

# HR Excellence in Research

## REVISED ACTION PLAN-INTERIM ASSESSMENT

| 04 | 01 | 2025 |

The implementation of HRS4R is carried out in synergy with the UCT Strategic Plan and the annual plan of implementation of the Strategic Plan. Also projects supported from programmes of the Ministry of Education, Youth and Sports, the Operational Programme Johannes Amos Comenius, European Commission programmes (Horizon Europe), incl. MSCA, play an important role in the implementation process.

The implementation process requires cooperation between the Rector's offices, the faculties and the management of the university. The implementation of some activities has already been completed; however, the majority of activities are of a long-term nature and their continuous fulfilment will be adjusted in accordance with current priorities (e.g. in education, the existing needs of employees will be taken into consideration).



Proposed ACTIONS	Timing*	Responsible Unit	Indicator(s) / Target(s)	Evaluation
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## Topic 1. Ethics and Good Practice in Research: Actions 1-15

1.	Update of the Code of Ethics and the Code of Procedure of the Ethics Commission	4Q2024	Ethics Commission	<ul style="list-style-type: none"> <li>• Proposal</li> <li>• Comments</li> </ul> <p><i>Objective:</i> Publication of updated documents on the website</p>	<ul style="list-style-type: none"> <li>• <b>In progress</b></li> <li>• A draft version of the updated Code of Ethics was prepared. The Code of Ethics was sent to deans of faculties for comments. After the approval by the Academic Senate, the Code of Ethics is published on the website: <a href="https://www.vscht.cz/skola/vedeni-skoly/eticky-kodex">https://www.vscht.cz/skola/vedeni-skoly/eticky-kodex</a>. An update of the Rules of Procedure of the Ethics Committee will follow (expected deadline 3Q 2025).</li> </ul>
2.	Establishment of a contact person for inappropriate behaviour undermining personal dignity	2Q2023	Counselling and Career Centre (CCC)	<ul style="list-style-type: none"> <li>• Definition of the powers of the contact person for mediation</li> <li>• Rules for nomination and selection of the contact person</li> </ul> <p><i>Objective:</i> Dissemination, offer to use the service to resolve work and ethical conflicts</p>	<ul style="list-style-type: none"> <li>• <b>Completed</b></li> <li>• A contact person was appointed and their competences defined. A new web page on social safety was published at <a href="https://www.vscht.cz/about-us/positive-social-environment">https://www.vscht.cz/about-us/positive-social-environment</a></li> </ul>
3.	Prevention and management of undesirable behaviour in the workplace-revision of internal guidelines	3Q2024	Ethics Commission, faculties	<ul style="list-style-type: none"> <li>• Revision of the Directive</li> </ul> <p><i>Objective:</i> Publication of the Directive on the website</p>	<ul style="list-style-type: none"> <li>• <b>In progress</b></li> <li>• Based on the review of the directive it has been decided that undesirable conduct will be part of the Code of Ethics (see point 1)</li> </ul>
4.	Preventing and addressing unwanted behaviour-complaint procedures	2Q2024	Personnel Department, CCC	<ul style="list-style-type: none"> <li>• Developing procedures for filing a complaint</li> <li>• Information about the procedure on the website</li> </ul> <p><i>Objective:</i> Awareness of employees and students</p>	<ul style="list-style-type: none"> <li>• <b>Completed</b></li> <li>• A web page in CZ/ENG, <a href="https://www.vscht.cz/skola/socialni-bezpeci">https://www.vscht.cz/skola/socialni-bezpeci</a>, <a href="https://www.vscht.cz/about-us/positive-social-environment-anonymous-chat-established/SafeTalk/">https://www.vscht.cz/about-us/positive-social-environment-anonymous-chat-established/ SafeTalk/</a>. Training for employees and students: 4 / per 2 lessons / Number of attendants: 120</li> </ul>

\*at least by year's quarter/semester



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5.	Development of the Project Centre	1Q2023+	Project Centre	<p>Services provided: grant consultancy, organisation of training, information on calls</p> <p>Development Strategy:</p> <ul style="list-style-type: none"> <li>• Training module developed</li> <li>• Questionnaire to identify barriers</li> <li>• Individual consultation</li> <li>• Staff reinforcement with project managers</li> </ul> <p><i>Objective:</i> Greater involvement of the scientific community in projects of foreign providers (EC)</p>	<p>• <b>In progress</b></p> <p>Presentations are prepared from information seminars on grant opportunities: (1) a complex relevant overview for junior researchers; (2) an overview of schemes of international providers for senior researchers with no experience with involvement in international projects or minimum experience; (3) an overview of mobility opportunities (in cooperation with the International Department). Each year, an online course for MSCA Postdoctoral Fellowships applicants is organized (a series of 2–3 modules).</p>

- In 2022, the Project Centre conducted a questionnaire among researchers at all career levels. 105 respondents participated in the questionnaire. The results were discussed at the level of the Project Centre and based on the results, individual consultations were promoted as a service provided by the Project Centre, and the web pages of the Project Centre were updated with the aim to increase awareness of the current calls. The main barriers for the involvement in international calls included the lack of awareness of suitable calls and lack of suitable partners. The writing of the 'soft' sections in project applications and understanding of the formal requirements of the call were named as the main difficulties in the preparation of project applications. The majority of inquirers called for the possibility of consultations during the preparation of a project proposal as support in the preparation of a project application for an international call; other requests included administrative support and support in composing the budget.
- Individual consultations are offered continuously as needed in all the phases of the preparation and implementation of projects: (1) finding the right programme/call; (2) preparation and submission of the project application (incl. composing the budget); in MSCA PF and institutional projects also incl. the preparation of the text of the proposal and a thorough proofreading; (3) methodological, or administrative support during implementation and conclusion of projects.
- In connection with the election of the new rector and appointment of new management, the PC department was reformed. UCT is involved in 34 projects financed from the Horizon Europe programme (2021–2027); the involvement in MSCA schemes has been growing (submitted/awarded: Postdoctoral Fellowships 99/9+28 through national funding from OP JAC; MSCA4Ukraine 4/2; Doctoral Networks 25/5; Staff Exchanges 1/1; Researchers' Night 1/1). Each year, 5 ERC applications are submitted (Starting/Advanced/Synergy). In 2023-4, UCT coordinated the EIT HEI project (as the only Czech coordinator in the call); UCT coordinates Researchers' Night (MSCA) and HyAcademy (Joint Undertaking – CSA). Technopark Kralupy is involved in 4 RFCS projects, of which it coordinates 1.

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6.	EPAZ - new information system for registration and approval of R&D projects	4Q2023	Project Centre, Computer Centre	<p>Target group: academic staff and researchers</p> <p>New IS that simplifies the administrative process for scientists and is compatible with the IS of providers</p> <ul style="list-style-type: none"> <li>• Preparation</li> <li>• Pilot operation</li> <li>• Training of CC staff and researchers</li> </ul> <p><i>Objective:</i> Fully functional electronic information system</p>	<p>• <b>In progress</b></p> <p>Register of Projects and Contracts: this objective was partly fulfilled for internal grants (IGA) – preparation (2023), pilot operation and testing, training for employees (2024), Conclusion – IGA is a fully functional module in IS EPAZ. See Decree No. A/V/961/22/23 Announcement of internal grant competition at UCT Prague for the year 2024–2025 <a href="https://www.vscht.cz/uredni-deska/iga/piga/74251">https://www.vscht.cz/uredni-deska/iga/piga/74251</a> – here see point 3.1 Application form in the EPZ module;</p> <p>The EPZ module that will replace the Grants and Projects (GaP) application was actively developed in 2022–3. The work on the application is ongoing, it has the required elements, but it has proved difficult to ensure all technical functionalities. In 2024, the preference was given to completing IGA; the work will continue in 2025.</p> <p>The deadline – the new IS will be implemented in the next monitored period.</p>
7.	Innovation of the Science and Research website of UCT Prague	1Q2023+	Project Centre, Research and Technology Transfer Office, website administrator	<ul style="list-style-type: none"> <li>• Continuous content updates</li> <li>• Simplification and better accessibility of information</li> </ul> <p><i>Objective:</i> A new website in cz/en providing full information for researchers</p>	<p>• <b>In progress</b></p> <ul style="list-style-type: none"> <li>• The web page was restructured <a href="https://www.vscht.cz/research">https://www.vscht.cz/research</a></li> </ul> <p>Continuous updates of content and checking of data (ca monthly)</p>
8.	Open Science, Open Access and Open Data training for senior staff of UCT Prague (R3-R4)	1Q2023+	Centre for Information Services (CIS)	<p>Target group: Academic staff and researchers</p> <ul style="list-style-type: none"> <li>• Annual training schedule</li> <li>• Number of training sessions</li> <li>• Number of persons trained</li> </ul> <p><i>Objective:</i> Training offer</p>	<p>• <b>In progress</b></p> <p>Continues as planned, / Data Stewardship, “Open” Breakfast with the Data Stewards of UCT Prague, Open Science: project requirements and support at UCT Prague</p> <p>number of courses: 12/ 2h ENG / number of attendants: 120</p>

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9.	Open Science training for early-career scientists (R1-R2)	1Q2023+	CIS	Target group: Academic staff and researchers • Annual training schedule, • Number of training sessions, • Number of persons trained, <i>Objective:</i> Training offer	• <b>In progress</b> Continues as planned in collaboration with the National Library of Technology (Navigating Scientific Resources & Staying Organized, My First Scientific Article, Academic Integrity, Introduction to Research Data Management, Data Stewardship, early career researchers) number of courses: 14/2h, ENG/number of attendants: 130
10.	Strategies for Open Science	2Q2025	CIS	Target group: academic staff and researchers • Working Group • Approval of the strategy <i>Objective:</i> Publication of the strategy on the website	• <b>In progress</b> The preparation phase for the preparation of the strategy is under way
11.	Intellectual Property Protection-Training R1-R4	1Q2023+	Research and Technology Transfer Office	Target group: Academic staff and researchers, students • Annual training schedule, • Number of training sessions, • Number of persons trained <i>Objective:</i> Training offer	• <b>In progress</b> Fulfilled as planned: seminars on intellectual property and technology transfer - 2023 a series of 12×2 lessons, number of attendants: 30
12.	Intellectual Property protection guide for R1-R4 employees	4Q2023	Research and Technology Transfer Office	Target group: academic staff, researchers, PhD and Master degree students • Guide preparation • Publishing of the guide <i>Objective:</i> Guide published on the website	• <b>Completed</b> Initial search on the protection of intellectual property in Czech and foreign universities and research institutions Guide prepared at the Research and Technology Transfer Office Published on the Intranet - December 2024

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13.	Rules for setting up spin-off companies	4Q2024	Research and Technology Transfer Office	Target group: academic staff and researchers • Preparation • Elaboration and approval of rules <i>Objective:</i> Methodological instruction for publication on the website	• <b>Completed</b> Initial search (legislation, Czech and foreign universities and research organizations) Methodology prepared at the Research and Technology Transfer Office Published on the Intranet – ongoing, the methodology will be published by the end of 2024
14.	Licence offer sheet	3Q2025	Research and Technology Transfer Office	Target group: external workers, private entities, industrial partners • Preparation • Processing and approval <i>Objective:</i> Offer sheet published on the website	• <b>In progress</b> Preparation phase: initial search of legislation
15.	Rules for the validation of foreign education-students and employees	4Q2023	Department of Quality Assessment, Department of International Relations	Target group: international students and researchers and academic staff Revision of the rules, in particular for the validation of R1 and R2 • Revision of existing information resources on the website • Newly processed information on the website – design and approval <i>Objective:</i> Consolidation of information and publication on the website cz/en version	• <b>Completed</b> Information updated and published on the website <a href="https://www.vscht.cz/arrangements-for-the-recognition?jazyk=en">https://www.vscht.cz/arrangements-for-the-recognition?jazyk=en</a>

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## Topic 2. Implementing OTM-R principles: Actions 16-26

16.	Revision of the Competitive Hiring Process Codes and the Competitive Hiring Process Codes for Other Positions	1Q2023-3Q2024	Personnel Department, Deans' Offices of faculties	<ul style="list-style-type: none"> <li>Proposal and adoption of revised regulations</li> <li>Extension of the Competitive Hiring Process Codes for Non-Academic Positions</li> </ul> <p><i>Objective:</i> Publication of the regulations on the website in cz/en</p>	<ul style="list-style-type: none"> <li><b>In progress</b></li> <li>The documents the Code of Competitive Selection Procedure for Filling Academic Positions, the Code of Competitive Selection Procedure for Filling Positions of Heads of Departments and the Code of Competitive Selection Procedure for Filling Positions of Heads of Workplaces are being reviewed. Deadline: publication on the website 1Q 2025</li> </ul>
17.	Methodological guide to the recruitment process	3Q2024	Personnel Department, Deans' Offices of faculties	<ul style="list-style-type: none"> <li>Defining the basic procedures of the recruitment process</li> <li>Composition of selection commissions</li> <li>Rules on electronic records of announced competitive hiring procedures</li> </ul> <p><i>Objective:</i> Publication of the methodology</p>	<ul style="list-style-type: none"> <li><b>In progress</b></li> <li>The methodology for onboarding of R1 has been prepared <a href="https://phd.vscht.cz/onboarding_cz">https://phd.vscht.cz/onboarding_cz</a> Another methodology for onboarding follows after the fulfilment of activity 21. Expected deadline: 2Q 2025</li> </ul>
18.	Advertising rules	2Q2023-2Q2024	Personnel Department, faculties, Communications Department	<p>Target group: employees</p> <ul style="list-style-type: none"> <li>Create templates for type positions</li> <li>Create templates for international advertising</li> </ul> <p><i>Objective:</i> Publication of the advertising methodology on the UCT website in cz/en for EURAXESS, Researchjob</p>	<ul style="list-style-type: none"> <li><b>In progress</b></li> <li>A methodology is being prepared, proposals of templates for typical positions will be modified in connection with AP No. 16; the possibility of using the personnel information system have been assessed – deadline moved in connection with AP No. 16 to 4Q 2025</li> </ul>
19.	Recruitment Code	1Q2025	Personnel Department, faculties, Rector's Office	<p>Target group: employees of the UCT</p> <ul style="list-style-type: none"> <li>Proposal</li> <li>Comments</li> </ul> <p><i>Objective:</i> Publication of the document on the website in cz/en</p>	<ul style="list-style-type: none"> <li><b>In progress</b></li> <li>Preparatory phase under way, further steps are connected to the approval of the revised Codes of Competitive Selection Procedure and the Internal Salary Regulation, in particular the catalogue of job positions, an annex to the regulation</li> </ul>

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20.	Update of the wage regulation	4Q2023	Personnel Department, faculties	Target group: employees of the UCT <ul style="list-style-type: none"> <li>• Discussion of the proposal</li> <li>• Approval</li> </ul> <i>Objective:</i> Publication of the document on the website in cz/en	<ul style="list-style-type: none"> <li>• <b>In progress</b></li> </ul> <p>The document was reviewed and comments were submitted, it was discussed with the management of UCT Prague and AS, the draft revised version will be submitted for approval to AS. Approval by AS expected on 10 December 2024, after that the regulation will be registered by the Ministry of Education, Youth and Sports and published on the university website. The Internal Salary Regulation will be published on the website <a href="https://www.vscht.cz/files/uzel/81537/0001~C8vLL-Dk6M-wWoXcqpT8ssN7FQqOzkxNKcgsVgg7usDZI0QhoCgxlxEA.pdf?redirected">https://www.vscht.cz/files/uzel/81537/0001~C8vLL-Dk6M-wWoXcqpT8ssN7FQqOzkxNKcgsVgg7usDZI0QhoCgxlxEA.pdf?redirected</a></p>
21.	OTMR recruitment strategy	2Q2024	Personnel Department, faculties, Rector's Office	Target group: employees of the UCT Document describing the recruitment policy process <ul style="list-style-type: none"> <li>• Proposal</li> <li>• Comments</li> <li>• Approval</li> </ul> <i>Objective:</i> Publication of the document on the website	<ul style="list-style-type: none"> <li>• <b>In progress</b></li> </ul> <p>The methodology is in a preparation stage as a document that regulates and specifies individual processes within the recruitment process. It specifies the process of publication of the results of selection procedures, communication of the HR department with applicants and the committee for the selection procedure, errors are defined that must be avoided in selection procedures and a graphic manual of the process of selection procedure has been prepared. A manual for inserting selection procedures in the personnel system is being developed. The methodology will be finalized based on the final version of the Codes of Competitive Selection Procedure approved by the Academic Senate and subsequently registered by the Ministry of Education, Youth and Sports. Expected date of publication on the website is 1Q 2025 (i.e. by 31 March 2025).</p>

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22.	Training of senior staff in OTM-R	2Q2024+	Personnel Department	Target group: senior staff, members of selection commissions <ul style="list-style-type: none"> <li>• Annual training schedule</li> <li>• Number of training sessions</li> <li>• Number of persons trained</li> </ul> <i>Objective:</i> Training offer	<ul style="list-style-type: none"> <li>• <b>In progress</b></li> </ul> Courses prepared as planned; following the approval of key internal regulations, the courses will take place later, at the start of 2025.
23.	Quality control of the recruitment process	3Q2024	Personnel Department, faculties	Target group: employees <ul style="list-style-type: none"> <li>• Evaluation of the competitive hiring procedure – statistics, evaluation of the fulfilment of the OTMR objectives</li> <li>• Methodology: rules for handling complaints from applicants</li> </ul> <i>Objective:</i> Evaluation of complaints - procedure control and statistics	<ul style="list-style-type: none"> <li>• <b>In progress</b></li> </ul> Evaluation criteria will be defined after the publication of the final version of the Codes of Competitive Selection Procedure on the website. Expected date of publication on the website: 2Q 2025
24.	Attractive working conditions: exit interview	3Q2023	Personnel Department, faculties	<ul style="list-style-type: none"> <li>• Preparation of the form for the evaluation exit questionnaire</li> <li>• Assessment of the evaluation exit questionnaires</li> <li>• Annual statistics on terminated employment relationships</li> </ul> <i>Objective:</i> Obtaining feedback from employees who are leaving employment at UCT Prague	<ul style="list-style-type: none"> <li>• <b>Completed</b></li> </ul> A questionnaire has been prepared for the exit interview Questionnaire in the electronic system

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25.	Adaptation process	1Q2024	Personnel Department, faculties	Target group: employees <ul style="list-style-type: none"> <li>• Creation of a methodology of basic procedures for the orientation and adaptation of a new employee</li> <li>• Identification of development needs</li> </ul> <i>Objective:</i> Publication of the methodology on the web in cz/en	<ul style="list-style-type: none"> <li>• <b>In progress</b></li> </ul> The methodology for the adaptation process – onboarding for PhD students has been prepared by the Research and Technology Transfer Office <a href="https://phd.vscht.cz/onboarding_cz">https://phd.vscht.cz/onboarding_cz</a> A proposed structure of the adaptation process for employees has been presented to the management of faculties. At the moment, comments are being settled and a proposal is being prepared of visualisation in the information system including simulation of electronic communication between employees and the participants in AP during the process. Documents for an update of the manual are being collected in connection with changes at the university and changes in legislation. Date of publication on the website: /1Q 2025/
26.	Mobility certificate	4Q2023	Department of International Relations	Target group: foreign employees R1 and R2 Recognition of mobility from the UCT <ul style="list-style-type: none"> <li>• Proposal and discussion of the form of the certificate</li> <li>• Approval of the certificate</li> <li>• Issuance of a certificate template</li> </ul> <i>Objective:</i> Publication of the certificate on the website in cz/en	<ul style="list-style-type: none"> <li>• <b>Completed</b></li> </ul> A template form of the mobility certificate for international researchers has been created and is used by the employees of the International Department and the Project Centre. The certificate is issued automatically after the end of the mobility project (e.g. Chemfells), in other cases it is issued upon request. for a sample certificate, see the annex

\*at least by year's quarter/semester



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27.	Extension of the training offer/modules for entry-level staff	2Q2024	Personnel Department, Research and Technology Transfer Office, faculties	Target group: PhD students, researchers and academic staff, R1 and R2 Module for training new employees in e.g. The ethical and professional aspects of research, intellectual property rights, popularization of science, pedagogical skills, English, use of on line forms of training <ul style="list-style-type: none"> <li>• Annual training schedule</li> <li>• Number of training sessions</li> <li>• Number of persons trained</li> </ul> <i>Objective:</i> Training offer	<ul style="list-style-type: none"> <li>• <b>In progress</b></li> </ul> Courses were held in the planned scope and in accordance with the proposed areas of education for the number of courses on individual areas, see the annex on education Number of courses: 16, 9 one-semester series of courses Number of attendants: 200

### Topic 3. Evaluation and personal development: Actions 27-32

28.	Training offer for senior staff in management skills	2Q2023	Personnel Department, faculties	Target group: senior academic staff and researchers <ul style="list-style-type: none"> <li>• Annual training schedule</li> <li>• Number of training sessions</li> <li>• Number of persons trained</li> </ul> <i>Objective:</i> Training offer	<ul style="list-style-type: none"> <li>• <b>In progress</b></li> </ul> For the thematic scope and number of courses, see the annex on education. On-line courses are continued to be offered - Seduo + Jazyky on-line Number of courses: 11, 16 one-semester series Number of attendants: 240
29.	Personal development plans	1Q2025	Personnel Department, faculties	Target group: employees <ul style="list-style-type: none"> <li>• Analysis of employee needs; link to the adaptation process, Recruitment Code</li> <li>• Recording requirements in the personnel information system</li> </ul> <i>Objective:</i> Methodology, publication of the document on the website (Intranet)	<ul style="list-style-type: none"> <li>• <b>In progress</b></li> </ul> Since this activity is connected to to actions with a delayed deadline, the preparatory phase is now under way.

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30.	Support for disabled persons: training of PD and faculty staff in the labour law issues of disabled persons, training in communication with workers with specific needs	1Q2024	Personnel Department, faculties	Target group: employees of the PD and other relevant administrative staff <ul style="list-style-type: none"> <li>• Annual training schedule</li> <li>• Number of training sessions</li> <li>• Number of persons trained</li> </ul> <i>Objective:</i> Training offer	<ul style="list-style-type: none"> <li>• <b>In progress</b></li> </ul> Implementation - courses for managers on 'Support of people with disabilities'. Lecturer - Mr Rychtář, the vice-chair of the Association of Employers of People with Disabilities. An audio of the seminar has been made available for managers and other employees on the Intranet of the HR Department. October 2024, number of attendants: 50
31.	Implementation of the Gender Equality Plan	1Q2023+	HR Award Working Group, Personnel Department	Target group: employees <ul style="list-style-type: none"> <li>• Monitoring the implementation of actions</li> <li>• Inspection and continuous evaluation</li> </ul> <i>Objective:</i> Evaluation of the implementation of the GEP	<ul style="list-style-type: none"> <li>• <b>In progress</b></li> </ul> All activities are fulfilled continually, <a href="https://www.vscht.cz/gender-equality-plan">https://www.vscht.cz/gender-equality-plan</a> For internal evaluation GEP for 2023-24, see the annex
32.	Mentoring scheme	1Q2022+	Research and Technology Transfer Office, Counselling and Career Centre	Target group: PhD. students, R1 and R2 <ul style="list-style-type: none"> <li>• Implementation of the mentoring scheme</li> <li>• Number of persons involved</li> </ul> <i>Objective:</i> Publication of the mentoring programme announcement	<ul style="list-style-type: none"> <li>• <b>In progress</b></li> </ul> Mentoring is fully implemented within the system of support of personal development, see the web page <a href="https://pkc.vscht.cz/osobni-rozvoj/mentoring">https://pkc.vscht.cz/osobni-rozvoj/mentoring</a> <a href="https://pkc.vscht.cz/personal-development/mentoring">https://pkc.vscht.cz/personal-development/mentoring</a> Every year one series of the mentoring programme is held in the spring and autumn 2023: 46 mentees and 46 mentors 2024 : 52 mentees and 52 mentors

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## Topic 4. Working conditions: Actions 33-43

33.	Updating the Collective Agreement	1Q2025	University and faculty management	<p>Target group: all employees</p> <ul style="list-style-type: none"> <li>• Proposal and discussion of the update</li> <li>• Approval of amendments or a new Collective Agreement</li> </ul> <p><i>Objective:</i> Publication of the document on the website</p>	<p>• <b>Completed</b></p> <p>A draft collective agreement was discussed and agreed by the management of the university and the trade unions</p> <p>The collective agreement, effective as on 31 July 2027, was published on the web page <a href="https://www.vscht.cz/uredni-deska/zakladni-dokumenty/kolektivni-smlouva">https://www.vscht.cz/uredni-deska/zakladni-dokumenty/kolektivni-smlouva</a></p>
34.	Welcome Centre development	1Q2023+	Department of International Relations	<p>Target group: foreign guests and employees</p> <ul style="list-style-type: none"> <li>• Information for foreigners on the website in en, continuous update</li> <li>• For new arrivals i.e. visits and employment, the handling of administrative processes</li> <li>• MobIS system development</li> <li>• Providing assistance to foreign guests and employees</li> <li>• Monitoring of the time intensity of services provided per person</li> </ul> <p><i>Objective:</i> improving the quality of services offered, updated website with information for foreigners in ENG</p>	<p>• <b>In progress</b></p> <p>An the course of 2023, the Welcome Office (<a href="https://international.vscht.cz/international-staff">https://international.vscht.cz/international-staff</a>) supported over 150 international employees/guests – newly arrived and already present. The electronic system of registration of foreigners, MobIS, is continuously being developed and the web page is updated <a href="https://international.vscht.cz/?jazyk=en">https://international.vscht.cz/?jazyk=en</a>. Employees of the Welcome Office regularly attend training courses: on the changes in legislation, maintaining contacts within the Euraxess CZ network <a href="https://www.euraxess.cz/czech-republic/euraxess-czech-republic">https://www.euraxess.cz/czech-republic/euraxess-czech-republic</a>, participation in the Euraxess Biennial Conference 2024 Katowice,</p>

Plans 2025–2026: Create internal regulations for the formalization of processes (in particular, for guest researchers). Prepare a feasibility study on the possibility to interconnect the electronic systems MobIS and the Personnel System OK Base, or possibly have such modifications made in MobIS that would eliminate the necessity to enter data in two electronic systems of UCT Prague simultaneously. Create a methodology for reporting the time necessary to provide the individual services of the Welcome Office in order to optimize processes. Find an outside consultant on tax legislation and organize a course on the tax system of the Czech Republic and its links to the international taxation of labour.

\*at least by year's quarter/semester



	Proposed ACTIONS	Timing*	Responsible Unit	Indicator(s) / Target(s)	Evaluation
35.	Integration activities for foreign employees and students	1Q2023+	Department of International Relations	Events to promote integration at the UCT • Number of events per year (2) <i>Objective:</i> Improving the knowledge of foreign employees and PhD students about the functioning of the UCT, networking with other foreigners	<b>• Extended</b> The Welcome Office organizes walks for researchers and students from abroad. From April 2023 to September 2024, 9 walks took place <a href="https://international.vscht.cz/?jazyk=en">https://international.vscht.cz/?jazyk=en</a> attended on average by 31 participants (a total of 250 participants in all 9 walks). In addition to services for employees, the Welcome Office provides support to their family members (residence permits, finding a GP, finding a kindergarten etc.). Plans for implementation: This activity will continue in the future, including the investigation of the possibility to extend the offer with other integration activities.
36.	Monitoring satisfaction with Welcome Centre services	2Q2024+	Department of International Relations	Feedback from foreign workers • Survey of satisfaction and needs of foreigners <i>Objective:</i> Improvement of services for foreign workers and guests at the UCT	<b>• Extended</b> In December 2023, a questionnaire survey of satisfaction among international PhD students and researchers was carried out created by the Research and Technology Transfer Office, which included questions on the satisfaction with the services of the Research and Technology Transfer Office. 80% of respondents who had used the services of the Welcome Office said their experience with the Welcome Office was positive. Plans for implementation: Create a questionnaire to obtain feedback on the services of the Welcome Office that will be distributed to all newly arriving international employees and guest researchers.
37.	Guide for new employees	1Q 2023	Personnel Department	• Design and preparation of the guide • Processing and publication <i>Objective:</i> Information guide for new employees in cz/en published on the website	<b>• Completed</b> A bilingual guidebook was published on the web page: <a href="https://www.vscht.cz/kariera/prirucka-pro-zamestnance">https://www.vscht.cz/kariera/prirucka-pro-zamestnance</a> <a href="https://www.vscht.cz/career/employee-handbook">https://www.vscht.cz/career/employee-handbook</a>

\*at least by year's quarter/semester



	Proposed ACTIONS	Timing*	Responsible Unit	Indicator(s) / Target(s)	Evaluation
38.	Improving the bilingual environment for scientists – language courses for administrative staff	1Q2023	Personnel Department, Department of Languages	<ul style="list-style-type: none"> <li>Language courses for relevant staff of the PD and other departments</li> <li>Annual training schedule</li> <li>Number of training session</li> <li>Number of persons trained</li> </ul> <i>Objective:</i> to ensure easier communication and working conditions for foreigners at the UCT	<ul style="list-style-type: none"> <li><b>In progress</b></li> <li>English (and other language) courses were provided as on-line courses where the participants could choose levels from A1 to C1. In 2022-2023, a total of 340 licences were used (1 licence = 1 participant).</li> </ul>
39.	Employee Evaluation/ Employee Profile Information System	4Q2026	Personnel Department, Faculty, Computer Centre	Target group: all employees <ul style="list-style-type: none"> <li>Employee Profile – revision of the information system</li> <li>Creating monitoring of employee activities in the Employee Profile</li> </ul> <i>Objective:</i> to introduce electronic procedures for employee evaluation	<ul style="list-style-type: none"> <li><b>In progress</b></li> <li>The information system for evaluation will be fully used following activity 40.</li> </ul>
40.	Evaluation of academic staff and researchers	4Q2026	Personnel Department, faculties, Rector's Office	Target group: academic staff and researchers <ul style="list-style-type: none"> <li>Creation of a methodology for employee evaluation</li> <li>Drafting of the Directive</li> </ul> <i>Objective:</i> Publication of the Directive on the website	<ul style="list-style-type: none"> <li><b>In progress</b></li> <li>This activity is in the preparatory phase in connection to new and revised documents (the Codes of Competitive Selection Procedure, the Career System, the Catalogue of Job Positions).</li> </ul>

\*at least by year's quarter/semester



	Proposed ACTIONS	Timing*	Responsible Unit	Indicator(s) / Target(s)	Evaluation
41.	Modernization of the HR Information/ Personnel Department websites	2Q 2023	Personnel Department, website administrator	<p>Target group: employees, applicants for employment at the UCT</p> <p>New structure of the PD website</p> <ul style="list-style-type: none"> <li>• Design and commenting on the new extranet website in cz/en</li> <li>• Placing information about careers at the UCT in an easily accessible place</li> <li>• Simplification and better accessibility of OTM-R policy information</li> </ul> <p><i>Objective:</i> New structure of the PD website to improve the clarity of the information provided and improve staff awareness.</p>	<p>• <b>In progress</b></p> <p>A tab was created on the web page – career in 2023  <a href="https://www.vscht.cz/career">https://www.vscht.cz/career</a></p>
42.	Translation of relevant documents into English	1Q2023+	HR Award WG, in cooperation with the PD, Research and Technology Transfer Office	<p>Translation of documents-prioritization of documents according to the list</p> <ul style="list-style-type: none"> <li>• Strategic documents, internal regulations, internal standards, directives, minutes of the Academic Senate and Rector's Collegium meetings, model contracts</li> <li>• Website translations: science and research, employees</li> <li>• Timetable for translation</li> </ul> <p><i>Objective:</i> Translations published on the website</p>	<p>• <b>In progress</b></p> <p>In the monitored period, the Strategic Plan, the Annual Reports, the Organisational Rules, the collective agreement were translated, <a href="https://www.vscht.cz/about-us/official-board">https://www.vscht.cz/about-us/official-board</a>. A working group for the coordination of translations was set up and a Czech-English glossary was created. Internal regulations and documents are continually being translated. Also the web pages are continually translated and updated  <a href="https://www.vscht.cz/research">https://www.vscht.cz/research</a>, <a href="https://www.vscht.cz/career">https://www.vscht.cz/career</a></p>

\*at least by year's quarter/semester



	Proposed ACTIONS	Timing*	Responsible Unit	Indicator(s) / Target(s)	Evaluation
43.	Progressive digitisation of administrative processes: Personnel area	2Q2023+	Computer Centre, Personnel Department	<ul style="list-style-type: none"> <li>• Setup and implementation of an electronic circulation system for personnel documents</li> <li>• Electronic training records</li> <li>• Full use of the IS Employee Profile</li> <li>• Schedule for the launch of new systems</li> </ul> <i>Objective:</i> Reducing the administrative burden on employees	<ul style="list-style-type: none"> <li>• <b>In progress</b></li> <li>• Extended use of further functionalities of OK Base for: the electronic circulation of personnel, salary and tax documents</li> <li>the administration of educational activities and employment legislation matters</li> </ul>

\*at least by year's quarter/semester