

GAP Analysis - Faculty of Electrical Engineering (October 2018)

European Charter for Researchers and Code of Conduct for the Recruitment of Researchers : GAP Analysis Overview

Status: To what extent does this organisation meet the following principles?	+ = 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. 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. Research freedom	+	<p>Current state of UWB:</p> <p>Freedom of research is stipulated by the Higher Education Act No. 137/2016 Coll. (see Article 4 – Academic Freedoms and Academic Rights). Another important document is the Ethical Framework of Research, approved as a decree by the government of the Czech Republic which stipulates the specifics for the researcher.</p> <p>Freedom of research is generally guaranteed by the Statute of UWB (see the Preamble to the Statute, Article 3: Subject of the University of West Bohemia and Part Eight: Stipulation of the Rights and Duties of Academic Staff and Other Employees of UWB). The freedom of thinking and research is anchored also in the Code of Conduct of UWB (see Part Two: General Principles). The validity of the Code of Conduct of UWB applies to the academic staff members of UWB; it applies to scientific, research, and development employees reasonably.</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● Statute of UWB in Pilsen ● Code of Conduct <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> ● Statute of FEE ● Organizational Regulations of UWB, FEE ● Directive RICE-S-02-2016 – Human Resources <p>Related legislation:</p> <ul style="list-style-type: none"> ● Act 111/1998 Coll., the Higher Education Act (Act 137/2016 Coll., the modification and amendment of Act 111/1998 Coll, the Higher Education Act) ● Ethical Framework of Research, approved by Decree 1005 of the Government of the Czech Republic

		<p>Current state of the Faculty:</p> <p>The Statute of FEE defines the academic staff member and leave of absence for creative work. Apart from University-wide Directives, FEE/RICE is subject to other internal Directives as well. FEE prepares the job descriptions for individual employees; the documents form an attachment to the employment contract and the pay statement. Prior to commencement of their employment, each employee is familiarised with their job description, which is in accordance with mutual requirements and wishes on the parts of the employer and employee.</p> <p>In terms of organisation, RICE is divided into a research and an administration part, both of which are managed separately (see Organisational Regulations of FEE/RICE). The administration team supports the research teams who can fully engage in research projects without having to perform time-consuming administration agendas. The RICE research teams develop innovative prototypes with which they successfully represent UWB on the international level and cooperate with the industry in order to transfer research findings into practice.</p> <p>The results of the conducted survey indicate that nearly 90% of employees consider the research at FEE/UWB sufficiently free.</p>	
2. Ethical principles	-/+	<p>Current state of UWB:</p> <p>On August 17, 2005, the government of the Czech Republic adopted a proposal of the Ethical Framework of Research which briefly and clearly summarised ethical principles of research and development activities. The decree of the government recommends to higher education institutions to use the Ethical Framework of Research to prepare or amend their own ethical codes of research. In concordance to the Ethical Framework of Research, UWB prepared the Code of Conduct of UWB, which was discussed and approved at the Rector's Board on September 18, 2013.</p> <p>UWB GAP: However, the Code of Conduct of UWB does not directly apply to</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> • Code of Conduct of UWB <p>Proposals for improvement:</p> <ul style="list-style-type: none"> • [UWB] Finalise the amendment of the Code of Conduct of UWB which, in accordance with the Charter and Code, would fully regard the specifics of R&D activities and set forth the principal rules to be observed by research and development staff in the domains of basic science activities, authoring and publishing, in cooperation with the industry and trade, and other interest groups. It is necessary to add and specify how to identify

		<p>researchers and is not binding for them. Furthermore, UWB has not implemented support mechanisms for identification and subsequent solutions of potential breaches of the ethical principles stipulated by the Code of Conduct.</p> <p>A rather high percentage of employees stated in the survey across all parts of the University stated they didn't know who to contact with suspected breaches of the ethical principles.</p> <p>Current state of the Faculty:</p> <p>The field of electrical engineering does not have any specific requirements on ethical principles differing from those mentioned above.</p> <p>The conducted research shows that nearly 80% of all FEE employees consider the ethical standards of research and corresponding ethical codes as beneficial for their work.</p>	<p>unethical behaviour.</p> <ul style="list-style-type: none"> • [UWB] Build a functional “infrastructure” for reporting and addressing suspected unethical behaviours, including e.g. independent assessment of suspected breaches of ethical principles and provision of confidential, informal assistance (the position of an Ombudsman). • [UWB] Provide the possibility to consult selected ethical aspects of research and approve its accordance with the ethical principles prior to commencement of research. • [UWB] Once the steps mentioned above have been adopted, train employees in the procedure of responding to suspected unethical behaviour. <p>Related legislation:</p> <ul style="list-style-type: none"> • Ethical Framework of Research, approved by Decree 1005 of the Government of the Czech Republic
3. Professional responsibility	+/-	<p>Current state of UWB:</p> <p>Protection of intellectual property in the Czech Republic is addressed in several acts, see related legislation.</p> <p>To conform with legislation, protection of intellectual property is governed by the Rector's Directive on Protection of Intellectual Property and Transfer of Knowledge. The administrator of intellectual property protection is the Projects Centre of UWB, which is in charge of methodical assistance and other activities covered by this policy. Within the framework of UWB, the Technology Transfer Department (OTT) is established; it has at its disposal experts for protection of Intellectual Property Rights (IPR) and Technology Transfer. Also, a Technology Transfer Council with representation of experts from the industry has been established.</p> <p>Professional responsibility is closely related to the observance of</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> • Code of Conduct of UWB • Rector's Directive 11R/2014 – Protection of Intellectual Property and Transfer of Knowledge • Rector's Directive 14R/2013 – Additional Activities and Contract Research • Organizational Structure of UWB <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> • Dean's Directive 3D/2018 – Organizational Regulations of FEE • Directive RICE S03/2017 – Protection and Application (Commercialisation) of Results, Transfer of Knowledge and Technology <p>Proposals for improvement:</p>

		<p>ethical principles, (see the Code of Conduct of UWB in Pilsen from September 18, 2013, which also addresses plagiarism).</p> <p>Delegation of powers is modified by Article 15 of Organizational Structure of UWB – Delegated Powers.</p> <p>UWB GAP: Job descriptions are not systematically anchored in legislations, it is necessary to improve the employee's awareness in certain aspects related to research.</p> <p>Current state of the Faculty:</p> <p>The basic scope of powers, responsibilities and tasks is specified by internal regulations and the Organisational Regulations of FEE on the Faculty/RICE level. For all supervising employees, in all levels, the functional powers and responsibilities are stipulated by internal regulations. Individual parts often address the delegation of powers, tasks and responsibilities individually, depending on the approach of the supervising employees.</p> <p>Delegation of powers within a research project is conducted upon careful selection of the colleagues, their experience, and qualifications.</p> <p>The uniqueness of research at FEE is often a verified part of patent research in the opening stages of projects. Unique results of research projects are subject to patenting and interest of leading international expert organizations (e.g. IEEE).</p> <p>FEE GAP: Publication and usage of results at FEE does not have any internal system background (the potential of good practice examples from RICE can be exploited).</p>	<ul style="list-style-type: none"> ● [UWB] It is important to better utilise the strengths of the employees and consider them during the setting of tasks. It is necessary to allow better profiling of employees so they can identify with the goals of the constituent, part, and University. It is necessary to prepare a comprehensive, University-wide system for empowerment and engagement of employees, to allow for decentralisation of powers and responsibilities. It is also important to continuously work on the improvement of managerial skills of supervising employees. ● [UWB] Review job descriptions so they better define the responsibilities and powers relevant to the position. ● [UWB] Add to the offer of training courses the topics of professional responsibility for researchers, ethics of R&D, whistleblowing, and protection of intellectual property. ● [FEE] Implementation of Directive RICE-S-03-2017 – Protection and Application (Commercialisation) of Results, Transfer of Knowledge and Technology to the whole of FEE
4. Professional attitude	+/-	<p>Current state of UWB:</p> <p>The principal strategic goals of UWB are specified in the Long-Term Plan of UWB and in the yearly Plan for Realisation of Long-Term Plan of UWB.</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● Long-Term Plan of UWB 2016-2020 ● Plan for Realisation of Long-Term Plan of UWB ● Rector's Directive 39R/2017 – Non-Economic

		<p>The professional approach conforms to the rules of quality assurance to educational, creative, and related activities. Those rules define the activities and specify the tools for the assessment of its quality.</p> <p>Codification of the processes for submission and fulfilment of projects and contract research, including their funding, is defined by the Rector's Directives of Project Management, Non-economic and economic activities, Specification of operation originators, budget managers, and head accountants at UWB.</p> <p>Organizational Structure of UWB denote special sections which have been established to safeguard the professional approach of researchers employed at UWB. These are the sections:</p> <ul style="list-style-type: none"> ● Section of the Vice-Rector for Knowledge and Technology Transfer ● Section of the Vice-Rector for Research and Development ● Section of the Vice-Rector for Development and External Relations <p>UWB GAP:</p> <ul style="list-style-type: none"> ● The focus group indicates that the activities of the Technology Transfer Department should be further developed and organised. <p>Current state of the Faculty:</p> <p>FEE operates the independent organisational unit of the Regional Innovation Centre for Electrical Engineering (RICE), where the Faculty's research and development activities are concentrated. RICE also provides the administration components of projects and specific research support tasks (marketing, law, and quality). This level organises strategic planning of the projects in consideration of the current requirements of the stakeholders (companies and call organisers). The area of key competences of RICE has been defined in the RICE Road Map.</p> <p>Individual principles of cooperation with partners from the industry</p>	<p>and Economic Activities</p> <ul style="list-style-type: none"> ● Rector's Directive 21R/2013 – Project Management ● Rector's Directive 04R/2006 – Principals of Operation, Administrators of the Budget and Chief Accountants at UWB ● Organizational Structure of UWB <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> ● Directive RICE-S-01-2017 – Cooperation with Practice ● Directive RICE-S-03-2016 – Product Development Process <p>Proposals for improvement:</p> <ul style="list-style-type: none"> ● [UWB] Achieve higher quality of operations of the Technology Transfer Department on the level of UWB. Employees must be better informed on the possibilities of IP protection and available support from the Technology Transfer Department ● [UWB] It is suitable to review the possibilities of training, especially in early-stage researchers
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		are specified for individual projects and in specifically organised research teams.	
5. Contractual and legal obligations	+/-	<p>Current state of UWB:</p> <p>The principal legislation on employment relationships in the Czech Republic is the Work Code.</p> <p>Employees, after properly signing employment contracts undergo periodic medical examinations. Trainings on Health and Safety courses are offered periodically as well.</p> <p>The Lifelong Education Institute of UWB organises courses in the fields of Protection of Intellectual Property and Copyright; the courses are offered to UWB employees free of charge as e-learning sessions.</p> <p>The Basic Trade Unions Association at the University of West Bohemia in Pilsen operates at UWB.</p> <p>UWB has implemented processes for submission of projects, fulfilment of contractual research, teaching, theses and dissertations. In the view of finance controlling and accounting, relevant Directives are implemented (operation originators/administrator, document cover sheets, and publication of contracts).</p> <p>University-wide support to all constituent parts operates the Project Centre, Technology Transfer Department, Section of Law and Risk Management, and Legislative Section.</p> <p>UWB GAP: Legislation is not fully available in the English language.</p> <p>Current state of the Faculty:</p> <p>FEE sends its employees to training sessions required by legislation (e.g. Health and Safety, training in Regulation 50/1978 Coll.).</p> <p>Those researchers who share the findings of their research projects to the public or with external subjects as part of their contracts are</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> • Rector's Directive 22R/2011 – Occupational Health and Safety • Rector's Directive 19R/2011 – System of Risk Management • Rector's Decision 18R/2011 – Professional Development of Pedagogical Staff of the UWB • Rector's Directive 10R/2018 – Holiday Taking in 2018 (no additional current versions are available) • Rector's Directive 4R/2010 – Meals Taken by Employees • Statutes of the University Trade Unions from February 18, 2015 <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> • Directive RICE-P-01-2017 – Management of Occupational Health and Safety <p>Proposals for improvement:</p> <ul style="list-style-type: none"> • [UWB] Review Rector's Directive Project Management, possibly all related documents, in terms of practicality and applicability in the administration of projects • [UWB] Systematic translation of UWB documents and forms into the English language. Some of the employment documents (e.g. a template of the employment contract) are available in Czech only. • [UWB] Compile a list of training sessions for new employees, including intellectual property rights, which they should complete within a given time

		<p>familiar with the stipulations of the standards governing the protection of intellectual property.</p> <p>If required by the conditions of the project, Non-Disclosure Agreements (NDAs) are signed and enforced.</p> <p>FEE highly supports a proactive approach of its employees to further learning.</p>	<p>Related legislation:</p> <ul style="list-style-type: none"> ● Work Code, Act 262/2006 Coll. ● Regulation 50/1978 Coll. on expert qualifications in electrical engineering
6. Accountability	+	<p>Current state of UWB:</p> <p>UWB uses an internal control system to deliver an environment for economically effective and efficient performance of activities, and for timely identification and minimisation of potential risks (Rector’s Directive 41R/2005 Internal Control System).</p> <p>UWB also operates an Internal Audit Division which carries out independent internal audits within UWB. The division controls adherence to legislation and internal regulations and norms of the University; verifies whether the data in financial, accounting, and other documents truly represents the assets, the funding sources, and their management (finance audit); examines on a random basis whether operations are economical, effective, and efficient, as well as the appropriateness and effectiveness of the internal control system. The responsibility of researchers for the objectivity, reliability, and accuracy of their research and for efficient and effective application of resources provided for their research is codified in the Code of Conduct of UWB.</p> <p>Executive researchers are responsible for project investigation as per its goals and conditions towards the support provider.</p> <p>Employee responsibilities are also stipulated in the job specifications and descriptions.</p> <p>Current state of the Faculty:</p> <p>All FEE employees are informed of their rights and obligations, as defined in their respective job descriptions.</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● Code of Conduct of UWB ● Rules for the System of Quality Assurance and Internal Evaluation of the Quality of Educational, Creative, and Related Activities of UWB of July 13, 2017 ● Contracts on cooperation with the industry, initiated by the faculties ● Rector’s Directive 22R/2017 – Process of Public Procurement ● Rector’s Directive 24R/2018 – Property Inventory as of 31.12.2018 ● Rector’s Directive 39R/2017 – Non-Economic and Economic Activities ● Rector’s Directive 19R/2011 – System of Risk Management <p>Internal regulations of the Faculty:</p> <p>Directive RICE-S-02-2017 – Internal Risk Management System</p> <p>Proposals for improvement:</p> <p>None at the moment; the current state conforms to the Charter and Code</p>

		<p>Project management at FEE is transparent and respects the principles of responsibility towards the customer, investors, the University, and the public.</p> <p>We participate in various reviews (e.g. financial audits by funders, customers, and the internal audit division). Corrective measures are being applied.</p>	
7. Good practice in research	+/-	<p>Current state of UWB:</p> <p>Occupational Health and Safety (H&S), and continuous improvement of the working environment represent basic obligations of the employer; these obligations are codified by the Work Code, by the Collective Agreement of UWB (Article 7), and by Rector's Directive, Occupational Health and Safety.</p> <p>UWB organises periodical training in H&S and fire protection for executive employees; they have an obligation to provide such training for their subordinate employees. UWB also organises annual independent H&S assessments, periodical inspections of electric devices, etc. In accordance with the implementation EU Directive 2016/679 (General Data Protection Regulation), effective since May 25 2018, UWB has mapped the locations where personal data is processed, and a Registry of Personal Data Processing has been established.</p> <p>A Risk Management System has been implemented at UWB since 2007, including a Legal and Risk Management Division (OPR) as well as a Risk Management Committee. OPR provides, processes, keeps, updates, and assesses impact of risk on the University. A map of risks is prepared, which also includes the bearers of the risks – executive employees of the University and its parts. They identify the risks and submit them to the Risk Management System. The risks are subsequently investigated and assessed by the Risk Management Committee; proposals for the management of those risks are submitted to the management of UWB. Management of UWB then decides on the method of management of those risks and also specifies measures for the mitigation or reduction of their impact. The University provides researchers with access to cloud data storage with adequate capacity and security.</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● Rector's Directive 22R/2011 – Occupational Health and Safety ● Rector's Directive 19R/2011 – System of Risk Management ● Rector's Directive 14R/2013 – Additional Activities and Contract Research ● Collective Agreement <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> ● Dean's Directive 6D/2017 – Procedure for Verification of Originality of Theses and Dissertations ● Directive RICE-S-02-2017 – Internal Risk Management System ● Directive RICE-P-01-2017 – Management of Occupational Health and Safety <p>Proposals for improvement:</p> <ul style="list-style-type: none"> ● [FEE] Implementation of Directive RICE-S-02-2017 – Internal Risk Management System to all FEE <p>Related legislation:</p> <ul style="list-style-type: none"> ● Work Code, Act 262/2006 Coll. ● Decree of the Ministry of Health 89/2001 Coll. on specification of conditions for categorisation of work, limit values of indicator at biological exposure tests, and requirements on reporting of work with asbestos and biological agents ● EU Directive 2016/679 (General Data

		<p>Current state of the Faculty:</p> <p>All employees are engaged in the occupational health, safety, and fire protection process; where applicable, local fire protection regulations are adopted.</p> <p>FEE has fully described processes of project management and administration; each active project is monitored in detail. All closed projects are evaluated; the obstacles that were overcome in their process are subsequently taken as learning for future projects. Various software solutions (including cloud solutions) are used for project support.</p> <p>FEE GAP:</p> <p>Risk management at RICE is governed by a dedicated Directive which, as all other such documents, is available to all employees at the website. The Internal Risk Management System at FEE (ISRR), is a component of the Internal Control System of FEE, related to the Risk Management System of UWB. It has been identified that the combination of both systems (at FEE and RICE), would be beneficial.</p>	<p>Protection Regulation)</p>
<p>8. Dissemination, exploitation of results</p>	<p>+/-</p>	<p>Current state of UWB:</p> <p>The conditions for publication and usage of research results are stipulated by the contracts with funders (national and international grants), and in the Rules for the System of Quality Assurance and Internal Evaluation of the Quality of Educational, Creative, and Related Activities of UWB of July 13, 2017, see Part Six: Assurance and Assessment of Quality of Creative Activities.</p> <p>This is further described in the following Rector's Directives: 21R/2011 – Record-keeping of Publishing and Other Professional Activities, 14R/2013 – Additional Activities and Contract Research, 11R/2014 – Protection of Intellectual Property and Transfer of Knowledge, and 03R/2015 – The Grant System.</p> <p>Commercialisation of research findings at UWB is supported through the Technology Transfer Department (OTT), whose task is to support research projects and researchers.</p> <p>The Vice-Rector for Transfer of Knowledge and Technology was newly introduced at UWB in January 2018.</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● Rector's Directive 21R/2011 – Record-keeping of Publishing and Other Professional Activities ● Rector's Directive 14R/2013 – Additional Activities and Contract Research (as amended) ● Rector's Directive 11R/2014 – Protection of Intellectual Property and Transfer of Knowledge ● Rector's Directive 03R/2015 – The Grant System <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> ● Directive RICE-S-010-2015 – Records of Publication and Other Expert Activities ● Directive RICE-S-03-2017 – Protection and Application (Commercialisation) of Results, Transfer of Knowledge and Technology

		<p>Presentation of research findings is provided continuously on two levels – expert and general.</p> <p>UWB GAP: UWB monitors and analyses long-term trends of job opportunities of graduates based on sociological and demographic surveys; however, there is no system in place for starting and supporting business incubators for graduates, spin-off, or start-up companies.</p> <p>Current state of the Faculty:</p> <p>Publication and usage of results is conducted in accordance with UWB regulations. They are further developed by the methodology for records of the results and internal setting of procedures in commercialisation of results and transfer of knowledge and technology. At the FEE level, the Technical and Economical Department has been established; the department is part of RICE.</p> <p>Commercialisation is achieved through direct cooperation with commercial entities or through transfer of knowledge and technology into the commercial domain.</p> <p>Expert public audiences are informed about research projects via presentations in conferences, competition shows, and publications in expert journals.</p> <p>The general public has research findings presented by the marketing department at popular science events, in the press, regional TV, the website, social media, etc.</p> <p>Researchers share the progress and results of research projects through mobilities, which receive high support at FEE.</p> <p>FEE GAP: Publication and usage of results at FEE does not have any internal system background (the potential of good practice examples from RICE can be exploited).</p>	<p>Proposals for improvement:</p> <ul style="list-style-type: none"> ● [UWB] Prepare rules for pro start-up, spin-off companies ● [UWB] Prepare software to support research assessment (centralisation of information from currently available sources) ● [FEE] Implementation of Directive RICE-S-03-2017 – Protection and Application (Commercialisation) of Results, Transfer of Knowledge and Technology to the whole of FEE <p>Related legislation:</p> <ul style="list-style-type: none"> ● Act 130/2002 Coll. Research and development support from public funds ● Methodology for assessment of research organisations and assessment of dedicated support to research, development, and innovation – adopted by Decision 107 of the government of the Czech Republic on February 8, 2017
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9. Public engagement	+	<p>Current state of UWB:</p> <p>Direct social and expert engagement of UWB (“third role”), is defined in the Long-term Plan of UWB 2016-2020 (Part Six).</p> <p>UWB operates the External Relations Division which provides communication with the public, advertising, and presentation of UWB. It also engages in a number of activities to improve information flow within and beyond the institution, to participate in establishing a good reputation of UWB.</p> <p>Research results are presented to the wide (non-expert) public, during popular information events, such as Science and Technology Days, cooperation with the Techmania Science Centre, Fun with Science web portal, Scientist Night events, Czech Innovation events, in the press, regional TV stations, social media, etc. Support is provided to interactive events, dialogue with the public, and in exchange with other institutions organising popularisation events (Techmania), with other schools and education institutions, etc.</p> <p>Current state of the Faculty:</p> <p>FEE operates a marketing division which provides advertisement of FEE/RICE and supports marketing on the level of UWB. Within the framework of the Third Role, FEE organises various public events (e.g. JUNIORFEL summer school for children, cooperation with Techmania Science Centre, etc.).</p> <p>The conducted research indicates that nearly 30% of respondents recognise potential in improvement of presentation of results to the public.</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● Long-term Plan of UWB 2016-2020 ● Plan for Realisation of Long-term Plan of UWB ● Popularisation of Research and Development at University of West Bohemia in Pilsen, Communication Plan - February 2013 was prepared within the project Systematic Support of Popularisation of Research and Development at UWB
10. Non discrimination	+/-	<p>Current state of UWB:</p> <p>UWB is an open, multi-field education institution whose mission is to offer equal opportunities for education and creative activities (see the Statute of UWB, the Code of Conduct of UWB, and Collective Agreement - Article 2). The academic environment has been enjoying academic freedom since 1989. The environment of higher education institutions is completely free of discrimination on the basis of nation,</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● Statute of UWB ● Code of Conduct of UWB ● Organizational Structure of UWB ● Collective Agreement of UWB ● Selection Procedure Regulations for UWB Academic Staff Recruitment

		<p>race, or religion. UWB offers equal opportunities to everyone, disregarding gender, age, ethnic, national, or social heritage, religion or belief, sexual orientation, language, physical disability, political views, or social and economic conditions as a reason to deny opportunity</p> <p>The Information and Advisory Centre of UWB provides study, psychology, social, and legal assistance to persons with special needs, thereby assisting in the elimination of handicap of those persons. The Career Centre of UWB assists future graduates in the aspect of their future employment.</p> <p>UWB GAP: A rather high percentage of employees in the survey across all parts of the University stated they didn't know who to contact with suspected breaches of the ethical principles.</p> <p>Current state of the Faculty:</p> <p>FEE fully respects the principles of establishing an environment where no discrimination exists nor is tolerated, an environment where equal opportunities are offered to everyone disregarding their gender, age, ethnic, national, or social heritage, religion or belief, sexual orientation, language, physical disability, political views, social and economic conditions. Additionally, FEE promotes equal and just conditions for men and women (see Gender Policy).</p> <p>The research conducted suggests that nearly 85% of respondents have not experienced any discrimination at the workplace. Further analysis did not identify any interest groups which would be affected by the issue.</p> <p>FEE GAP: The topic of non-discrimination is not internally addressed on the systemic level (the potential of good practice examples from RICE can be exploited).</p>	<p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> ● Directive RICE-S-02-2016 – Human Resources <p>Proposals for improvement:</p> <ul style="list-style-type: none"> ● [UWB] Provide independent assessment of suspected discrimination of researchers and provision of confidential, informal assistance (the position of an Ombudsman) ● [FEE] Implementation of Directive RICE-S-02-2016 – Internal Risk Management System to all FEE <p>Related legislation:</p> <ul style="list-style-type: none"> ● Work Code, Act 262/2006 Coll. (Part IV, Article 16) ● Ethical Code of Research
11. Evaluation/ appraisal systems	-/+	<p>Current state of UWB:</p> <p>Assessment is included in the compensation system. Compensation of</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● Internal Payroll Regulations of UWB (2017) ● Rector's Directive 03R/2015 – The Grant

	<p>UWB employees is governed by the Internal Payroll Regulations of UWB (2017). In accordance with Act 130/2002 Coll., Support of Research, Experimental Development, and Innovation Act, UWB employs a motivation system to support creative activities. The goal of the motivation system, detailed in a Rector's Directive, is to motivate UWB employees and students to intensify research activities and support their excellence.</p> <p>The Rector's Directive 03R/2015 describes the motivational systems to support doctoral students, graduates from doctoral study programs (post-doc) and achieving prestigious results in research, development, and innovation (publishing in impacted journals).</p> <p>Records on the results of creative activities are kept in the OBD information system in accordance with the Rector's Directive 21R/2011 Record-keeping of Publishing and Other Professional Activities.</p> <p>As specified by the Methodology for Assessment of Research Organisations (Methodology 17+), performance of several researchers will be assessed by an independent committee.</p> <p>UWB GAP: UWB so far has not implemented a unifying assessment system that would be sufficiently specific to unify assessment across the parts and, at the same time, sufficiently flexible to allow the parts to employ flexible application under their specific requirements. Assessment outcomes are not always discussed with the assessed employee.</p> <p>Current state of the Faculty:</p> <p>RICE has implemented an internal system of employee assessment. Systemic assessment of employees is not present at FEE. Motivational components are used, which are anchored in the UWB legislation. Results of creative activities are recorded in the OBD IS.</p> <p>FEE GAP: The assessment system at FEE is not systematically defined (the potential of good practice examples from RICE can be exploited). Recruitment interviews are not conducted.</p>	<p>System</p> <ul style="list-style-type: none"> ● Rector's Directive 21R/2011 Record-keeping of Publishing and Other Professional Activities ● Rector's Decision 10R/2014 – Remuneration of Authors and Distribution of Profits Resulting from the Transfer of Knowledge ● Rector's Provision 18R/2011 - Professional Development of Pedagogical Staff of the UWB ● Collective Agreement (Article 6 – Care for Employees) ● Bursar's Instruction 5K/2015 – Remuneration for the Reproduction of Works ● Rector's Directive 36R/2012 – Awards of Commemorative Medals and Certificates of Merit <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> ● Directive RICE-S-02-016 – Human Resources ● Instruction RICE-P-02-2017 – Appointment and Assessment of Employees <p>Proposals for improvement:</p> <ul style="list-style-type: none"> ● [UWB] Prepare software to support research assessment (centralisation of information from currently available sources). ● [UWB] Adjust the system for informing about major results of employees of the University. Their financial compensation should be more frequently combined with another form of compensation. ● [UWB] UWB is preparing an amended version of the Professional Development of Pedagogical Staff of the UWB and of the Directive on assessment and compensation for employees. The growing request for objective assessment of quality and related assessment of researchers, however, is a complex system which depends on the type
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			<p>of research; there is a high risk of increasing related administration workload. Employee assessment must be directly related to the country-wide system of R&D assessment by RVVI (Council for Research, Development and Innovation; an expert body, advisor to the government of the Czech Republic), see Methodology 2017+ for assessment of research institutions.</p> <ul style="list-style-type: none"> • [FEE] Implementation of Directive RICE-S-02-2016 – Internal Risk Management System to all FEE • [FEE] Implementation of Instruction RICE-P-02-2017 – Appointment and Assessment of Employees • [FEE] Implement regular assessment of employees <p>Related legislation:</p> <ul style="list-style-type: none"> • Methodology for assessment of research organisations and assessment of dedicated support to research, development, and innovation – adopted by Decision 107 of the government of the Czech Republic on February 8, 2017
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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.

12. Recruitment	+/-	<p>Current state of UWB:</p> <p>The process of hiring academic staff at UWB is addressed by the policy of Selection Procedure Regulations for UWB Academic Staff Recruitment. Job vacancies are posted on the UWB website, in the “Volná pracovní místa na ZČU” section (meaning job vacancies at UWB, in the Czech language). Selection Procedure Regulations for UWB Academic Staff Recruitment does not include admission and recruitment norms for researchers. No central support</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> • Selection Procedure Regulations for UWB Academic Staff Recruitment <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> • Directive RICE-S-02-2016 – Human Resources • Directive RICE-S-01-2014 – Hiring and Commencement of Employment of New Staff • Director’s Instruction RICE-P-02-2017 – Instruction on Appointment and Assessment of Employees
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		<p>for recruitment of R&D employees is currently available.</p> <p>UWB GAP: UWB does not operate a Code of Conduct for Recruitment of Researchers which would define how new researchers should be recruited and which principles the procedure should follow. No central support to recruitment of foreign researchers exists.</p> <p>Those employees who have, for any reason, taken a break in their research, do not experience any official obstacles upon their return; however, no targeted support exists.</p> <p>Current state of the Faculty:</p> <p>In recruitment, FEE follows the requirements of the University. Researcher job vacancies are published at the RICE website, when necessary also in English; sometimes the requirements are addressed via public job seeker portals (e.g. jobs.cz) or public expert portals (e.g. IEEE). RICE has issued its Human Resources Policy. The Human Resources Policy declares equal and non-discriminating conditions for all employees and describes all activities in the HR segment for the sake of stable, efficient employment.</p> <p>Another document, "Instruction on Appointment and Assessment of Employees", specifies the positions, the related requirements, as well as methods for employee assessment; the policy "Hiring and Commencement of Employment", defines the procedures for selection and commencement of employment of all new staff.</p> <p>FEE GAP: Recruitment at FEE does not have any internal system background (the potential of good practice examples from RICE can be exploited).</p>	<p>Proposals for improvement:</p> <ul style="list-style-type: none"> ● [UWB] Regular training of executive employees in the conduction of job interviews, improvement of manager skills ● [UWB] Implementation of the Code of Conduct for Recruitment of Researchers at UWB (amendment to the Selection Procedure Regulations for UWB Academic Staff Recruitment, expansion of its applicability to researchers, inclusion of new relevant hiring and recruitment norms) ● [UWB] Require communication in English when recruiting foreign employees, provide availability of relevant UWB documentation in English ● [FEE] Implementation of Directive RICE-S-02-2016 – Internal Risk Management System to all FEE ● [FEE] Implementation of Instruction RICE-P-02-2017 – Appointment and Assessment of Employees
13. Recruitment (Code)	-/+	Current state of UWB:	Internal regulations of UWB:

		<p>The process of hiring academic staff at UWB is addressed by the policy of Selection Procedure Regulations for UWB Academic Staff Recruitment (2017).</p> <p>Requirements for the recruitment of new staff (qualification) are established in accordance with the Internal Payroll Regulations of UWB and the job descriptions.</p> <p>Job vacancies are posted on the UWB website in the job vacancies section; the information is posted for no less than one month prior to the end of the term for filing the applications.</p> <p>UWB GAP: Job vacancies for researchers are not published in foreign job seeker portals, e.g. Euraxess.</p> <p>Notifications of selection procedures on the UWB website are very brief and only in Czech. If they contain information on career plans at all, they say the following: "Any teaching, research, and career opportunities relevant to the position", while the position is described only as "academic staff".</p> <p>A new Professional Development of Pedagogical Staff of the UWB document is being prepared on the UWB level.</p> <p>A newly prepared personell directive will contain model job descriptions with the basic requirements for various positions.</p> <p>Current state of the Faculty:</p> <p>Job vacancies for researchers are posted at the RICE website for a period of 30 days; public and specialised job portals are used as well. The advertisements are presented in a transparent manner and contain information as stipulated by the Code.</p>	<ul style="list-style-type: none"> ● Selection Procedure Regulations for UWB Academic Staff Recruitment <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> ● Directive RICE-S-02-2016 – Human Resources ● Directive RICE-S-01-2014 – Hiring and Commencement of Employment of New Staff ● Director’s Instruction RICE-P-02-2017 – Instruction on Appointment and Assessment of Employees <p>Proposals for improvement:</p> <ul style="list-style-type: none"> ● [UWB] Prepare a template for notifications on recruitment (e.g. use templates from specialised portals) ● [UWB] Provide availability of internal UWB regulations and norms on recruitment and employee benefits in English ● [UWB] Regular training of executive employees in the conduction of job interviews, improvement of manager skills ● [UWB] Prepare Code for recruitment of researchers (possibly a Code of Conduct for Recruitment of Researchers and Foreign Researchers) ● [UWB] Implement metrics as proposed in the OTM-R checklist (trend of the rate of prospective employees from UWB, from abroad, and from insufficiently present groups – usually women ● [FEE] Implementation of Directive RICE-S-02-2016 – Internal Risk Management System to all FEE ● [FEE] Implementation of Instruction RICE-P-02-2017 – Appointment and Assessment of Employees to all FEE
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		<p>RICE prepared its own Directives about human resources, their planning, recruitment, and hiring. The Human Resources Policy declares equal and non-discriminating conditions for all employees and describes all activities in the HR segment for the sake of stable, efficient employment.</p> <p>The “Instruction on Appointment and Assessment of Employees”, specifies the positions, the related requirements as well as methods for employee assessment; the policy “Hiring and Commencement of Employment”, defines the procedures for selection and commencement of employment of all new staff.</p> <p>FEE GAP: Recruitment at FEE does not have any internal system background (the potential of good practice examples from RICE can be exploited).</p>	
14. Selection (Code)	-/+	<p>Current state of UWB:</p> <p>At recruitment of new employees, the faculties of UWB follow the Selection Procedure Regulations for UWB Academic Staff Recruitment. The document also specifies the composition and activities of the recruitment committee.</p> <p>The selection committee (of no less than 3 members), for the hiring procedure is nominated by the originator together with a notification on the commencement of the hiring procedure (see Article 3 - Selection Procedure Regulations for UWB Academic Staff Recruitment).</p> <p>UWB GAP: Members of the selection committees are not trained in job interviews.</p> <p>There is low engagement of experts outside UWB in its selection committees.</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● Selection Procedure Regulations for UWB Academic Staff Recruitment ● Internal Payroll Regulations of UWB ● Organizational Structure of UWB <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> ● Directive RICE-S-02-2016 – Human Resources ● Directive RICE-S-01-2014 – Hiring and Commencement of Employment of New Staff ● Director’s Instruction RICE-P-02-2017 – Instruction on Appointment and Assessment of Employees <p>Proposals for improvement:</p> <ul style="list-style-type: none"> ● [UWB] Amend Selection Procedure Regulations for UWB Academic Staff Recruitment with comprehensive, written rules for assessment of merit so that the best candidate could be selected (see the OTM-R checklist) ● [UWB] Regular training of executive employees in

		<p>Selection Procedure Regulations for UWB Academic Staff Recruitment do not specify any rules for composition of the committee, apart from the minimum number of three members. The balance of the committees is not stipulated, required, or subsequently monitored (see the OTM-R check-list).</p> <p>Selection committees do not have fully comprehensive, written rules for assessment of merit so that the best candidate could be selected (see the OTM-R check-list).</p> <p>UWB has not implemented any suitable system to address objections (OTM-R check-list).</p> <p>Current state of the Faculty:</p> <p>FEE observes all individual stipulations of Selection Procedure Regulations for UWB Academic Staff Recruitment.</p> <p>The composition of the recruitment committee is meticulously selected so that it contains representatives of various expert fields and offers a suitable ratio of men and women. The selection procedure at FEE is comprised of several components, and also contains a part where the applicant must provide practical evidence of the required qualification, competence, and expertise for the position in question (e.g. an expert conversation in a foreign language or solving a model case).</p>	<p>the conduction of job interviews, application of given rules for merit-based selection</p> <ul style="list-style-type: none"> ● [UWB] Selection committees should include external experts in the field. Members of selection committees should be demonstrably familiarised with the principles of the Code for recruitment ● [UWB] Require communication in English when recruiting foreign employees ● [UWB] Implement monitoring of selection committees (see the OTM-R checklist) – measurement and impact on the UWB strategy
15. Transparency (Code)	-/+	<p>Current state of UWB:</p> <p>The selection process for employees is governed by the Selection procedure regulations for UWB academic staff recruitment. However, it is currently of a rather general nature and does not apply to researchers. Ads with vacancies are published on the UWB website. A new position of the HR manager has been established, whose competence includes the whole issue of recruitment of new employees, as well as the setting of procedural</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● Selection Procedure Regulations for UWB Academic Staff Recruitment ● Internal Payroll Regulations of UWB ● Code of Conduct of UWB <p>Proposals for improvement:</p> <ul style="list-style-type: none"> ● [UWB] Develop a Code of Conduct for Recruitment of researchers or amend the current Selection Procedure Regulations for UWB Academic Staff

		<p>processes, including anchoring into internal directives and subsequent putting into practice.</p> <p>UWB GAP: Selection Procedure Regulations for UWB Academic Staff Recruitment do not explicitly specify procedures to be taken with the applicants during and after recruitment, e.g. familiarise the applicant with the strengths and weaknesses of their candidacy.</p> <p>Candidates, especially those who did not succeed at the recruitment, are not familiarised with the strengths and weaknesses of their candidacy.</p> <p>Recruitment notifications at the UWB website are very brief and do not deliver detailed information on the possibilities of career development.</p> <p>Current state of the Faculty:</p> <p>This topic is not further specifically developed.</p> <p>The survey conducted with current employees indicates that a vast majority of them regards the selection procedure at UWB as sufficiently clear and fair.</p>	<p>Recruitment, so it also applies to researchers and includes the obligation to inform the applicants with the strengths and weaknesses of their candidacy</p>
16. Judging merit (Code)	-/+	<p>Current state of UWB:</p> <p>Practical experience of the candidates is taken into account on every occasion; however, assessment of merit is not explicitly amended as per the Code.</p> <p>UWB GAP: The Selection Procedure Regulations for UWB Academic Staff Recruitment do not explicitly list the assessment criteria used in the selection of researchers, e.g. quality and quantity assessment of the candidates' merit, nor does it indicate the obligation of the Faculty to establish such criteria where the specifics of the Faculty need to be taken into account.</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● Selection Procedure Regulations for UWB Academic Staff Recruitment ● Internal Payroll Regulations of UWB ● Code of Conduct <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> ● Directive RICE-S-02-2016 – Human Resources ● Directive RICE-S-01-2014 – Hiring and Commencement of Employment of New Staff ● Director's Instruction RICE-P-02-2017 – Instruction on Appointment and Assessment of Employees <p>Proposals for improvement:</p>

		<p>Current state of the Faculty:</p> <p>All advertisements of a job vacancy at FEE include the requirement to send in the applicant’s CV and other documents providing evidence of the applicant’s education and employment experience. The evaluation of the CV and other documents represents the first round of the selection process. Attachments to a researcher’s CV is the list of their publications, patents, inventions, etc., and the list is examined in detail. The creativity, degree of autonomy, and all professional experience in the candidate’s professional life are considered as added value to candidacy. . The selection process always includes a practical segment where the candidate demonstrates the competences required for the position offered.</p>	<ul style="list-style-type: none"> ● [UWB] Amendment to the Selection Procedure Regulations for UWB Academic Staff Recruitment, e.g. setting the assessment criteria for recruitment of researchers ● [UWB] Regular training of executive employees in the conduction of job interviews, application of assessment criteria for selection
<p>17. Variations in the chronological order of CVs (Code)</p>	<p>-/+</p>	<p>Current state of UWB:</p> <p>Practical experiences of the candidates are taken into account on every occasion; however, assessment of chronological order is not explicitly amended as per the Code.</p> <p>UWB GAP: Selection Procedure Regulations for UWB Academic Staff Recruitment do not explicitly specify the manner of assessing candidates based on their professional career, e.g. career break or changes in the chronological order of the CVs. Assessment of the chronological order of the CVs is at the discretion of the members of the selection committees.</p> <p>Current state of the Faculty:</p> <p>All advertisements of a job vacancy at FEE include the requirement to send in the applicant’s CV and other documents providing evidence of the applicant’s education</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● Selection Procedure Regulations for UWB Academic Staff Recruitment ● Internal Payroll Regulations of UWB ● Code of Conduct <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> ● Directive RICE-S-01-2014 – Hiring and Commencement of Employment of New Staff <p>Proposals for improvement:</p> <ul style="list-style-type: none"> ● [UWB] Amend the Selection Procedure Regulations for UWB Academic Staff Recruitment, e.g. include the requirement for comprehensive assessment of candidates in consideration of the development of their professional careers ● [UWB] Regular training of executive employees in the conduction of job interviews, application of assessment criteria for selection

		<p>and employment experience. The evaluation of the CV and other documents represents the first round of the selection process.</p> <p>At the interview of short-listed candidates, questions are asked in the event of uncertainties about career breaks or in changes of the chronological order in the CV.</p> <p>However, those aspects are not considered when assessing individual candidates.</p>	
18. Recognition of mobility experience (Code)	-/+	<p>Current state of UWB:</p> <p>Experience with mobility is generally considered to be beneficial for the professional life and development of employees at UWB. Mobility is also supported in case of doctoral students who have the opportunity to benefit from various programs, as well as established cooperation agreements with partner universities and research institutes. New internal directives for the recruitment procedure will already govern the recognition of mobility experience for newly recruited workers.</p> <p>UWB GAP: The Selection Procedure Regulations for UWB Academic Staff Recruitment do not explicitly specify assessment of candidates in consideration of their mobility experience (e.g. international stays, changes of the field or industry during the researcher's career). Assessment of the mobility experience is at the discretion of the members of the selection committees.</p> <p>Current state of the Faculty:</p> <p>The recruitment of new staff takes into consideration their mobility experience; this is taken into account in the assessment of candidates.</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● Selection Procedure Regulations for UWB Academic Staff Recruitment ● Internal Payroll Regulations of UWB ● Code of Conduct <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> ● Directive RICE-S-02-2016 – Human Resources ● Directive RICE-S-01-2014 – Hiring and Commencement of Employment of New Staff <p>Proposals for improvement:</p> <ul style="list-style-type: none"> ● [UWB] Amend the Selection Procedure Regulations for UWB Academic Staff Recruitment, e.g. include the requirement for comprehensive assessment of candidates in consideration of their mobility experience ● [UWB] Regular training of executive employees in the conduction of job interviews, application of criteria for selection, including mobility experience
19. Recognition of qualifications (Code)	+/-	<p>Current state of UWB:</p> <p>At the UWB, the recognition of qualifications is regulated</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● Selection Procedure Regulations for UWB Academic Staff Recruitment

		<p>by the Rector's Directive – Procedure for the Recognition of Foreign Higher Education and Qualification. In practice, tenders are conducted in accordance with the Selection Procedure Regulations for UWB Academic Staff recruitment, which will be subject to extensive amendments. The qualifications achieved is assessed individually, taking into account the requirements of the job position and the workplace that offers the position.</p> <p>UWB GAP: The Selection Procedure Regulations for UWB Academic Staff Recruitment do not explicitly specify the assessment and evaluation of academic and expert qualifications, especially in terms of international and occupational mobility.</p> <p>Recognition of higher education from abroad is modified by Rector's Directive 34R/2017; however, UWB does not operate a shared special constituent part to provide support to the parts in the recognition of all qualifications from abroad.</p> <p>Current state of the Faculty:</p> <p>The assessment of qualification achievements is conducted during recruitment in consideration of the requirements set for the candidates; expert qualification achievements including informal qualification from international and occupational mobility is assessed on an individual basis.</p>	<ul style="list-style-type: none"> ● Internal Payroll Regulations ● Rector's Directive 34R/2017 — Procedure for Recognition of Foreign Higher Education and Qualification <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> ● Directive RICE-S-02-2016 – Human Resources ● Directive RICE-S-01-2014 – Hiring and Commencement of Employment of New Staff <p>Proposals for improvement:</p> <ul style="list-style-type: none"> ● [UWB] Amend the Selection Procedure Regulations for UWB Academic Staff Recruitment e.g. include the requirement to assess and evaluate academic and expert qualifications, especially in terms of international and occupational mobility ● [UWB] Promote an active role of the Personnel Division of UWB in recognition of qualification (in accordance to Czech legislation and the ENIC-NARIC international qualification recognition system) <p>Related legislation:</p> <ul style="list-style-type: none"> ● Act 111/98 Coll., Higher Education Act ● Act 500/2004 Coll., Administrative Procedure Act (administrative procedure) ● International agreements binding to the Czech Republic which stipulate mutual recognition of education certificates
20. Seniority (Code)	+/-	<p>Current state of UWB:</p> <p>Job vacancies contain qualifications requirements and are designed in a non-discriminatory way so as not to disadvantage prospective graduates. The specific requirements and seniority of a candidate are then assessed individually in the selection process, taking into account the requirements of the job position and the workplace that offers the position.</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● Selection Procedure Regulations for UWB Academic Staff Recruitment <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> ● Directive RICE-S-02-2016 – Human Resources ● Directive RICE-S-01-2014 – Hiring and Commencement of Employment of New Staff

		<p>UWB GAP: The Selection Procedure Regulations for UWB Academic Staff Recruitment do not explicitly list the assessment criteria used in the selection of researchers, e.g. procedures for assessment of “seniority”. Specific requirements are typically laid out after recruitment for a specific position has been organised.</p> <p>Current state of the Faculty:</p> <p>In the context of recruitment for positions at FEE, practically documented results achieved during the candidate’s professional career and their qualifications are balanced (theory and practice) in regards to the position in question.</p> <p>The qualification and professional career requirements are indicated in the job vacancy advertisement. No education institutions are specified or preferred where the candidate’s qualification have been achieved; any obtained documents on studies in lifelong education institutions are positively regarded as the candidate’s willingness for continuous study.</p>	<p>Proposals for improvement:</p> <ul style="list-style-type: none"> • [UWB] Amend the Selection Procedure Regulations for UWB Academic Staff Recruitment, include the requirement to assess and evaluate seniority • [UWB] Regular training of executive employees in the conduction of job interviews, including examples of seniority assessment
21. Postdoctoral appointments (Code)	-/+	<p>Current state of UWB:</p> <p>There is no explicit procedure for the appointment of postdoctoral positions at UWB. Requirements for a particular job position and candidates who apply in the tender are considered individually with regard to the requirements of the job position and the workplace that offers the position.</p> <p>UWB GAP: The Selection Procedure Regulations for UWB Academic Staff Recruitment or other internal regulations do not explicitly stipulate the appointment of post-doctoral researchers. No other regulations are in place at UWB for the recruitment and appointment of post-doctoral</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> • Selection Procedure Regulations for UWB Academic Staff Recruitment <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> • Directive RICE-S-02-2016 – Human Resources • Directive RICE-S-01-2014 – Hiring and Commencement of Employment of New Staff <p>Proposals for improvement:</p> <ul style="list-style-type: none"> • [UWB] Amend the Selection Procedure Regulations for UWB Academic Staff Recruitment, include rules for requirement and appointment of researchers with a post-doctoral researcher status • [UWB] Define what positions are considered post-

		<p>researchers.</p> <p>UWB does not possess a clear definition of what positions are regarded as post-doctoral researcher positions.</p> <p>Current state of the Faculty:</p> <p>Currently, there exists no regulation, policy, or rule at FEE that would specifically address the hiring of employees at post-doctoral positions. Post-doctoral researchers are hired on the level of Junior Researcher.</p>	<p>doctoral researcher positions – components of the Professional Development of Pedagogical Staff of the UWB (Career regulations)</p>
Working Conditions and Social Security			
22. Recognition of the profession	+/-	<p>Current state of UWB:</p> <p>Internal Payroll Regulations of UWB define the categories of scientists, researchers, and development staff and their classification into pay grades (in accordance with their qualification background, education, and the framework characteristics of the position responsibilities).</p> <p>UWB GAP: The definition of scientist in the Internal Payroll Regulations does not fully conform to the definition of researcher in the Frascati Manual; in result, we do not have all staff defined for HR Excellence in Research.</p> <p>Current state of the Faculty:</p> <p>The status of researcher is supported with financial and non-financial benefits. An extraordinary financial benefit is represented by the possibility to obtain support for creative activities which are designed to support the achievement of prestigious results in research,</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> • Internal Payroll Regulations of UWB <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> • Instruction RICE-P-02-2017 – Instruction on Appointment and Assessment of Employees <p>Proposals for improvement:</p> <ul style="list-style-type: none"> • [UWB] Follow the Frascati Manual to more precisely define the position of “researcher” and decide which employees qualify into this group regardless of their positions or jobs • [FEE] Amend the RICE Directive Instruction on Appointment and Assessment of Employees – modified categorisation of researchers as per the EU rules (R1-R4) <p>Related legislation:</p> <ul style="list-style-type: none"> • Frascati Manual: “Proposed Standard Practice for Surveys on Research and Experimental Development”, OECD, 2015

		<p>development, and innovation for young talented master, doctoral students, and for young doctoral graduates. Non-financial benefits include mobility support for selected employees, etc.</p> <p>Unlike academic staff, researchers cannot vote nor be voted into the Academic Senate, which reduces their participation in the decision-making process in strategic direction of the mother organisation.</p> <p>The majority of research at FEE is concentrated in RICE.</p> <p>In terms of organisation, research teams at RICE are separated from the administration department; this allows researchers to fully engage in science and research without having to deal with a corresponding administration agenda, such as organisation of business trips, conferences, etc.</p> <p>FEE GAP: The status of the researcher at RICE is detailed in the internal directive Instruction on Appointment and Assessment of Employees, which categorises researchers into the positions of Junior Researcher, Researcher, and Senior Researcher. This internal categorisation is equivalent to the EU categorisation of researchers from R1 to R4; such categorisation is not in place at FEE.</p>	
23. Research environment	+/-	<p>Current state of UWB:</p> <p>Due to an unequal age of the individual parts of UWB, the research environment cannot be evaluated as a whole; this also reflects in the equipment and funding.</p> <p>Health and Safety has its legal framework stipulated by the Work Code, by the Collective Agreement of UWB, and corresponding Directives issued by the Rector of UWB and by the Deans of individual faculties of UWB. Working conditions in the research environment are governed by the operating policies of the individual laboratories.</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● Collective Agreement ● Rector’s Directive 22R/2011 – Occupational Health and Safety ● Selection Procedure Regulations for UWB Academic Staff Recruitment ● Code of Conduct of UWB ● Professional Development of Pedagogical Staff of the UWB ● Internal Payroll Regulations of UWB ● Rules for the System of Quality Assurance and Internal Evaluation of the Quality of Educational, Creative, and Related Activities of UWB of July 13,

		<p>All employees of UWB undergo medical (initial, periodical, exceptional, final, and 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>UWB GAP: Researchers are subject to major administrative workload and cannot fully focus on creative activities.</p> <p>Current state of the Faculty:</p> <p>FEE offers its employees a modern working environment, access to infrastructure, information and the latest technology.</p> <p>Science and research at FEE are achieved through the Regional Innovation Centre for Electrical Engineering (RICE). The research centre was established with financial support from the European Regional Development Fund of the European Union (ERDF). It was completed in 2015. The centre's laboratories are equipped with state-of-the-art instruments and cutting-edge technologies aligned with the requirements posed by research. Infrastructure is an ongoing principle updated as needed/required by the customers/investors.</p> <p>Apart from University-wide Directives, FEE has issued other regulations on Health and Safety, protection of the environment, and operating policies of the laboratories.</p> <p>The conducted research confirms that over 80% of respondents view the working conditions adequate for the performance of their work.</p>	<p>2017</p> <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> • Directive RICE-P-01-2017 – Management of Occupational Health and Safety • Controlled documentation of the Electrical Engineering Laboratories <p>Proposals for improvement:</p> <ul style="list-style-type: none"> • [UWB] Investigate opportunities for improvement of administrative support from selected central constituent parts of UWB <p>Related legislation:</p> <ul style="list-style-type: none"> • Work Code, Act 262/2006 Coll. • Regulation 50/1978 Coll., Regulation issued by the Czech Occupational Safety Office and of the Czech Mining Office from May 19, 1978, on expert qualifications in electrical engineering
24. Working conditions	+/-	<p>Current state of UWB:</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> • Collective Agreement

		<p>Care for employees is modified by the Collective Agreement established between the management of the University and the trade unions; the Collective Agreement specifies employee benefits (extra holiday, modification of working hours, and days off for sole-parent employees or employees looking after a person requiring special care, meal subsidies and vouchers, etc.). The employees have an opportunity to rent a starting flat. A day-care centre has been recently opened for the children of UWB employees.</p> <p>UWB GAP: Sabbatical leave is on the UWB level specified for academic staff, not for researchers who are not academic staff.</p> <p>Current state of the Faculty:</p> <p>FEE offers its employees working conditions which allow an effective work-life balance. At the same time, it grants them the degree of academic freedom in conformance to all state, University and Faculty regulations. All employees are supported in career development and further education.</p> <p>The working environment and equipment of the workplaces is modern and varied. Instrumentation of research laboratories is considered state-of-the-art on the European level. FEE offers its employees a modern working environment, access to infrastructure, information and the latest technology</p> <p>The benefits available to FEE employees are of the financial and non-financial kind. Apart from benefits available as awards, they can use flexible working hours, sabbatical leave, home office, part-time employment schemes, etc.</p> <p>FEE also respects challenged groups of employees; therefore, the whole building of the research centre in an accessible design.</p>	<ul style="list-style-type: none"> • Rector's Provision 26R/2017 – Allowance Concerning Cultural and Sports Events, Recreation, Convalescence, Socialising and Other Activities <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> • Dean's Provision 9D/2014, on employees' working hours schemes and on salary compensation for employees participating in investigations of projects • Directive RICE-S-02-2016 – Human Resources • Directive RICE-S-01-2014 – Hiring and Commencement of Employment of New Staff • Director's Instruction RICE-P-02-2017 – Instruction on Appointment and Assessment of Employees • Directive RICE-P-01-2017 – Management of Occupational Health and Safety <p>Proposals for improvement: [UWB] No solution is currently known.</p> <p>Related legislation:</p> <ul style="list-style-type: none"> • Work Code, Act 262/2006 Coll.
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		<p>FEE fully disallows any form of discrimination; as such, the conditions for all employees are transparent and equal. The research further shows that nearly 90% of the respondents say that the working conditions allow them to achieve work-life balance (e.g. in terms of looking after children and family, and development of their scientific careers).</p>	
25. Stability and permanence of employment	+	<p>Current state of UWB:</p> <p>UWB as a whole holds a large number of time-limited contracts; this is caused by project financing of science and research. The number of revolving contracts exceeds the limit of the number of revolving permitted by general legislation (the Work Code); however, scientific organisations benefit from an exception. Multiple extensions of limited-time contracts (as required by project) for employees working on projects is also allowed by the Collective Agreement of UWB in force.</p> <p>All employees, be they under time-limited or time-unlimited contracts, enjoy equal rights and working conditions.</p> <p>Current state of the Faculty:</p> <p>FEE observes all University-wide rules for recruitment of new employees.</p> <p>In conformance to the Directive of the Council 1999/70/EC, all FEE employees with time-limited contracts have the working conditions identical to those of employees with time-unlimited contracts. Job security is attested also by low employee turnover.</p> <p>The conducted research indicates that approximately 2/3 of respondents with time-limited contracts stated they didn't mind the situation.</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> Collective Agreement – Article 3 (extension of employment) <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> Dean's Provision 9D/2014, on employees' working hours schemes and on salary compensation for employees participating in investigations of projects Directive RICE-S-02-2016 – Human Resources Directive RICE-S-01-2014 – Hiring and Commencement of Employment of New Staff Director's Instruction RICE-P-02-2017 – Instruction on Appointment and Assessment of Employees <p>Related legislation:</p> <ul style="list-style-type: none"> Work Code, Act 262/2006 Coll. Council Directive 1999/70/EC on the framework agreement on fixed-term work concluded by ETUC, UNICE and CEEP
26. Funding and salaries	-/+	<p>Current state of UWB:</p>	<p>Internal regulations of UWB:</p>

		<p>Financial compensation of employees is stipulated in the Internal Payroll Regulations of UWB. Apart from the base salary, there exist benefits for long-term performance, singular performance, and anniversary, as mentioned in the Collective Agreement. The exact amounts or scope of the benefit is specified on the systemic level and is guaranteed for the pay grade, anniversary, and bonus (e.g. for executive roles, job performance).</p> <p>Rector's Directive 03R/2015 describes the motivational systems to support doctoral students, graduates from doctoral study programs (POSTDOC) and achieving prestigious results in research, development, and innovation (publishing in impacted journals).</p> <p>The status of researcher at UWB is supported with financial and non-financial benefits. An extraordinary financial benefit is represented by the possibility to obtain support from the Motivational System of UWB for creative activities which is designed to support the achievement of prestigious results in research, development, and innovation for young talented master, doctoral students and for young doctoral graduates. Non-financial selective benefits include mobility support for selected employees, possibility to use a company flat, etc.</p> <p>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>UWB GAP: Compensation criteria are set differently at the Faculties. They are based on University regulations in force; individual conditions are at the discretion of the management of the Faculties.</p> <p>Current state of the Faculty:</p>	<ul style="list-style-type: none"> • Internal Payroll Regulations of UWB • Collective Agreement • Rector's Directive 03R/2015 – The Grant System <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> • Dean's Provision 9D/2014, on employees' working hours schemes and on salary compensation for employees participating in investigations of projects • Director's Instruction RICE-P-02-2017 – Instruction on Appointment and Assessment of Employees <p>Proposals for improvement:</p> <ul style="list-style-type: none"> • [UWB] Review financial and non-financial benefits on the UWB level; use financial and economical possibilities to consider introduction of new benefits, e.g. contribution to additional pension benefit • [UWB] Review the salary regulation in terms of the ratio of the fixed salary and personal bonus. • [FEE] Career Development plan for each employee – FEE level • [FEE] Implement regular assessment of employees • [FEE] Train executive employees in the conduction of assessment interviews • [FEE] Implement the instruction RICE-P-02-2017 – Instruction on Appointment and Assessment of Employees at FEE <p>Related legislation:</p> <ul style="list-style-type: none"> • Work Code
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		<p>Compensation and salaries are specified in conformance to the framework defined by UWB. At RICE, compensation is derived from the assessment (operative, strategic) of the employee by their superior.</p> <p>GAP FEE: Career development plans do not exist for all researchers, not all researchers are subject to assessment.</p>	
27. Gender balance	-/+	<p>Current state of UWB:</p> <p>Formally, from the viewpoint of internal legislation at UWB, gender discrimination is non-existent; internal regulations have been prepared in the philosophy of equal opportunities.</p> <p>However, when the responses to the survey question whether the employees had experienced discrimination were processed, it was found out that women provided positive responses more often than men (the number of employees identifying themselves as alternative gender was minimum).</p> <p>UWB GAP: Gender balance is not monitored (composition of selection committees, representation on various management levels).</p> <p>UWB has not completed the building of infrastructure for reporting and addressing suspected unethical behaviour, including gender issues (see Item 2).</p> <p>Current state of the Faculty:</p> <p>The environment at FEE is free of discrimination in any of its forms. There exists a representation balance between men and women. UWB offers equal opportunities to all without any consideration of their gender.</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● Code of Conduct of UWB in Pilsen ● Organizational Structure of UWB ● Internal Payroll Regulations of UWB ● Statute of UWB ● Professional Development of Pedagogical Staff of the UWB ● Collective Agreement of UWB ● Selection Procedure Regulations for UWB Academic Staff Recruitment <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> ● Directive RICE-S-02-2016 – Human Resources <p>Proposals for improvement:</p> <ul style="list-style-type: none"> ● [UWB] Examine the gender composition of employees on various levels of management at UWB and its parts; implement a practice of regular publication of the share of men and women on individual management levels ● [UWB] Implement policies and monitoring of gender composition of the selection committees (see Item 14 of the analysis) ● [UWB] Provide independent assessment of suspected breach of ethical principles, and provision of confidential, informal assistance in addressing such suspicions (see Item 2 of the analysis) <p>Related legislation:</p> <ul style="list-style-type: none"> ● Charter of Fundamental Rights and Freedoms

		<p>FEE promotes a policy of gender balance. This shows e.g. in the representation balance between men and women in the recruitment committees. Women have the same possibilities as men in executive positions, as the level of expertise and skill are the only criteria for any position. At FEE, women have the same conditions and opportunities for expert development as men through motivational programs, which are not biased on gender, and a transparent assessment system.</p>	<ul style="list-style-type: none"> ● Work Code, Act 262/20006 Coll.
28. Career development	-/+	<p>Current state of UWB:</p> <p>At UWB, the career development is generally supported, although it is not currently explicitly regulated by an internal directive. Employees have the opportunity to participate in different courses and trainings to support their professional development, support is also being developed in terms of continuing education, achieving higher academic qualifications (Associate Professor, Professor), currently being solved individually.</p> <p>UWB GAP: Professional Development of Pedagogical Staff of the UWB have been implemented on the UWB level which describe the potential career development in terms of the position held by an employee based on their performance assessment; this career regulation in force is too general.</p> <p>Discussion on the career and further development, including the necessary support, should be part in the regular assessment of employees; however, this is not always present.</p> <p>Current state of the Faculty:</p> <p>Career development is not planned at FEE; partial activities in the field are conducted. In terms of lifelong education, FEE uses a set of courses for</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● Professional Development of Pedagogical Staff of the UWB <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> ● Directive RICE-S-02-2016 – Human Resources ● Director’s Instruction RICE-P-02-2017 – Instruction on Appointment and Assessment of Employees <p>Proposals for improvement:</p> <ul style="list-style-type: none"> ● [UWB] Finish the amendment of the Professional Development of Pedagogical Staff of the UWB and implement the new regulations in practice (include them in the practice of individual parts of the University) ● [UWB] Include career development discussion as a standard component of assessment interviews ● [FEE] Amend the Directive Instruction on Appointment and Assessment of Employees – modified categorisation of researchers as per the EU rules (R1-R4) ● [FEE] Career Development plan for each employee ● [FEE] Implement regular assessment of employees ● [FEE] Train executive employees in the conduction of assessment interviews ● [FEE] Implementation of Directive RICE-S-02-2016 – Internal Risk Management System on FEE level

		<p>its employees, especially via e-learning. The courses offered are available to the employees online and free of charge. (e.g. in the topics of copyright, protection of intellectual property, teamwork, guide for early-stage researcher, mental hygiene, etc.).</p> <p>Development of the employees' language competencies is overseen by the International Summer Language School or via courses offered by the Institute of Applied Language Studies (UJP). Organised centrally is training in Occupational Health, Safety and Fire Protection, training of company cars, Regulation 50, etc.</p> <p>For their personal and expert development, employees can use the catalogues of the University library, access to international full-text databases, wireless Internet connection, databases (e.g. STAG, INIS, Magion); a portal for cooperation with practice; a process portal, and prints published by the External Relations Division.</p> <p>Further opportunities include participation in expert training courses, conference, stays, etc.</p> <p>FEE employs effort to support talented Master students and offer them the possibility of Doctoral study at their home faculty together with the possibility of international mobility as well as participation in real-life projects from industry practice.</p> <p>FEE GAP: Career development plans do not exist for all researchers, not all researchers are subject to assessment.</p>	<p>Related legislation:</p> <ul style="list-style-type: none"> ● Work Code, Act 262/2006 Coll. ● Higher Education Act
29. Value of mobility	+	<p>Current state of UWB:</p> <p>Mobility of academic staff, researchers and doctoral students at UWB, including mobility between the private and public sectors, is generally considered a major component of their career development.</p> <p>The aspect of mobility is mentioned in several internal</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● Professional Development of Pedagogical Staff of the UWB ● Vice-Rector's Instruction 4P/2016 - Mobility <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> ● Directive RICE-S-02-2016 – Human Resources

		<p>regulations, including the Professional Development of Pedagogical Staff of the UWB.</p> <p>No correct tools for conversion of subsidies and social security measures exist. Localisation of documents and procedures into English is not complete.</p> <p>Current state of the Faculty:</p> <p>Each mobility experience, e.g. stays in abroad or in other research facilities (public or private), as well as change of the field or industry, be it in the early stages of researcher studies or later in the researcher career stage, including experience with virtual mobility is considered a valuable contribution made by the employee.</p> <p>Mobility of the employees and doctoral students is supported at FEE as it is considered a crucial component of personal development. Mobility rules are stipulated in the Human Resources Policy. All researchers have the possibility to travel abroad at least once a year in the duration specified in the policy. A plan of mobilities is prepared every year, to be reviewed and approved by the Dean of the Faculty.</p> <p>The plan of mobilities includes visits by leading experts, both domestic and international.</p> <p>The concluded survey indicates that nearly 75% of the respondents understand the support for mobility to international institutions adequate.</p>	
30. Access to career advice	-/+	<p>Current state of UWB:</p> <p>UWB operates an Information and Advisory Centre which is a comprehensive system of study, social, psychology and legal services. However, the centre focuses especially on students and graduates (including doctoral students), not</p>	<p>Proposals for improvement:</p> <p>[UWB] Extend UWB's advisory services to include the topic of further application of employees</p>

		<p>on employees of the University.</p> <p>UWB GAP: On the level of the University, there is no systematic assistance for finding employment focusing especially on researchers under time-limited contracts whose contracts cannot be extended due to termination of project funding.</p> <p>Current state of the Faculty:</p> <p>Expert assistance is not offered at FEE, it is dependent on the UWB solution.</p>	
31. Intellectual Property Rights	+/-	<p>Current state of UWB:</p> <p>Intellectual property rights are defined in the Policy on Intellectual Property Protection and Transfer of Knowledge. Methodological support is provided by UWB's Project Centre and the Technology Transfer Department.</p> <p>UWB operates the OBD database for the purpose of recording results of creative activities.</p> <p>UWB has established a Technology Transfer Department which:</p> <ul style="list-style-type: none"> ● records results of research, development, and innovation ● proposes the system of transfer of research and development ● provides administration of patents, licenses, and inventions ● consults activities in the field of intellectual property ● keeps records of new knowledge and monitors its use ● prepares registration of results for protection ● records the subjects of industry rights at UWB ● prepares research in the field of intellectual property 	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● Code of Conduct ● Rector's Directive 11R/2014 – Protection of Intellectual Property and Transfer of Knowledge ● Rector's Directive 21R/2011 - Record-keeping of Publishing and Other Professional Activities ● Rector's Directive 03R/2015 – Grant System <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> ● Directive RICE-S-010-2015 – Records of Publication and Other Expert Activities ● Directive RICE-S-032017 – Protection and Application of Results, Transfer of Knowledge <p>Proposals for improvement:</p> <ul style="list-style-type: none"> ● [UWB] Higher advertisement of existing courses for UWB employees on the topic of protection of intellectual property

		<ul style="list-style-type: none"> ● prepares catalogues (databases) with the offer of UWB's innovation potential ● prepares annual analyses of UWB's situation in the field of intellectual property <p>UWB GAP: There is a rather low awareness of researchers in the field of intellectual property protection rights, commercialisation of results of research and development.</p> <p>Current state of the Faculty:</p> <p>FEE respects UWB's policy on protection of intellectual property; RICE has detailed the topic further in an internal policy.</p> <p>The risks in this field are continuously monitored and analysed at FEE; measures are taken when necessary. In the case of necessity, the Faculty has at its disposal a lawyer and an expert in protection of copyright and industrial rights.</p> <p>Training courses are continuously offered in the topic of protection of intellectual property.</p>	
32. Co-authorship	+	<p>Current state of UWB:</p> <p>UWB operates the OBD database, which serves for the registration of research and work into the database of findings and into the Registry of Information on State-Supported Research and Development (RIV). Co-authors are registered and shown in the database of findings with the percentage of their contribution.</p> <p>Current state of the Faculty:</p> <p>FEE has not specified this aspect in any manner.</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● ODB database ● Rector's Directive 11R/2014 – Protection of Intellectual Property and Transfer of Knowledge ● Rector's Directive 21R/2011 - Record-keeping of Publishing and Other Professional Activities <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> ● Directive RICE-S-010-2015 – Records of Publication and Other Expert Activities ● Directive RICE-S-03-2017 – Protection and Application (Commercialisation of Results, Transfer of Knowledge and Technology)

		<p>The conducted research indicates that over 70% of respondents do not recognise any problems in publishing research results. Approximately 20%, especially administration staff, did not provide any answer.</p>	
33. Teaching	-/+	<p>Current state of UWB:</p> <p>UWB employees can use the training course “Teaching at Higher Education Institutions”, which comprises a number of mutually related courses.</p> <p>UWB GAP: Neither the Professional Development of Pedagogical Staff of the UWB nor any other document specifies the assessment of researchers in consideration of their teaching activities.</p> <p>Especially new researchers, typically do not know about the possibilities to develop their teaching skills, or do not have adequate time for development in this area. It would be beneficial to include several other topics in the available courses.</p> <p>Current state of the Faculty:</p> <p>At FEE, researchers and doctoral students participate in teaching in all study levels (Bachelor, Master, Doctoral).</p> <p>Participation of scientists in teaching offers a new dimension to their scientific work while offering an opportunity to share their own findings with the students.</p> <p>Special training is offered to employees for all activities related to teaching and learning. Training for teachers is not offered.</p> <p>The conducted research indicates that over 35% of</p>	<p>Proposals for improvement:</p> <ul style="list-style-type: none"> • [UWB] Complete UWB’s Professional Development of Pedagogical Staff of the UWB to consider the principles of the Charter in the aspect of teaching by researchers • [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 • [FEE] Career Development Plan for employees • [FEE] Implement regular assessment of employees

		<p>respondents do not have adequate opportunities (in time, finance, and capacity) to provide teaching for students and engage in research.</p> <p>FEE GAP: Career development plans do not exist for all researchers, not all researchers are subject to assessment.</p>	
34. Complains/ appeals	-/+	<p>Current state of UWB:</p> <p>The validity of the Code of Conduct of UWB applies to the academic staff members of UWB; it applies to scientific, research, and development employees reasonably.</p> <p>UWB GAP: The Code of Conduct code of UWB does not sufficiently define complaints/appeals of researchers (including conflicts between an executive employee and an early-stage researcher) in terms of independant review and providing confidential, informal assistance when addressing such motions.</p> <p>UWB has not appointed an independent person to review complaints/appeals of researchers.</p> <p>Current state of the Faculty:</p> <p>FEE has not specified this aspect in any manner. The conducted research revealed that approximately 80% of respondents have adequate possibilities for filing complaints on unfair behaviour.</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● Collective Agreement ● Code of Conduct <p>Proposals for improvement:</p> <ul style="list-style-type: none"> ● [UWB] Finalise amendment of the Code of Conduct of UWB so it fully reflects the specifics of R&D in accordance to the EU Charter and Code ● [UWB] Provide independent review of complaints/appeals of researchers and confidential, informal assistance when addressing such motions (the position of an Ombudsman)
35. Participation in decision-making bodies	+	<p>Current state of UWB:</p> <p>Activities of academic staff and other employees (researchers, in bodies and committees specified by law and other legislative regulations represent an important</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● Statute of UWB <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> ● Statute of FEE

		<p>component of their obligations ensuing from the position of UWB employees (membership in the Academic Senate, the Scientific Board, the Accreditation Committee, the Review Committee, etc.).</p> <p>Unlike academic staff, researchers cannot vote nor be voted into the Academic Senate of UWB, which reduces their participation in the decision-making process in strategic direction of the mother organisation; however, such are the stipulations of the legislation. A solution lies in establishing a position with minor organisational workload (as academic staff).</p> <p>Current state of the Faculty:</p> <p>Whenever possible, researchers participate in decision-making bodies.</p>	<p>Related legislation:</p> <ul style="list-style-type: none"> Higher Education Act Act 111/1998 Coll.
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Training and Development

36. Relation with supervisors	+/-	<p>Current state of UWB:</p> <p>The rights and obligations of doctoral studies at the University are governed by the Study and Examination Regulations of UWB. The study is carried out under expert and organizational guidance of the supervisor who, regularly, after the end of the academic year, prepares an assessment of the study by their student, and submits it to the Doctoral Study Board.</p> <p>UWB GAP: Study and Examination Regulations of UWB do not explicitly govern the frequency and content of doctoral students with their supervisors or representatives of the Faculty/field of study, or other obligations of the student (e.g. providing records of work progress and research results).</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> Study and Examination Regulations of UWB in Pilsen (for doctoral students) <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> Dean's Methodology Instruction 9PD/2013 on demonstration and verification of expertise of supervisors in doctoral study programmes <p>Proposals for improvement:</p> <ul style="list-style-type: none"> [UWB] Review the Study and Examination Regulations of UWB and provide in accordance to the requirements of the Charter and Code [FEE] Career Development plan for each employee [FEE] Implement regular assessment of employees
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		<p>Current state of the Faculty:</p> <p>FEE employs experienced researchers who participate in the formation of new researchers. Examples of such relationships include Researcher – Course Guarantor, Senior Researcher (R3–R4), Junior Researcher (R1-R2), Supervisor – Doctoral Student.</p> <p>Researchers usually maintain structured contact; however, certain aspects (e.g. making records on work advance) are not present. Systematic planning and assessment of progress is not implemented.</p> <p>FEE GAP: Career development plans do not exist for all researchers, not all researchers are subject to assessment.</p>	
37. Supervision and managerial duties	+/-	<p>Current state of UWB:</p> <p>Researchers at UWB are classified into pay grades according to their education; general specification of the range of their R&D activities is specified for those grades. A detailed account of their activities is provided in the job description.</p> <p>UWB GAP: Internal Payroll Regulations of UWB or any internal regulation of the University do not specify the obligations of experienced researchers in terms of control and management or describe their relationship with early-stage researchers.</p> <p>The Professional Development of Pedagogical Staff of the UWB does not describe the assessment of experienced researchers in terms of their universal role.</p> <p>On the UWB level, education and development for experienced researchers is not secured in terms of their roles as experts and supervisors, project coordinators, directors, inspectors, instructors, career development</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● Internal Payroll Regulations of UWB ● Rector’s Decision 18R/2011 - Professional Development of Pedagogical Staff of UWB ● Code of Conduct of UWB <p>Internal regulations of the Faculty:</p> <ul style="list-style-type: none"> ● Dean’s Methodology Instruction 9PD/2013 on demonstration and verification of expertise of supervisors in doctoral study programmes <p>Proposals for improvement:</p> <ul style="list-style-type: none"> ● [UWB] Amend the Professional Development of Pedagogical Staff of the UWB and job specifications to reflect the principles of the Charter related the obligations of experienced researchers in terms of control and management ● [UWB] Provide opportunities for development and education for experienced researchers in terms of their roles as experts and supervisors, project coordinators, directors, inspectors, instructors, career development advisers, or science communicators

		<p>advisers, or science communicators.</p> <p>Current state of the Faculty:</p> <p>FEE operates several research groups, each of which is coordinated by an experienced researcher. Those groups meet regularly or when necessary to present the results of their activities. The research groups also cooperate in application of the interdisciplinarity principles. Researchers participate in control and management in all levels, e.g. as directors, project coordinators, etc.</p> <p>In terms of organisation, research teams are separated from the administration department.</p> <p>Project teams are formed which investigate research projects. Project team members possess basic/advanced skills in project management. Project groups also include starting researchers and doctoral students.</p>	
<p>38. Continuing Professional Development</p>	<p>+/-</p>	<p>Current state of UWB:</p> <p>UWB's Career Policy and Code of Conduct govern the obligations of each academic staff member in terms of continuous development of skill, expansion and growth of knowledge and skill in their field, as well as general educational activities.</p> <p>UWB operates an Institute of Lifelong Education, the activity specifications of which require to provide opportunity for education of employees.</p> <p>UWB GAP: Career development plans should be a component of regular assessment interviews; this is not provided at all times. Certain shared areas of development are not addressed on a sufficiently systemic level, e.g. skill development for executive and supervising employees in the domain of</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● Code of Conduct of UWB <p>Proposals for improvement:</p> <ul style="list-style-type: none"> ● [UWB] Amend the Code of Conduct of UWB and Professional Development of Pedagogical Staff of the UWB so they fully reflect the specifics of R&D in accordance to the EU Charter and Code ● [UWB] Regularly review and update the offer of courses and other opportunities for personal development ● [FEE] Implement regular assessment of employees ● [FEE] Train executive employees in the conduction of assessment interviews ● [FEE] Compile individual career development plans

		<p>supervision and management of employees, and courses for new employees.</p> <p>Current state of the Faculty:</p> <p>Researchers at FEE have an opportunity of continuous professional development and gaining new experience in their fields. Researchers are members of project teams; their participation in science and research activities represents an opportunity for their further development as experts.</p> <p>Professional development at FEE is also supported by participation in domestic and international conferences and expert training events. Researchers have an opportunity for professional education through e-learning courses as well as courses offered by the Institute of Lifelong Learning at UWB. Another component of professional development of researchers is targeted mobility, stays with industry partners, and in research centres in the Czech Republic and abroad.</p> <p>FEE GAP: Career development plans do not exist for all researchers, not all researchers are subject to assessment.</p>	
<p>39. Access to research training and continuous development</p>	<p>+/-</p>	<p>Current state of UWB:</p> <p>Support of career development of the employees through systematic lifelong education is accomplished most especially via relevant educational activities organised by UWB (Institute of Lifelong Learning and Distance Education), or its components, and via permission of professional study stays and participation of employees in conference events related to career development. The Institute of Applied Language Studies supports language training of UWB employees.</p> <p>UWB GAP:</p>	<p>Proposals for improvement:</p> <ul style="list-style-type: none"> • [UWB] Programs for development of skill and ability for researchers in all stages of their careers regardless of their contract should be regularly assessed in terms of availability, applicability, and efficiency (e.g. via feedback from researchers.) • [UWB] Update the offer of courses and education events available to UWB employees

		<p>Development plans are not regularly assessed for accessibility and efficiency for the improvement of ability, skill, and employability of researchers.</p> <p>This analysis has identified the need of education in other areas as well (such as ethics, commercialisation of R&D results, etc.) which are not currently well covered by the offer.</p> <p>Current state of the Faculty:</p> <p>Researchers at FEE have opportunities for further education, primarily through working on their dissertations under an experienced supervisor. Continuous professional development of researchers is supported by participation in domestic and international conferences, expert training, language courses, e-learning, and using the courses offered by the Institute of Lifelong Learning at UWB.</p>	
40. Supervision	+	<p>Current state of UWB:</p> <p>For doctoral students, the supervising person is their supervisor.</p> <p>For all employees, the supervising person to specify their obligations, performance assessment, and provide feedback is their line supervisor/manager. For researchers, this role is typically held by their team leader.</p> <p>Current state of the Faculty:</p> <p>The nominated person whom researchers can contact at FEE is typically the research team leader, the department head, or any other nominated person with competence in expertise and HR role.</p>	<p>Internal regulations of UWB:</p> <ul style="list-style-type: none"> ● Study and Examination Regulations of UWB ● Organizational Structure of UWB