

HRS4R ACTION PLAN 2024 – 2026

1. ETHICS, INTEGRITY, GENDER AND OPEN SCIENCE

PROPOSED ACTIONS	DESCRIPTION OF ACTIONS	GAP PRINCIPLES	RESPONSIBLE UNIT	INDICATORS	TIMING
1.A Revision of the Code of Ethics	Clearer definition of other areas and types of ethically (in)correct behaviour, including bullying and gender-based violence, ensuring more effective application. Discussion on whether the Code of Ethics should be a directive.	2, 3, 10	Vice-rector for research, development and innovation in cooperation with the Vice-rector for human resources and internal affairs	Revised Code of Ethics is issued.	Q4/2024
1.B Establishment of a Committee on Research Integrity and Innovation and a Committee on Research with Human Subjects	More effective solutions to specific ethical problems of research.	2, 3, 7, 10	Vice-rector for research, development and innovation	The Committee for Research Integrity and Innovation is established.	Q2/2024
				The Committee for Research with Human Subjects is established.	Q1/2024
1.C Implementation of the Gender Equality Plan	MENDELU is implementing the Gender Equality Plan from 2022. The plan meets the mandatory building blocks:	10, 27	Vice-rector for human resources and internal affairs	The individual objectives of the Gender Equality Plan for the period 2022-2024 are met.	Q4/2024

	<ul style="list-style-type: none"> - Work-life balance and organisational culture; - Gender balance in leadership and decision- making; - Gender equality in recruitment and career progression; - Integrating the gender dimension into research and teaching content; - Measures against gender-based violence, including sexual harassment. 			The final report of the gender audit is issued.	Q4/2024
				The Gender Equality Plan for the period 2025 onwards is issued.	Q4/2024
1.D Implementation of the Open Access an Open Science Strategy	The Open Access and Open Science Strategy has been implemented at MENDELU since 2023.	8	Vice-rector for research, development and innovation in cooperation with Vice-rector for information and communication technologies	The individual objectives of the action plan for the period 2023-2025 are met.	Q4/2025
				Another action plan is issued for the period 2026-2030.	Q4/2025
1.E Promoting social responsibility and sustainability at the University	To strengthen and develop the activities of MENDELU in the field of social responsibility and to support the development of social responsibility in the Czech Republic through cooperation with other universities, institutions, associations, businesses, ministries and the local community.	3, 6	Vice-rector for strategy and sustainability, Vice-rector for international and public affairs	The University's Sustainability Strategy for the period 2025-2030 is issued.	Q4/2024
				Keeping the MENDELU Centre for Social Responsibility and Sustainability running.	Q4/2026
				Number of activities organized by the university or participation in activities organized by external entities with presentation of sustainability topics.	Q4/2026

2. RESEARCHERS' ASSESSMENT, RECRUITMENT AND PROGRESSION

PROPOSED ACTIONS	DESCRIPTION OF ACTIONS	GAP PRINCIPLES	RESPONSIBLE UNIT	INDICATORS	TIMING
2.A Developing an assessment system for academic and non-academic staff	Creation of model sets of assessment indicators for academic staff and the development of a basic model assessment framework for non-academic staff.	11	Vice-rector for human resources and internal affairs in cooperation with Vice-rector for research, development and innovation and Vice-rector for educational affairs and quality	Comparison of assessment systems at university units is made.	Q4/2024
				A set of assessment indicators for academic staff is developed.	Q2/2025
				A basic model framework of assessment for non-academic staff is developed.	Q2/2025
				Revised Human Resource Management Guidelines are issued.	Q4/2026
2.B Revision of the recruitment strategy	Analyze activities and communication channels for each position type and unit. Develop a strategy to strengthen the university's "employer brand" in accordance with the OTM-R policy and the MENDELU Selection Procedure.	12	Vice-rector for human resources and internal affairs	A strategy for recruiting employees and strengthening the university's "employer brand" is revised.	Q3/2025
				A strategy is developed for using the social network LinkedIn to build the university's employer brand, and posts and advertisements are published in both Czech and English.	Q3/2024
				A comparison of different Applicant Tracking Systems is made.	Q1/2025
				New Applicant Tracking System is purchased and implemented or we keep the original one.	Q2/2025

2.C Strengthening the quality of selection procedures in selecting the most suitable candidate	Training of selection panels (especially permanent members) in assessing candidates and conducting interviews. Developing a battery of questions and tasks to test soft skills.	14, 16	Vice-rector for human resources and internal affairs	Number of trained selection committee members.	Q4/2026
				Number of training sessions for HR staff in recruitment and selection.	Q4/2026
				A battery of questions and tasks for soft skills testing is developed.	Q3/2025
				Revised Methodological Guidelines for Recruitment and Selection are published.	Q3/2025

3. WORKING CONDITIONS AND PRACTICES

PROPOSED ACTIONS	DESCRIPTION OF ACTIONS	GAP PRINCIPLES	RESPONSIBLE UNIT	INDICATORS	TIMING
3.A Revision in the area of remuneration	Conceptual revision of the wage regulation with the aim of strengthening equal pay for employees. Analysis and possible revision of the financial benefits offer.	26	Bursar in cooperation with Vice-rector for human resources and internal affairs	Partial revision of the wage regulation - adjustment of wage rates and revision of functional allowances.	Q2/2024
				Conceptual revision of the wage regulation is made.	Q3/2025
				Analysis of the possibility of providing a pension contribution earlier than after 3 years of employment at the University.	Q2/2026
3.B Development of care for foreign employees and their further involvement in the life of the University	Strengthen support for foreign employees (especially those with language and cultural barriers) and further streamline the service provided.	10, 22	Vice-rector for international and public affairs in cooperation with Vice-rector for human resources and internal affairs	Additional documents and websites are translated.	Q4/2026
				Adaptation process is implemented - see action 2A Action Plan 2021-2023	Q4/2025

3.C Promoting the wellbeing, social security and mental health of MENDELU employees through counselling	Providing support and assistance to employees in challenging work and life situations.	23, 24, 27	Institute of Lifelong Learning - Counselling Centre, Vice-rector for human resources and internal affairs	Number of participants (employees) in individual psychological counselling (in both Czech and English in face-to-face and online form).	Q4/2026
				Other measures are included in the Gender Equality Plan.	Q4/2024

4. RESEARCH CAREERS AND TALENT DEVELOPMENT

PROPOSED ACTIONS	DESCRIPTION OF ACTIONS	GAP PRINCIPLES	RESPONSIBLE UNIT	INDICATORS	TIMING
4.A Reviewing the creation of personal plans and supporting their implementation	Reviewing personal plan forms for all types of positions and providing training to managers and supervisors on providing feedback and career planning.	28	Vice-rector for human resources and internal affairs in cooperation with Institute of Lifelong Learning and the management of the individual units of the University	Revised template forms are issued for the creation of personal plans for all types of positions at the University.	Q1/2026
				Number of managers and staff trained in providing feedback and developing personal plans.	Q4/2026
				A university-wide discussion is held on the possibility of setting career pathways.	Q2/2026
4.B Implementation of education of academic and non-academic staff according to established educational concepts, including management education	A comprehensive development programme that supports academic and non-academic staff, including managers in their roles.	28, 33, 38, 39	Vice-rector for human resources and internal affairs and Institute of Lifelong Learning	Number of participants and number of training courses, supervision and mentoring.	Q4/2024
				Number of participants and number of workshops aimed at sharing the practice of university teachers.	Q4/2024
				Number of participants in individual counselling for academic, non- academic and managerial staff.	Q4/2024
				University-wide system for offering training events for staff and registering participants is established.	Q4/2026

4.C Improving the quality and efficiency of doctoral studies	<p>Increase the effectiveness of support for doctoral study programmes in order to improve the quality of the results of students' research activities and the rate of successful completion of studies.</p> <p>Continuation of the Ph.D. School with an emphasis on the international dimension, ethical principles in research activities and the development of scientific thinking, the development of prerequisites for technology transfer, the development of presentation skills and presentation of the results of scientific work and the involvement of students in the solution of research projects with an emphasis on international projects.</p> <p>Promote the establishment of a platform of Ph.D. students of all faculties for sharing good practice.</p> <p>Educate supervisors.</p>	28, 38, 39	Vice-rector for research, development and innovation in cooperation with Vice-rector for human resources and internal affairs	MENDELU Ph.D. talent competition is arranged.	annually
				Number of participants of the Ph.D. schools.	annually
				Number of international lecturers of the Ph.D. school.	Q4/2026
				Existing platform of Ph.D. students of the University.	Q2/2026
				Number of participants in the methodology workshops for supervisors.	Q4/2026

5. INTERNAL COMMUNICATION

PROPOSED ACTIONS	DESCRIPTION OF ACTIONS	GAP PRINCIPLES	RESPONSIBLE UNIT	INDICATORS	TIMING
5.A Creating an Internal Communication Strategy	Promoting the awareness, engagement and motivation of staff leading to an improved working environment and the successful operation of the University.	4, 5, 35	Vice-rector for human resources and internal affairs in cooperation with Vice-rector for international and public affairs	Internal Communication Strategy is issued.	Q4/2025
5.B Promoting awareness and understanding of the European Charter for Researchers, fostering understanding of the HRS4R, and ensuring recognition of its results among researchers and academic staff	Ensure that all researchers and academic staff understand the purpose, relevance, and implementation of the HRS4R. Increase visibility of available services, rights, and institutional commitments related to researcher support and development.	6, 38	Vice-rector for human resources and internal affairs in cooperation with Vice-rector for research, development and innovation	An awareness campaign is implemented. The campaign also references existing measures already implemented under the Charter/HRS4R and provides accessible links to what has been established and is currently in practice at the university.	Q1/2026
5 C. Implementation of a HRS4R survey	Creating an evaluation system to discuss about the 20 principles of the European Charter for Researchers. The outcomes of this targeted survey conducted among researchers and academic staff will be thoroughly analyzed, with structured feedback collected from representatives of the R1 - R4 categories. The survey will be conducted every two years.	35	Vice-rector for human resources and internal affairs in cooperation with Vice-rector for research, development and innovation	The survey is implemented and its purpose and outcomes are communicated to the research and academic community. The survey results will also serve as a basis for the development of the Action Plan for the upcoming period.	Q2/2026