculty, management of Departments as well as project and scientific teams. The decisive criterion for the selection to leading positions is professional expertise and ability.</p> <p>GAP UWB:</p>	<p>Suggestions for improvement: [UWB] Create a GEP (Gender Equality Plan) at the level of the UWB.</p>

		<p>At the university level, there isn't the so-called Gender Equality in Academia and Research (GEAR) tool, i.e. a systematic tool to introduce the Gender Equality Plan into everyday practice. Gender balance is not monitored (composition of Selection Committees).</p> <p>UWB internal regulations:</p> <ul style="list-style-type: none"> • Statute of UWB • Collective Agreement • Internal salary regulation of the UWB • Rector's Directive 4/2021 Rules for the recruitment of specialists in the area of science, research and development • Principles of Open, Transparent and Merit-Based Recruitment at the University of West Bohemia • UWB Code of Conduct 	
<p>28. Career development</p> <p>As part of human resource management, employers and/or investors should develop a specific career development strategy for researchers at all stages of their careers, regardless of their contractual situation, including those with a fixed-term contract. This strategy should also include the availability of consultants to provide support and guidance for personal and professional development of researchers, which means motivating them and contributing to reducing uncertainty about their professional future. All researchers should be aware of these provisions and arrangements.</p>	<p>+/-</p>	<p>Current situation at UWB: Rector's directive 24R/2019 "The Career Development Regulations of UWB" regulates the basic principles of career development of UWB employees. The directive "The Career Development Regulations of UWB" is based on the UWB staff development strategy and applies to educational, creative and related activities that are implemented at the UWB. It is based on the principles set out in the UWB Code of Conduct. The Directive expresses the UWB's interest in quality, coherent and planned recruitment, involvement and development of all employees in accordance with the strategic direction of the UWB. In doing so, the component remains free to implement specific measures to ensure the career development of employees, which can be tailored to the specific needs of specific components and their employees. According to the directive, as part of the regular annual evaluation of employees, an individual career development plan is formed through which the employees, in agreement with their managers, set goals in the area of their career development for the next year. The directive also defines</p>	<p>Suggestions for improvement: [FEC] Train executive employees in the conduction of assessment interviews. [FEC] Establish regular evaluation of researchers' activities in compliance with the Charter and Code principles.</p>

		<p>the basic career-development tools of UWB employees and applies to all UWB employees.</p> <p>Current situation at FEC: In 2020, the Dean's directive 1DS/2020 "Career Rules of Staff FEC" was issued in accordance with the Rector's directive 24R/2019 "The Career Development Regulations of UWB". The "Career Rules of FEC staff" regulate the method and conditions of career development of the FEC employees and the processes and standards of evaluation of the FEC employees. The FEC Career Rules apply to academic staff, specialists in the field of science, research and development and technical-economic staff of the FEC. The prerequisite for career development is the compilation of an Individual Career Development Plan. The employee is entitled to amend the Individual Career Development Plan throughout the year in case of circumstances worthy of consideration, in particular maternity, parenthood, change in health condition, care for a close person or any other extraordinary life situation.</p> <p>FEC uses a centrally managed software tool for the evaluation of academic and research staff IS HAP, which aggregates background data for evaluation interviews in one place.</p> <p>The work with talented students in master programmes with the option of offering PhD studies at the FEC is random.</p> <p>GAP UWB: Discussing careers and opportunities for further development, including the necessary support, should be part of regular employee assessment, but this is not always the case.</p> <p>GAP FEC: The evaluation of employees according to the Directive 1DS/2020 "Career Rules of Staff FEC" will take place for the first time in 2022. It is necessary to ensure that it is in accordance with the Charter and Code principles.</p>	
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<p>29. Mobility value</p> <p>Employers and/or investors must recognize the value of geographical, cross-sectorial, intra-disciplinary and interdisciplinary and virtual (3) mobility between the public and private sectors as an important means of enhancing scientific knowledge and professional development at all stages of the researcher's career. They should therefore create such opportunities as part of a specific career development strategy and fully evaluate and recognize all mobility experiences within the career development/ evaluation system.</p> <p>It also requires the establishment of the necessary administrative tools to allow the transfer of subsidies and social security measures in accordance with national legislation.</p>	+/+	<p>Current situation at UWB:</p> <p>The mobility of academicians and researchers and doctoral students at UWB is generally considered an important aspect of career development, including mobility between the public and private sectors.</p> <p>At UWB, there is also central support for the organization and technical provision of virtual mobility (webinars).</p> <p>Current situation at FEC:</p> <p>Employee mobility is perceived at FEC as an important tool for the professional and specialist development of employees and is supported. This is confirmed by the results of a questionnaire survey, in which 75% of respondents stated that they perceived support for foreign mobility at FEC as sufficient.</p> <p>Doctoral students (full-time study) are obliged to take part in a foreign internship.</p> <p>FEC supports interdisciplinary cooperation, cooperation between the public and private sectors, often during research activities, where the partners in many projects come from different segments, private and public sectors.</p> <p>UWB internal regulations:</p> <ul style="list-style-type: none"> Vice-Rector's Instruction 4P/2016 Mobility 	<p>Suggestions for improvement:</p> <p>In agreement with the EU Charter and Code.</p>
<p>30. Access to professional consultancy</p> <p>Employers and/or investors should ensure that researchers at all stages of</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</p>	<p>Suggestions for improvement:</p> <p>[FEC] Training of executive employees in staff evaluation (including creating career plans) for those who have fixed</p>

<p>their careers, irrespective of contractual situation, are given the possibility of professional advice and assistance in finding employment, either at the competent authority or in cooperation with other structures.</p>		<p>graduates (including doctoral students), not on employees of the University.</p> <p>Current situation at FEC: Professional advice at FEC provided by the Human Resources Department, UWB.</p> <p>UWB GAP: Although the HR Department provides support for career development, 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.</p>	<p>term contracts (it will not be possible to extend the contract due to the ending of the financing of a project).</p>
<p>31. Intellectual property rights</p> <p>Employers and/or investors should ensure that researchers at all stages of their careers benefit from the use (if any) of their research and development results through legal protection, in particular through adequate protection of intellectual property rights, including copyright.</p> <p>Policies and practices should specify the rights of researchers and/or their employers or to other parties, including external commercial or industrial organizations, under the specific provisions of special cooperation agreements or other agreements.</p>	<p>+/-</p>	<p>Current situation at UWB: The protection of intellectual property is regulated by the Rector's Directive "Protection of intellectual property and transfer of knowledge" in accordance with legal regulations. The intellectual property protection administrator is the Research and Development Division, which is responsible for methodological assistance and other activities in the field of this Directive. The Division sets out the conditions of knowledge transfer and its price and administers intellectual property. The Research and Development Division has experts in intellectual property rights and transfer technologies. A Council for the Development of Knowledge Transfer is also set up, including industry experts.</p> <p>The Institute of Lifelong Learning of UWB in cooperation with the Research and Development Division organizes courses on the protection of intellectual property and copyright, which are offered to UWB employees free of charge in the form of e-learning.</p> <p>Current situation at FEC: Researchers at FEC are acquainted with intellectual property and copyright protection rights before conducting their research. The</p>	<p>Suggestions for improvement: [FEC] Training of scientists, researchers and students in intellectual property, business, project management.</p>

		<p>conditions of mutual cooperation in research have also been specified.</p> <p>GAP UWB/FEC: Relatively low awareness of researchers of the issues of intellectual property rights protection and commercialization of outputs of research and development activities. For this reason, free educational events have been organized in the field of intellectual property and copyright protection.</p> <p>UWB internal regulations:</p> <ul style="list-style-type: none"> • Rector's Directive 36R/2018 Organizational rules and regulations of the UWB • Rector's Directive 33R/2018 Protection of intellectual property and transfer of knowledge • Rector's Directive 21R/2011 Registration of publishing activities and other professional activities • The Code of Conduct 	
<p>32. Co-authorship</p> <p>When evaluating staff, organizations should have a positive attitude towards co-authorship, which reflects a constructive approach to conducting research. Employers and/or investors should therefore develop strategies, methods and procedures to provide researchers, including researchers at the start of their career, with the necessary framework conditions to exercise the right to be recognized and to be named and/or cited in connection with their actual contribution as a co-author of a document, patent, etc., or to publish the</p>	<p>+/-</p>	<p>Current situation at UWB: At UWB, there is an OBD database, which is used to register results of creative activities in a result database and in the Register of information on results of state-supported research and development. Co-authors are recognized and proportionally presented in the results database. Co-authorship is also fully taken into account when using the HAP IS academic and research staff evaluation tool.</p> <p>Current situation at FEC: Results published in accordance with UWB policy, authors and co-authors ratios are recorded in the university-wide registration system in the OBD database. Executive employees of FEC 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</p>	<p>Suggestions for improvement: [FEC] Regular training of executive employees and doctoral supervisors in the Code of Conduct of UWB and the EU Code, with emphasis on the topic of co-authoring and its misuse, including brief rules of co-authoring.</p>

<p>results of their work independently of the supervisor(s).</p>		<p>acknowledging, being acknowledged and presented, based on their true contribution, as co-authors of documents, etc. and to publish the results of their own work under expert supervision of their supervisor (e.g. doctoral supervisor, etc.).</p> <p>GAP FEC: 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.</p> <p>UWB internal regulations:</p> <ul style="list-style-type: none"> • Rector's Directive 33R/2018 Protection of intellectual property and transfer of knowledge • Rector's Directive 21R/2011 Registration of publishing activities and other professional activities • The Code of Conduct 	
<p>33. Teaching</p> <p>Teaching is the main means for structuring and disseminating knowledge and should be seen as a full-value career opportunity for a researcher. However, pedagogical responsibilities should not be excessive and should not limit the researcher, especially at the beginning of their career, in research activities.</p> <p>Employers and/or investors should ensure that teaching tasks are properly rewarded and taken into account in professional evaluation systems and that</p>	<p>+/-</p>	<p>Current situation at UWB: All UWB employees (especially academic staff) can attend free courses to increase a wide range of pedagogical-psychological competencies and use the acquired knowledge in teaching. A permanent offer of courses is publicly available on the website of the Institute of Lifelong Learning. There are also one-off events - lectures and seminars led by internal, domestic and foreign experts in higher education. For scientists and academics at the beginning of the career, special courses and mentoring are provided by the internal team of university pedagogy, which is a unique and systematic approach within the Czech Republic.</p> <p>Current situation at FEC: Academic staff can present the results of their research activities within their teaching activities. Some academic staff also works</p>	<p>Suggestions for improvement: [UWB] Increase and improve advertise training programs focused on teaching skills, especially for researchers and academic staff, particularly in the early stages of their careers. [FEC] Prepare a list of career development courses, training sessions, workshops, for current and new researchers who have teaching duties.</p>

<p>the time spent by experienced researchers on the professional training of early-stage researchers can be counted as part of their teaching time. Professional training should be provided for activities related to training and education as part of the career development of researchers.</p>		<p>as trainers for doctoral students. Doctoral students are involved in teaching activities in the Bachelor's programmes.</p> <p>All FEC staff has the opportunity to participate in educational events aimed at acquiring and developing their teaching competencies.</p> <p>The evaluation of the pedagogical activities of academic staff is based on the Dean's Directive "Career Rules of FEC Staff". The employee's working hours are primarily set to leave sufficient space for research activities. The Directive sets up a system of individual career development plans, which for specialists in the field of science, research and academic staff focuses on increasing professional qualifications in the field of pedagogical activities.</p> <p>Nevertheless, the questionnaire survey showed that only 45% of FEC employees believe that they have sufficient opportunities (time, financial, capacity) to carry out research activities at the same time (answer yes and probably yes).</p> <p>GAP UWB: 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.</p> <p>GAP FEC: The research activities of the employee are not always sufficiently taken into account when determining the amount of their teaching time.</p> <p>UWB internal regulations:</p> <ul style="list-style-type: none"> • Rector's Directive 24R/2019 The Career Development Regulations of UWB <p>FEC internal regulations:</p> <ul style="list-style-type: none"> • Dean's Directive 1DS/2020 Career Rules of FEC Staff <p>Related legislation:</p>	
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<p>34. Complaints and appeals</p> <p>Researchers' employers and/or investors should ensure that procedures are specified in accordance with national regulations and rules, or appoint one independent person (similar to ombudsman) to investigate complaints/appeals of researchers, including conflicts between the supervisor and the early-stage researchers. These procedures should provide all researchers with confidential and informal assistance in resolving labour conflicts, disputes and complaints, in order to ensure fair and equal treatment within the institution and to improve the overall quality of the working environment.</p>	+/-	<p>Current situation at UWB: The UWB Code of Conduct establishes basic rules for dealing with violations of UWB ethical standards. A special e-mail address etikom@rek.zcu.cz has been set up for employees and students to report alleged unethical behaviour. This e-mail inbox is managed by the chairman of the Ethics Committee, who submits the suggestions received at the Ethics Committee meetings.</p> <p>Current situation at FEC: This topic is not addressed at FEC on a systemic level; however, employees have the opportunity to address their complaints to their direct supervisor. 80% of FEC employees stated in the survey that they had sufficient options to complain about possible unfair conduct. Employees have the opportunity to address any complaints to their direct superior or directly to the Dean of FEC.</p> <p>GAP UWB: There is a lack of precise specification of procedures for dealing with reporting of unethical conduct.</p> <p>UWB internal regulations:</p> <ul style="list-style-type: none"> The Code of Conduct 	<p>Suggestions for improvement: [UWB] To specify the procedures for dealing with the reporting of unethical conduct. [FEC] Prepare a list of training sessions (or workshops or lectures) for FEC 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.</p>
<p>35. Participation in decision-making entities</p> <p>Researchers' employers and/or investors should recognize participation of researchers in the relevant information, advisory and decision-making bodies of the institutions they work for as fully</p>	++	<p>Current situation at UWB: The activities of academic staff and other employees (researchers) in the bodies and boards defined by law and other legal regulations are an important part of their rights arising from the position of a UWB employee (membership in the Academic Senate, Scientific Board, Accreditation Commission, Evaluation committees, Education boards, Internal evaluation board and many other boards). In the IS HAP tools for evaluating academic</p>	<p>Suggestions for improvement: In agreement with the EU Charter and Code.</p>

<p>legitimate and generally desirable in order to defend and promote their individual and collective interests at a professional level and contribute effectively to activities of the institution (1).</p>		<p>and scientific staff, one of the criteria for evaluation is the activity of employees in the respective boards.</p> <p>Researchers, compared to academic staff, cannot vote and cannot be elected to the UWB Academic Senate, which reduces their participation in the management and decision-making on the strategic direction of the parent organization, which is determined by legislation. In accordance with the valid legislation of the Czech Republic, a member of the academic staff must perform both pedagogical and creative activities; therefore, if the relevant non-academic researcher does not carry out pedagogical activities, they are not subject to academic rights defined by Section 4 of the Higher Education Act. A solution lies in establishing a position with minor organisational workload as academic staff. Most of researcher have a contract as academic staff; therefore, they can vote in the Academic Senate.</p> <p>Current situation at FEC: Where possible, researchers are involved in decision-making bodies.</p> <p>Related legislation:</p> <ul style="list-style-type: none"> • Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts 	
Training and Development			
<p>36. Relations with supervising persons</p> <p>Researchers in vocational training should maintain and make a full use of structured and regular contacts with the supervisor(s) and the Faculty/field representatives.</p> <p>This includes recording each work progress and research outcome, receiving feedback in the form of</p>	<p>+/-</p>	<p>Current situation at UWB: The matter of the relationship with supervisors in the research is always fully in the responsibility of the relevant component that ensures the implementation of the given doctoral study programme and the implementation of scientific and research activities.</p> <p>The Directive "Career Development Regulations of UWB" set out the conditions for evaluating employees.</p> <p>Current situation at FEC:</p>	<p>Suggestions for improvement: [FEC] Training of executive employees in leadership, mentoring and conducting motivation and assessment interviews.</p>

<p>evaluations and seminars, using that feedback and performing work in accordance with the agreed schedule, stages, submitted and/or expected research results.</p>		<p>The rights and duties of doctoral students are regulated by the "Study and Examination Regulations of UWB" and Dean's Directive 1DS/2018 Organization of studies in the doctoral study program.</p> <p>PhD studies are conducted under the professional guidance of experienced supervisors (associate professors and professors). After the end of the academic year, the supervisors prepare the assessment of doctoral students describing the course of their studies, the performance of their individual study plan and achieved results.</p> <p>In 2020, the Dean's directive 1DS/2020 "Career Rules of Staff FEC" was issued in accordance with the Rector's directive 24R/2019 "The Career Development Regulations of UWB". The "Career Rules of FEC staff" regulate the processes and standards of regular evaluation of the FEC employees.</p> <p>UWB internal regulations:</p> <ul style="list-style-type: none"> • Study and Examination Regulations of UWB • Rector's Directive 24R/2019 The Career Development Regulations of UWB <p>FEC internal regulations:</p> <ul style="list-style-type: none"> • Dean's Directive 1DS/2020 Career Rules of FEC Staff • Dean's Directive 1DS/2018 Organization of studies in the doctoral study program <p>Related legislation:</p> <ul style="list-style-type: none"> • Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts 	
<p>37. Obligations related to control and management</p> <p>Experienced researchers should pay particular attention to their versatile</p>	<p>+/-</p>	<p>Current situation at UWB:</p> <p>Researchers at UWB are in accordance with the achieved level of education put in salary grades for which a general specification of the scope of their R&D activities is set. A more detailed description of their activities is given in the job description.</p>	<p>Suggestions for improvement:</p> <p>[FEC] To provide training for team leaders and experienced researchers in the areas of mentoring and leadership.</p>

<p>position in the roles of knowledge and management employees, project coordinators, directors, inspectors, instructors, career growth advisors or scientific communicators. These tasks should be performed at the highest professional level. Given their role as supervisors and advisers to researchers, experienced researchers should build constructive and positive relationships with early-stage researchers in order to create the necessary conditions for effective information transfer and for further successful development of the researchers' careers.</p>		<p>The Institute of Lifelong Learning works with UWB Staff Needs Assessment Tool, which it annually sends to the management of all UWB components. Through this tool, executives have the opportunity to express the intention to undertake various courses aimed at developing the knowledge of managers and other staff (leadership, project management, information systems, legislation, research and development, quality assurance, etc.). If there is interest, tailor-made courses at individual components are prepared and realized.</p> <p>The definition and modification of the roles of researchers described in this section is fully under the responsibility of the individual UWB components.</p> <p>Current situation at FEC: Experienced FEC employees lead established research teams, are head researchers and project coordinators and supervisors of doctoral students. The FEC internal directive defines the working conditions of research teams and also defines the position of the team leader.</p> <p>GAP FEC: Research team leaders and experienced researchers are not trained in the areas of leadership and mentoring.</p> <p>UWB internal regulations:</p> <ul style="list-style-type: none"> • Rector's Directive 24R/2019 The Career Development Regulations of UWB • Internal salary regulation of the UWB <p>FEC internal regulations:</p> <ul style="list-style-type: none"> • Dean's Directive 1DS/2020 Career Rules of FEC Staff • Dean's Directive 1DS/2017 The activities of the research teams at FEC • • Dean's Directive 5DR/2017 Current list of established research teams 	
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<p>38. Continuous professional development</p> <p>Researchers at all levels of the profession should always strive to continuously develop their skills and abilities. This can be achieved by a variety of means, including but not limited to formal training, courses, conferences and e-learning.</p>	<p>++</p>	<p>Current situation at UWB: UWB's Code of Conduct 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. The directive "Career Development Regulations of UWB" sets the basic framework for the career development of all UWB employees, taking into account the specifics of the work of academic staff, researchers and other staff. An important part of career development is the individual career development plan, through which employees and employers work together to set career development goals for the following year. This individual plan should be discussed during the evaluation interview. At UWB, the Institute of Lifelong Learning has been established, which continuously provides opportunities for further education of all UWB employees regardless of their career level, coordinates lifelong-learning projects and cooperation with components, updates the selection of educational events, creates and implements educational programmes relating to the methodology of the creation of electronic study aids and the implementation of e-learning, etc.</p> <p>Current situation at FEC: FEC creates conditions for staff to continuously develop their knowledge and skills. Their participation in professional trainings, certified language courses, international professional internships, domestic and foreign conferences and professional workshops is supported. Their involvement in project and research teams is an important tool for the professional growth of employees and especially doctoral students. Continuous professional development of employees is planned in accordance with the Dean's Directive 1DS/2020 Career Rules of FEC Staff.</p> <p>UWB internal regulations:</p> <ul style="list-style-type: none"> • UWB Code of Conduct 	<p>Suggestions for improvement: In agreement with the EU Charter and Code.</p>
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<p>39. Access to education and continuous professional development of researchers</p> <p>Employers and/or investors should ensure that all researchers at all stages of their careers and regardless of contractual circumstances have the opportunity to develop professionally and improve their employability by having access to measures for the continuous development of skills and competences.</p> <p>These measures must be regularly assessed in terms of accessibility, implementation and effectiveness for improving skills, competences and employability.</p>	++	<p>Current situation at UWB: The support of employees' career growth in the form of systematic lifelong learning is realized mainly through relevant educational events organized by the Institute of Lifelong Learning or directly by UWB components and by enabling professional internships and employee participation at domestic and foreign conferences. The Institute of Lifelong Learning supports language education of UWB employees. The Institute of Lifelong Learning responds flexibly to the demand for educational events and at the end of them also assesses the effectiveness based on feedback.</p> <p>Current situation at FEC: All FEC employees at all stages of their careers and regardless of contractual circumstances are provided with opportunities for further professional development. This is supported, for example, in the form of participation in domestic and foreign conferences, professional trainings, language courses, e-learning, and the use of courses offered within the Institute of Lifelong Learning at UWB. Experienced workers participate in the scientific training of young workers. Participation in further education is primarily assessed in terms of professional focus and benefits for improving employees' abilities and skills.</p> <p>UWB internal regulations:</p> <ul style="list-style-type: none"> • Regulation Lifelong learning regulations 	<p>Suggestions for improvement: In agreement with the EU Charter and Code.</p>

<p>40. Control</p> <p>Employers and/or investors should ensure that the person to whom early-stage researchers can turn in matters relating to the performance of their duties is clearly identified, and inform the researchers of this choice.</p> <p>These provisions should clearly state that the proposed supervisors must have sufficient experience in research control, sufficient time, knowledge, experience, expertise and a responsible approach to be able to provide adequate support to the early-stage researcher and to identify the necessary procedures for progress and review as well as the necessary feedback mechanisms.</p>	<p>++</p>	<p>Current situation at UWB: For doctoral students, the supervising person is their supervisor. For all employees, the first line manager is the supervisor for the determination of job responsibilities, performance control and feedback. For researchers, it is usually the team leader. See also par. 37 of this GAP analysis for a codification of the role of an experienced researcher.</p> <p>Current situation at FEC: The designated person whom researchers at FEC can contact is usually the research team leader or an experienced researcher. In organizational matters also the Head of the Department. For doctoral students, the supervising person is the supervisor with the necessary practice, knowledge and experience.</p> <p>UWB internal regulations:</p> <ul style="list-style-type: none"> • Study and Examination Regulations of UWB • Rector Directive 36R/2018 Organizational rules and regulations of the UWB <p>FEC internal regulations:</p> <ul style="list-style-type: none"> • Dean's Directive 2DS/2018 Organisational Rules of FEC • Dean's Directive 1DS/2018 Organization of studies in the doctoral study program 	<p>Suggestions for improvement: In agreement with the EU Charter and Code.</p>
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