

TEMPLATE 2 – GAP ANALYSIS - OVERVIEW

Case number: 2020CZ485683

Name Organisation under review: Palacky University Olomouc

Organisation's contact details: Křížkovského 8, 771 47 Olomouc, Czech Republic

SUBMISSION DATE: 31/5/2020

DATE ENDORSEMENT CHARTER AND CODE: 28/01/2020

GAP ANALYSIS

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

European Charter for Researchers and Code of Conduct for the Recruitment of Researchers : GAP analysis overview

<p>Status: to what extent does this organisation meet the following principles?</p>	<p>Implementation: ++ = fully implemented +/- = almost but not fully implemented -/+ = partially implemented -- = insufficiently implemented</p>	<p>In case of --, -/+, or +/-, please indicate the actual "gap" between the principle and the current practice in your organisation. If relevant, list any national/regional legislation or organisational regulation currently impeding implementation</p>	<p>Initiatives undertaken and/or suggestions for improvement:</p>
<h3>Ethical and Professional Aspects</h3>			
<p>1. Research freedom</p>	<p>+/-</p>	<p>There's Code of Conduct for Academic and Research employees in place at Palacký University. Part I, art. 7 defines Research Freedom etc.</p>	<p>In order to be in line with the European Chart, formulation (see below) must be added to existing Code of Conduct: "Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere."</p>
<p>2. Ethical principles</p>	<p>+</p>	<p>Code of Conduct for Academic and Research Employees at Palacký University, part: I.,II.,III. And IV.</p>	<p>All incorporated in Code of Ethics of UP</p>

3. Professional responsibility	+	Code of Conduct for Academics and Researchers Faculty Employee Assessment Rules Employees at Palacký University, part: I., par. 1,2,5,6, III, par. 3,18, and IV. Organizational Manual of UP Faculty Employee Assessment Rules Rules for monetary / non-monetary deposits	All documents exist. Differences in procedures need to be addressed and a common rule to be set.
4. Professional attitude	+	Strategic plan of UP for 2016-2020 Institutional Plan of UP for 2019-2020 Code of Ethics for Academics and Researchers of UP Organizational Manual of UP Pay Policy of UP Assessment Rules Project Management Rules Research Performance and Reporting Reinforcement Rules	There are many documents on faculty level, as well as on a University level that need to be analysed.
5. Contractual and legal obligations	+	Act No.262/2006 Coll., Labour Code Act No. 111/1998 Coll., Higher Education Act Act No. 121/2000 Coll., Copyright Act Act No.89/2012 Coll., Civil Code Organizational Manual of UP UP Constitution Rules for monetary / non-monetary deposits	UP follows national guidelines, codes and acts, as well as local UP guidelines.
6. Accountability	+	Act No.262/2006 Coll., Labour Code Act No. 111/1998 Coll., Higher Education Act Organizational Manual of UP UP Constitution Election and Procedure Rules of UP UP Internal Audit Rules UP Board of Trustees Rules	UP Employee accountability is directed by Laws, Acts and internal procedures that contain control checks.

7. Good practice in research	+	<p>Code of Conduct for Academics and Researchers Act No. 110/2019 Coll., Personal Data Protection Act Act No.89/2012 Coll., Civil Code Act No. 148/1998 Coll., Act on the Protection of Classified Information Health and Safety Rules, Operational Rules Laboratory Rules</p>	<p>UP follows all valid nation legislation related to Research, however there might be differences in local policies in different parts of UP.</p>
8. Dissemination, exploitation of results	+	<p>Act No. 121/2000 Coll., Copyright Act Act No.89/2012 Coll., Civil Code Code of Ethics for Academics and Researchers of UP Act No. 14/1993 Coll., Industrial Property Protection Act (changed based on Act No 250/2014 Coll.) Act No. 221/2006 Coll., Industrial Property Law Inforcement Act No. 441/2003 Coll., of Trademarks Act No. 452/2001 Coll., of Designation of Origin Act No. 527/1990 Coll., of Inventions and Improvements Act No. 206/2000 Coll., Bilotechnological Invention Act Act No. 173/2002 Coll., Patent Sustainability act Act No. 478/1992 Coll, of Utility Models Act No. 207/2000 Coll., Industrial Pattern Protection Act No. 529/1991 Coll., Topography Protection Act No. 378/2007 Coll., Pharmaceuticals (changed by Act No. 250/2014 Coll.) Research and Assessment Methodology Code of Ethics of UP Deans' guidelines</p>	<p>UP follows all valid national legislation. UP reports scientific results in line with valid Rules for Assessment of Reserch set by the Government of the Czech Republic.</p>

9. Public engagement	+	UP Constitution, Full Version Strategic plan of UP for 2016-2020 Act No.130/2002 Coll., Research Support, Experimental Development and Innovation from Public Sources Social Accountability Award 2019	All results of science and research are published fully in line with all contracts concluded, as well as with Assessment Methods UP supports “Third University Mission” and takes care of informal education (University of the Third Age), and established Popular Science Centre
10. Non discrimination	+	Charter of Fundamental Rights and Freedoms Act No. 198/2009 Coll., about Equal Opportunities and discrimination protection Convention on Equal Opportunities of Disabled	Palacký University is fully in line with all laws and acts on Non-Discrimination, as well as European chart for Researchers.
11. Evaluation/ appraisal systems	+/-	Internal guidelines of UP: Annual Assessment Procedure Education Quality Assurance rules for UP IS HAP- Internal Assessment system	IS HAP (Internal assessment system for academics) being rolled down across the whole UP.
Recruitment and Selection			
12. Recruitment	+	Act No.262/2006 Coll., Labour Code Act No. 111/1998 Coll., Higher Education Act UP Internal Rules for selection and recruitment of academics	Selection and recruitment process is organised separately by each faculty and is fully in line with Czech legislation. All vacancies are advertised on UP web page, as well as www.kariera.cz , UP LinkedIn profile and UP FB profile depending on a role. Selection criteria are transparent. Qualification requirements are set by the UP Job Catalogue and National Qualification Guide.
13. Recruitment (Code)	-/+	Act No.262/2006 Coll., Labour Code Act No. 111/1998 Coll., Higher Education Act UP Internal Rules for selection and recruitment of academics	UP Internal Rules for selection and recruitment of academics need to be adjusted to the European Chart for researchers requirements and to the Code of conduct for selection of researchers. At the moment, there’s no legal requirement to be in line with the Code of Conduct, as many of the requirements are incorporated in existing codes and procedures.

			Selection process is driven by UP Internal Rules for selection and recruitment of academics.
14. Selection (Code)	-/+	Act No.262/2006 Coll., Labour Code Act No. 111/1998 Coll., Higher Education Act UP Internal Rules for selection and recruitment of academics	UP Internal Rules for selection and recruitment of academics need to be adjusted to the European Chart for researchers requirements and to the Code of conduct for selection of researchers. At the moment, there's no legal requirement to be in line with the Code of Conduct, as many of the requirements are incorporated in existing codes and procedures. Selection process is driven by UP Internal Rules for selection and recruitment of academics.
15. Transparency (Code)	-/+	Act No.262/2006 Coll., Labour Code Act No. 111/1998 Coll., Higher Education Act UP Internal Rules for selection and recruitment of academics	Code of conduct requirements are partially fulfilled – there are no career development plans set in the advertisements. Selection criteria to be understood more as set of prerequisites for acceptance. There are no set selection rules to distinguish between two candidates who both meet criteria. In case an applicant is interested in hearing the details, he gets the information during interview. UP Internal Rules for selection and recruitment of academics to be updated by European Chart requirements.
16. Judging merit (Code)	-/+	Act No.262/2006 Coll., Labour Code Act No. 111/1998 Coll., Higher Education Act UP Internal Rules for selection and recruitment of academics	There are no set rule for judging merits at UP at the moment. However, there are indications that rules work in practice (e.g.: number of publications, quality level etc.) UP Internal Rules for selection and recruitment of academics to be updated by European Chart requirements.

17. Variations in the chronological order of CVs (Code)	-/+		There are no set rules, needs to be updated in the Code.
18. Recognition of mobility experience (Code)	-/+	Recognition is linked with study programme accreditations , or habilitations and professor procedures. However, they are not described in any guide, or norm.	Needs to be updated in the Code, this recognition is being worked with, but without any rules.
19. Recognition of qualifications (Code)	-/+	Czech legislation does not describe this notion. Qualification to be recognised individually.	There are no set rules, needs to be updated in the Code.
20. Seniority (Code)	-/+	Pay Policy of the UP defines seniority based on years worked.	This notion is used without any formal rules.
21. Postdoctoral appointments (Code)	-/+	Rules exist, however need to be codified in norms and Job Catalogue.	At the moment, there is no clear rule valid for the whole of UP in terms of postdoctoral appointments.
Working Conditions and Social Security			
22. Recognition of the profession	-/+	Code of Ethics for academics and researchers can be applied.	There is no codified procedure for recognitions of the profession within one profession group.
23. Research environment	+	UP Constitution Code of Ethics for academics and researchers can be applied.	New research environment is being created as a part of new research projects.
24. Working conditions	-/+	Act No.262/2006 Coll., Labour Code Agreement on Disabled People Rights	Most of UP buildings are no barrier, suitable for wheel chairs. There are equal conditions and rules for both sex. There is no codified flexible working hours concept in place.
25. Stability and permanence of employment	+	Act No.262/2006 Coll., Labour Code	Fully in line with the Czech labour code.

26. Funding and salaries	+	UP internal Pay rules	Procedure in place.
27. Gender balance	-	Act No. 198/2009 Coll., of Legal Rules for discrimination protection	This item is not monitored and is not incorporated in any rule or guidance.
28. Career development	+/-	<p>Employees have a possibility to take doctoral studies in their study fields. Also they can continue in their studies and can take Procedure to Grant Associate Professorship and Full Professorship.</p> <p>Employees can take part in various conferences and internships that contribute to their professional development and take part in national and international research. However, there is no formal procedure described.</p> <p>Applicable to all parts of UP in various modifications.</p>	<p>Doctoral studies in many study areas and programmes.</p> <p>UP Procedure to Grant Associate Professorship and Full Professorship.</p> <p>Career planning procedure in place for research centres, not applicable for the rest of the UP. Under construction.</p>
29. Value of mobility	-/+	<p>Erasmus Plus mobility programme offered by Fullbright commission is used by UP. Criteria to report mobility are set.</p> <p>Rules to acknowledge mobility and career progression are observed for professorship procedures.</p>	<p>Foreign mobility is monitored (internships, and foreign stays).</p> <p>There are no rules to monitor mobility between national, public and private sector set, as well as its support.</p> <p>There are no criteria set.</p>
30. Access to career advice	+/-	<p>All UP employees have possibility to attend full choice of study programmes, both on University level, as well as non-university programmes. There is no prescribed procedure.</p>	<p>All academic employees have possibility to get proper qualification based on their needs.</p> <p>UP has created multiple educational projects and modules, as well as language school.</p>
31. Intellectual Property Rights	+	Act No. 121/2000 Coll., Copyright Act	<p>In line with the legislation.</p> <p>"UP Employee work" exists, fully in line with the legislation.</p>

32. Co-authorship	-	Act No. 121/2000 Coll., Copyright Act	Rules for Co-authorship not set.
33. Teaching	-/+	UP Constitution Strategic plan of UP for 2016-2020 Valid accredited study fields and programmes set professors', associate professors' and doctors' teaching shares.	Ratio of teaching and research activities has not been set at UP, therefore teaching and research workload for various teachers is unbalanced. IS HAP (Internal assessment system) is in place and monitors teaching workload.
34. Complains/ appeals	-/+	UP Ethics Committee Rectors' guidelines on Dealing with Complaints and Petitions.	Complaints and appeals are covered in general norms and rectors' guidelines.
35. Participation in decision-making bodies	+	Act No.262/2006 Coll., Labour Code UP Constitution Act No. 111/1998 Coll., Higher Education Act Organizational Manual of UP	Rector's Board Dean's Board Pedagogical Committee IT Committee Academic Senates Legislation Committee of the Academic Senate Economic Committee of the Academic Senate UP Board of Trustees UP Trade Unions
Training and Development			
36. Relation with supervisors	-		No guidelines covering relationship building between supervisors and employees.
37. Supervision and managerial duties	-/+	UP Constitution Organizational Manual of UP Organizational Manual of Faculties	Duties covering management and supervision are set on departmental level and vary. There are organigrams in place, but process description is missing.
38. Continuing Professional Development	-/+	Career centre for students Legal advisory help centre	Consultancies in place. Focused on students, but available to employees too.

		Psychological consulting / help centre for students and employees of UP	
39. Access to research training and continuous development	-/+	UP organises many conferences as a part of employee training process.	Access to various training modules, both formal and informal.
40. Supervision	-	Supervision and development of is not directed by UP management.	