

# Interim Assessment of HRS4R

**Project: HR Excellence in Research of University of Ostrava**  
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## About the University of Ostrava

The University of Ostrava is the second largest university in the Moravian-Silesian Region. It consists of six faculties and one scientific institute. It offers studies in a wide range of fields, covering the humanities, social sciences and natural sciences, medicine, pedagogical disciplines, and the arts, in Bachelor's, Master's, follow-up Master's and Doctoral study programmes.

It is an important educational and scientific research institution, and also emphasizes the so-called "third role" of the university; the social role.

This year, the University of Ostrava will celebrate the 30th anniversary of its foundation.

## UO and HRS4R

The European policy of human resources management in the field of research and development was supported by the Ministry of Education, Youth and Sports within the Operational Programmes for Research, Development and Education. The University of Ostrava also joined this programme, and thereby became a successful applicant for support from the Ministry of Education, Youth and Sports, with the project "HR Excellence in Research at the University of Ostrava".

In November 2017, the University of Ostrava confirmed in a letter its endorsement of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, taking the necessary steps to set our HR strategy in line with the principles of the Charter and the Code, and was granted the "HR Excellence in Research Award". With this act, we committed ourselves to submitting the results of the GAP analysis and the Action Plan to the European Commission by the end of November 2018.

We involved university employees in the new HR strategy project through a survey that was distributed across the university in the second half of May 2018. A total of 591 respondents participated in the survey. Within the Czech Republic, we achieved the highest percentage of employee involvement.

The outputs from the survey were used to define the strengths and weaknesses, GAP analysis, and subsequently to define the Action Plan. All of the documents were sent to the European Commission by the regular Deadline, i.e. in November 2018.

On 6.5.2019, the European Commission granted the University of Ostrava the HR AWARD. The University of Ostrava was only the third university in the Czech Republic to receive this award.

Thanks to this prestigious award, the University of Ostrava can continue to attract professionals from abroad to a quality work environment. We have gained a better connection with the pan-European network of research organizations and an advantage in applying for funding for research activities. HR strategy, which was part of the previous strategic plan of the university until 2020, and is an integral part of the new UO Strategic Plan 2021-2020, allowing us to gradually improve the system of development and training of employees, popularize research & development, and bring the results of research & development to professionals and the lay public alike.

## Have any of the short-term or medium-term priorities changed?

They haven't changed. This is despite the fact that in the meantime, the Ministry of Education, Youth and Sports of the Czech Republic adopted a new 2021+ strategy in 2020, which is also reflected in the functioning of universities. Based on this ministerial strategy, the University of Ostrava also adopted a new strategy. However, this strategy is a continuous follow-up to the previous one, including the emphasis on the development of human resources and the quality of their care. The new strategy (both ministerial and university) primarily aims at flexibility and adaptation to new conditions (primarily with regard to the effects of the pandemic situation), new forms of education and the use of all available technologies, and puts far greater emphasis on the IT literacy of both students and teachers alike, deeper linking theory with practice, internationalization, and social responsibility of the university. Of the 27 objectives we have set in the action plan, 23 have been completed, 4 objectives are in the process, i.e. the first steps towards their implementation have been started. These goals are reflected both in the Strategic Plan of the UO for the years 2021-2025, i.e. in the new Action Plan 2021-2024. It is the completion of the process of onboarding, adaptation, evaluation, and training of employees.

## Have any of the circumstances in which your organisation operates, changed and as such have had an impact on your HR strategy?

The biggest influence on the functioning and operation of our university in the past year was undoubtedly the pandemic situation. However, its effect cannot be assessed only as negative. This was most evident in the field of internationalization and international relations, where many already planned international mobilities had to be curtailed. The positive effect was reflected in the increase of IT literacy and the ability to adapt to new conditions. From the point of view of the impact on the HR strategy, we will place even more emphasis than in the past on the computerization of the entire HR agenda and the use of online tools for employee training. However, these are areas that have already been included in our HR strategy.

## Are there any strategic decisions at your institution that could affect the Action Plan?

Yes and no. At the beginning of 2021, the Strategic Plan of the University of Ostrava for the years 2021–2025 was approved. However, its integral part is the emphasis on the development of human resources and the continuation of the ongoing processes of incorporating the principles of the Code and the Charter into the normal functioning of the university. The main goal of our university is to continue to build an attractive and motivating environment for talented scientists, artists, top educational and research teams, and collaborating institutions. We want to offer society excellent, responsible, ethical, and socially relevant research in national and international comparisons, including the development of top artistic disciplines and artistic activities related to the application sphere. We want to achieve this goal on the one hand by the gradual systematic development of selected directions of research in the field of natural, medical, social, and human sciences. Therefore, an important task for the coming period with regard to the above must be to fully complete the human resources management

strategy in the field of creative activity, and defend the HR Excellence in Research award, i.e. to complete the prerequisites for employee evaluation (academic and non-academic), prepare the employee training system, and the recruitment of new employees.

## Comments on the implementation of the OTM-R principles (Internal Review for Interim Assessment)

During the monitored period, the Regulations on the Recruitment Procedures, i.e. the OTM-R policy, were prepared and issued. These regulations govern the selection procedures for filling positions at the UO and its components, which are to be held by employees.

The assessment of the applicant's qualifications is based on a comprehensive evaluation of various factors with respect to the occupied job position (e.g. expertise, length of experience, experience working abroad, experience working in the private sector, quality and quantity of creative activity, quality of teaching, experience with knowledge transfer, patents, and inventions, experience with the popularization of the results of creative activity, helpfulness, experience with the management of employees, knowledge of English and other foreign languages, creativity, independence, etc.).

The new regulation reflects the individual principles of an open, transparent selection process. The published job offer contains all details, such as requirements for employees, including working conditions for future employment.

The Regulations on Recruitment Procedures clearly define the work of the selection committees, the requirements for the composition of the committees, specifies the requirements for the method of publishing job offers. All job offers are published on the website of the University of Ostrava, i.e. the public bulletin board, in either Czech or English. We publish offers for R&D workers on the EURAXESS website, and we also use the ResearchGate platform, a social network specially created for the international scientific community. We also use the Czech portal ResearchJobs, which aggregates the offer of job positions in research, development and innovation and for academia. Recently, the Dissertation module was launched on this website, with the aim of concentrating topics and areas from the maximum number of workplaces in one place. In the future, this website will be enriched with offers of internships (including foreign ones), we also want to intensify co-operation with companies, and offer job positions in the Czech Republic abroad, and also provide candidates from the Czech Republic with job offers from abroad.

Ethical and moral principles, as well as OTM-R principles, are observed during the selection process.

The Regulations on Recruitment Procedures enable the implementation of selection procedures not only in person.

Due to the pandemic situation and the need to comply with hygienic measures, we carried out most of the selection procedures, including possible testing, online. This increases the efficiency of using the time of both the invited candidate and the members of the selection committee. On the other hand, this method places legitimate demands on the IT literacy of all stakeholders.

Details on remuneration (Internal Wage Regulation), career opportunities, and career development assessment (Regulations on the Career System) are available on the UO website, in the Internal Regulations. The job seeker therefore has the opportunity to find out in

advance about the remuneration system, career path, career progression, and career development.

The Regulations on the Recruitment Procedures are part of the main documents of the UO issued in accordance with the Higher Education Act.

Czech version: <https://dokumenty.osu.cz/osu/rad-vr-25022021.pdf>

English version: <https://dokumenty.osu.cz/osu/rad-vr-25022021-en.pdf>

# Evaluation of the implementation of the Action Plan

## 1. Good Practice in Research (GPR)

Objective: To prepare a document following the Code of Ethics (Good Practice in Research Guidelines), which will include, inter alia, methodological guidelines for affiliation and citations, co-authorship, guidelines for the activities of ethics committees for science, etc.

Prepare documents related to national legislation in the field of ethics and occupational safety & data protection - archiving of digital data from research, work with biological material in biomedicine, work with personal data in research.

Related principle	Activity	KPI	EVALUATION	COMMENTS
Ethical principles  Good practice in research  Co-authorship  Professional Responsibility	Creation of the document "Guide to good practice in research"	Practical guide to the principles of the Code of Ethics: co-authorship, dedication, affiliation, plagiarism, scientific fraud)	<input checked="" type="checkbox"/> COMPLETED Document prepared in Czech and English.  Czech version: <a href="https://dokumenty.osu.cz/osu/vav/prirucka-dobrou-praxi-cz.pdf">https://dokumenty.osu.cz/osu/vav/prirucka-dobrou-praxi-cz.pdf</a>  English version: <a href="https://dokumenty.osu.cz/osu/vav/prirucka-dobrou-praxi-en.pdf">https://dokumenty.osu.cz/osu/vav/prirucka-dobrou-praxi-en.pdf</a>  In addition to the above, in 2020, the UO became a member of a consortium of universities fighting plagiarism and contract cheating in the framework of Strengthening the Prevention of Plagiarism in Student Works, which aims to launch intensive debate and practical co-operation in promoting academic ethics and fraudulent practices in academic writing. As part of the project, we deal with the evaluation of the current state of prevention, detection, and solution of plagiarism at Czech universities. We identify and promote examples of good practice, prepare recommendations for universities. We strive to unify the criteria for assessing the severity of plagiarism, and explain why it is important to recognize and combat plagiarism, especially in the form of prevention.  At the same time, in 2020, the UO purchased licenses for the TURNITIN application. This application for electronic submission and evaluation of the content of seminar and final theses is used at the world's leading universities to provide feedback to students, training in academic writing, and the prevention of plagiarism. The Turnitin application makes it very easy to compare the content of academic theses with a large database of documents including, in addition to freely available websites, licensed resources and repositories of final theses. Turnitin complements the currently used Theses system. The Turnitin application is also supplemented by a so-called FEEDBACK study, to improve feedback to students in the preparation of seminar and final theses.	

		Methodical material - Rules for assessing the ethics of research at UO	<input checked="" type="checkbox"/> <b>COMPLETED</b> The revision of the Code of Ethics was reflected in the preparation and publication of the Good Practice Guide.  The UO Code of Ethics and Handbook of Good Practice in UO Research, together with the outputs of the consortium of Czech universities, How to Avoid/How to Prevent Plagiarism, form a comprehensive tool for assessing and evaluating research ethics at the University of Ostrava.
		Methodical instructions for data and material handling (biological material, personal data)	<input checked="" type="checkbox"/> <b>COMPLETED</b> Rules have been developed for the management of biological material as part of the Handbook of Good Practice in Research at the UO.

Aim: Incorporate training in the field of R&D ethics for employees and doctoral students into the planned comprehensive training system.

Related principle	Activity	KPI	EVALUATION	COMMENTS
Ethical principles	Implementation of training Ethical Principles and GPR	Annual training schedule  Number of training sessions/courses , number trained	<input checked="" type="checkbox"/> <b>COMPLETED</b>  Training in Ethical Principles and GPR takes place primarily online.  In 2020, representatives of the UO participated in training sessions/courses and conferences within a consortium of universities.  May 2020 - Contract cheating or work written to order, or the issue of violating academic ethics. Custom work is a serious problem that is emerging across all universities around the world. During the webinar, we talked about how serious the current situation is, how to deal with it, or even prevent fraud. In addition, the results of domestic and foreign research in this area were presented.  October 2020 - Conference "Academic Ethics and the Prevention of Plagiarism".  October 2020: The prevention of plagiarism at Charles University. The seminar was intended for academics, with the topic of plagiarism prevention. The content of the seminar was acquaintance with the code of ethics of Charles University in the context of the topic of plagiarism, the definition of plagiarism and its forms, the question of assessment and evaluation of academic work, and tools for the prevention of plagiarism. The seminar also discussed experience from the introduction of a new system for the prevention of plagiarism, Turnitin.	



Related principle	Activity	KPI	EVALUATION	COMMENTS
				<p>Introduction to systems for the prevention of plagiarism at Charles University. This course was focused on the use of systems for the prevention of plagiarism used at Charles University, specifically the web applications Turnitin and Thesis, more precisely Odevzdej. It focused on the basic control of applications, the initial deployment of which is possible in teaching after only a few dozens of minutes, as well as on the pedagogical aspects of job evaluation and previous experience with this issue at Charles University.</p> <p>Plagiarism in student work. This webinar was intended for members of university disciplinary commissions.</p> <p>In November 2020, we participated in the training course: To e-proctor or not to e-proctor: that is the question, to offer participants a broad perspective on the use of e-proctoring software for test and exam administration, in order to support a culture of academic integrity in educational institutions.</p> <p>In April 2021, we discussed Where the Frontier of Plagiarism is. The workshop presented the results of research from 39 European countries on how students and teachers perceive plagiarism. Finally, we talked about the technical possibilities of systems to support the detection of plagiarism.</p> <p>Another workshop held in April 2021 focused on distinguishing false-positive results caused by random matches from cleverly masked plagiarism, identifying translated or paraphrased plagiarism, and revealing other peculiarities that may indicate that some parts of the presented document were taken from elsewhere. During the workshop, participants tested this demanding process on several model protocols.</p> <p>In addition to the much-needed, shared experience across public universities, the UO organizes its own educational events.</p> <p>In all, 4 training courses on the topic of Ethical Principles and Good Practice in Research have been prepared for UO students; the training will take place in the autumn of 2021, under the guidance of UO Ph.D. students.</p> <p>The University Library regularly organizes free lessons and trainings twice a year on the topic: Citations and how to do them, Effective search.</p> <p>There is great interest in these training courses, from both employees and students alike. For example, on the topic of citations and how to deal with them in 2020, a total of 2</p>

Related principle	Activity	KPI	EVALUATION	COMMENTS
			<p>face-to-face training sessions with 28 participants took place, at the same time, 2 webinars were held, with the participation of 297 people. In 2019, a total of 12 training sessions on the topic of citations took place, with a total of 90 participants.</p> <p>At the same time, the UO University Library offers individual consultations on the topic of correct citations: in 2020, a total of 29 people used this service in person, and 21 online; in 2019, it provided this service to 53 people in full-time form.</p> <p>Part of the services provided by the University Library is the possibility of the CITATION PRO add-on, which helps authors to generate and save citations, and then simply import them into MS Word.</p> <p>A leaflet offering the services of the University Library can be found here: <a href="https://dokumenty.osu.cz/knihovna/info-guide.pdf">https://dokumenty.osu.cz/knihovna/info-guide.pdf</a></p> <p>We will continue our educational activities in the field of Ethical Principles and GPR.</p>	

## 2. Development of a strategy for managing Research Teams

Aim: To create a standard of strategy for the creation of research teams, with a defined basic and variable structure of scientific teams, including supervision and implementation of the standard into the Systematization of jobs at UO.

Related principle	Activity	KPI	EVALUATION	COMMENTS
Supervision and managerial duties	Creation of the document "Rules for the creation and management of scientific teams"	Methodical material (in accordance with the Organizational Rules of the UO and the principles of systematization)	<input checked="" type="checkbox"/> COMPLETED In December 2019, we created two related documents: The first document was the Concept of the main and perspective directions of creative activity at UO. The purpose of this document is to define these directions of creative activity in general, and to determine the conditions under which they may arise. We refer to these directions of creative activity as: <ul style="list-style-type: none"> <li>• main directions of research/artistic activity</li> <li>• perspective directions of research/creative activities).</li> </ul> The second document is the Strategy of setting up and managing scientific teams at UO: The document aims to define structures within workplaces and between individual workplaces, or parts of UO, which usually report research in a specific area, are joint grant developers, and produce joint research in RDI.	

Aim: Elaborate the career rules of UO researchers in connection with the related internal regulations (Organizational Rules, Internal Wage Regulation, etc.). Ensure a clear definition of the competencies and career progression of R&D workers. <sup>1</sup>

Related principle	Activity	KPI	EVALUATION	COMMENTS
Career development	Creation of the Career Rules document (including specification of the postdoctoral position)	Career rules	<input checked="" type="checkbox"/> COMPLETED The UO Regulations on the Career System as an internal regulation were issued in March 2019. The document regulates the basic principles of career advancement, career development, and career change (hereinafter also referred to as "career planning") of UO employees assigned to systemized positions, as well as basic rules and evaluation principles related to career planning of employees assigned to systemized positions.  Link, Czech version: <a href="https://dokumenty.osu.cz/osu/karierni_rad_2019.pdf">https://dokumenty.osu.cz/osu/karierni_rad_2019.pdf</a>  Link, English version: <a href="https://dokumenty.osu.cz/osu/karierni-rad-en-06032019.pdf">https://dokumenty.osu.cz/osu/karierni-rad-en-06032019.pdf</a>	

<sup>1</sup> The position of a postdoctoral fellow is defined in 2a of the Rules for the Creation of Teams, and the postdoctoral fellowship is also included in the wage regulation and systematization in the categories of researchers as R2. Overall, this is:

**R1 - First Stage Researcher** (student PhD)

**R2 - Recognised Researcher** (PhD, not totally independent)

**R3 - Established Researcher** (R&D worker who knows how to/can work independently)

**R4 - Leading Researcher** (R&D worker who leads a team in a given field of research)

Funding and salaries -/+	Launch an electronic system of internal grant support for researchers	Electronic application and evaluation system	<p><input checked="" type="checkbox"/> <b>COMPLETED</b></p> <p>The grant support system allows for different types of grants, and is currently being tested on a new support system for talented doctoral students.  <a href="https://www.osu.eu/projects-and-grants/">https://www.osu.eu/projects-and-grants/</a></p> <p>The SharePoint platform is used, which, in addition to information on grants and projects, also offers training modules and courses. These have been prepared in Czech and English:  <a href="https://365osu.sharepoint.com/sites/DGC/SitePages/Na_b%C3%ADdka-vzd%C4%9Bl%C3%A1vac%C3%ADch-modul%C5%AF.aspx">https://365osu.sharepoint.com/sites/DGC/SitePages/Na_b%C3%ADdka-vzd%C4%9Bl%C3%A1vac%C3%ADch-modul%C5%AF.aspx</a></p> <p>The Doctoral Grant Competition supports the increase of the quality and efficiency of scientific, research, and artistic work of the Ph.D. students at the University of Ostrava, development of interdisciplinarity of scientific disciplines in doctoral studies, publication of results, and the establishment of international co-operation. The aim of the competition is to improve the preparation of postgraduate students at the University of Ostrava for scientific and research activities, with a focus not only on supporting the quality of research outputs, but also on increasing students' competencies in the process of obtaining and successfully solving grant projects, project management, and language competencies. Calls with an indication of the allocation and schedule of the current round are announced by the Rector of the UO, in accordance with the internal measure on the rules of the student grant competition, DGC.</p>
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Aim: Revise the existing processes of evaluation of doctoral students and researchers, and preparation of a new evaluation system, including setting standards of doctoral studies, evaluation criteria of researchers, and their implementation into the existing UO information system (annual staff plans and staff evaluation), motivational components (financial, non-financial), evaluated development, the use of potential, and the possibility of career progression.

Related principle	Activity	KPI	EVALUATION	COMMENTS
Supervision and managerial duties	Revision of the employee evaluation system	Newly set up employee evaluation system	<p><input checked="" type="checkbox"/> <b>IN PROGRESS</b></p> <p>In the summer of 2020, 7 × training sessions for managers, on the subject of employee evaluation, took place. The training sessions were attended by 67 senior employees - evaluators.</p> <p>The employee evaluation system was prepared in the context of the national Methodology for the Evaluation of Research &amp; Development, the so-called "Methodology 17+", which was not fully implemented until the beginning of 2021. For this reason, the evaluation system for researchers has not yet been fully completed.</p>	
Supervision and managerial duties	Modification of the portal application for monitoring annual plans and	Modified portal application for monitoring annual plans, performance indicators	<p><input checked="" type="checkbox"/> <b>IN PROGRESS</b></p> <p>At the moment, we have input data for evaluation for R&amp;D activities, and we are currently preparing a Computer Graphic Interface.</p>	

Related principle	Activity	KPI	EVALUATION	COMMENTS
	performance indicators			

Aim: To propose a system of evaluation of larger research units in connection with changes in the evaluation and financing of research institutions in the Czech Republic.

Related principle	Activity	KPI	EVALUATION	COMMENTS
Evaluation and appraisal system  Funding (and salaries)	Creation of the document "Rector's measures Research evaluation system"	Issue of the Rector's Measures	<input checked="" type="checkbox"/> IN PROGRESS The research evaluation system is related to the Horizon Europe strategy and subsequent government decisions to evaluate research at universities and defined financial support, a system of evaluation of UO staff is being prepared in the context of this strategy. We are finalizing the last modifications of the Rector's Order text.	

### 3. Preparation of a complex system for the development of key competencies

Aim: Introduce a comprehensive system of “onboarding” employees, which will include information materials, development of individual adaptation plans defining the set of basic tasks, the role of guarantor and mentor, and required training on UO processes & work procedures in the position.

Related principle	Activity	KPI	EVALUATION	COMMENTS
Career Development Relations with supervisors Supervision Supervision and managerial duties	Creation of the document “Onboarding in a box” (information for new employees + adaptation plan)	Interactive brochure for new employees, including PhD students	<input checked="" type="checkbox"/> COMPLETED For new employees, we have prepared a brochure on Onboarding in internal information systems, as well as videos for new employees and leaflets with basic information. The brochure and videos will guide employees through the basic processes at UO, and help with orientation in the first weeks of working at UO.  We have prepared an information brochure for new and beginning researchers, in which employees will find details of R&D at UO, as well as training opportunities, participation in projects or grants, library services for researchers, etc.	
Access to research training and continuous development Postdoctoral appointments (Code) Relations with supervisors Supervision Supervision and managerial duties	Preparation and implementation of a unified mentoring system (including the training of mentors)	Mentoring Guideline  Mentor training schedule  Number of training sessions/courses, number trained	<input checked="" type="checkbox"/> COMPLETED Mentoring Guideline has been prepared in both Czech and English versions, which serves as a basic manual for faculties and university workplaces. Our goal in creating this guideline was to provide a source of information for faculty members who seek to improve relationships with budding scientists, experts, and to boost their effectiveness in working with them.  Czech version: <a href="https://dokumenty.osu.cz/osu/vav/mentoring-guideline-cz.pdf">https://dokumenty.osu.cz/osu/vav/mentoring-guideline-cz.pdf</a>  English version: <a href="https://dokumenty.osu.cz/osu/vav/mentoring-guideline-en.pdf">https://dokumenty.osu.cz/osu/vav/mentoring-guideline-en.pdf</a>  Mentoring training. In April 2021, an online training session was organized by the renowned Carl Davies. In total, 12 people were trained. Communication language: English  Further training sessions are planned for the autumn of 2021.	

Aim: To build a unified platform of educational activities for researchers, which will offer opportunities to increase competencies for various positions of researchers, and depending on the length of work at the university (soft skills, scientific writing, managerial skills, basic knowledge in human resources management, professional and language skills with an emphasis on English, the area of transfer and protection of intellectual property).

Related principle	Activity	KPI	EVALUATION	COMMENTS
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Professional responsibility	Creation of a comprehensive set of training events for employees (specific according to job classification and duration)	Welcome Day for new PhD students and new staff	<input checked="" type="checkbox"/> <b>COMPLETED</b> In 2019, the second year of the university-wide Welcome Day for students of all first years took place for all doctoral degree programmes at the university, which included not only getting acquainted with the environment of the university, but also lectures on the ethics of scientific work, the evaluation of creative results, and advanced use of electronic information resources. This Welcome Day will be developed in the future into the so-called “doctoral school”, i.e. a system of courses that are compulsory for all doctoral students at the University of Ostrava. Due to the pandemic situation, it was not possible to carry out events of a full-time nature in 2020 and 2021. Training Ph.D. students is performed online, via the MOODLE platform. For Ph.D. and new R&D employees, the following courses have been organized: Project management; Evaluation of scientific work; Methodology of scientific research; English for Grants and Projects; Project management; Intellectual Property.  In April 2021, a meeting of doctoral students was organized, which was attended by 41 doctoral students. A Focus group was created for an action plan for doctoral studies.  Education will continue in the next period.
Access to research training and continuous development		Educational plans	
Public engagement		Training schedule	
Continuing professional development		Number of training sessions/courses, number trained	

Aim: Setting favourable conditions for foreign workers. Creation of a bilingual environment at the university, i.e. language competences of key administrative staff, internal documents. Develop the language skills of other administrative staff for R&D.

Related principle	Activity	KPI	EVALUATION	COMMENTS
Access to research training and continuous development	Internationalization of employee education in English	Training schedule  Number of courses, number of participants	<input checked="" type="checkbox"/> <b>COMPLETED</b> Since January 2019, the language training of UO employees has been taking place in English, for levels according to the ERR, starting from A2 to B2. Initially, the education took place in the form of full-time; since the spring of 2020 we have flexibly taken into account the pandemic situation, and since then the teaching has taken place online. We offer a total of 10 courses, currently we have 78 participants.  Since the autumn of 2020, we have been organizing online Czech language courses for foreigners, both for beginners and advanced. The courses are currently attended by 13 participants.  We also purchased Writefull SW for employees. Writefull provides advanced proofreading of professional texts written in English; it is intended for all researchers and students who write and publish professional texts in English, even though they are not native speakers; and its ability to improve language expression increases the chances of publishing articles in renowned scientific journals.	





## 4. Preparation of a strategy in the field of knowledge and technology transfer

Aim: Review existing internal regulations related to intellectual property protection, and prepare new internal regulations and related documents.

Related principle	Activity	KPI	EVALUATION	COMMENTS
Ethical principles Good practice in research Co-authorship Intellectual Property Rights	Revision of existing internal regulations related to intellectual property protection	Rector's measures for the protection of intellectual property	<input checked="" type="checkbox"/> COMPLETED	In July 2020, Rector's Order No. 102/2020 Protection of Intellectual Property of the UO was issued. This measure regulates the protection and use of intellectual property at the University of Ostrava, and sets out the rights and obligations related to the creation, notification, registration, protection, and use of intellectual property. The measure also includes a form for the Notifier of the Originator on the creation of an industrial property object.

Aim: Analyse existing applied research practices, and launch a marketing campaign.

Related principle	Activity	KPI	EVALUATION	COMMENTS
Supervision	Analysis of existing procedures in the field of applied research	Internal analysis	<input checked="" type="checkbox"/> COMPLETED	A pilot analysis was performed. Based on the results, a number of intellectual property measures have been taken. As this area is constantly evolving, both technically and legislatively; it is continuously monitored by us, and the knowledge is applied in practice. It is a continuous process.
Public engagement Dissemination and Exploitation of results	Preparation of a marketing campaign for the visibility of applicable results	Schedule of marketing events related to the Centre for Knowledge and Technology Transfer  Implementation of marketing activities	<input checked="" type="checkbox"/> COMPLETED	In 2020, a new Knowledge and Technology Transfer Centre (KTTC) was established.  Supporting printed matter and leaflets were issued.  An online catalogue of services in the field of applied research has been created, from which the customer can choose the required service or device, according to the field.  An article about KTTC's activities was published on LinkedIn, entitled "We are not looking for measures of success in bank accounts": <a href="https://www.linkedin.com/feed/update/urn:li:activity:6762790742973784065/?updateEntityUrn=urn%3Ali%3Afs_feedUpdate%3A%28V2%2Curn%3Ali%3Aactivity%3A6762790742973784065%29">https://www.linkedin.com/feed/update/urn:li:activity:6762790742973784065/?updateEntityUrn=urn%3Ali%3Afs_feedUpdate%3A%28V2%2Curn%3Ali%3Aactivity%3A6762790742973784065%29</a>  An article about the connection between theory and practice was published in the UNIVERISTAS university magazine: "How can we improve cancer treatment?"

			<a href="https://www.universitas.cz/osobnosti/5684-jak-zlepsit-lecibu-rakoviny-v-ostrave-vymysleji-jak-ji-zlevnit-a-usit-lidem-na-miru">https://www.universitas.cz/osobnosti/5684-jak-zlepsit-lecibu-rakoviny-v-ostrave-vymysleji-jak-ji-zlevnit-a-usit-lidem-na-miru</a> This article was also published in the e-journals HospitalIn and LabRulez.  KTTC also participated in the organization of the International Festival of Children's and Student Multimedia Production, TrikFilm: <a href="https://www.asaf.cz/2020/11/09/ostravska-univerzita-usporadala-mezinarodni-festival-detske-a-studentske-multimedialni-tvorby-trikfilm/">https://www.asaf.cz/2020/11/09/ostravska-univerzita-usporadala-mezinarodni-festival-detske-a-studentske-multimedialni-tvorby-trikfilm/</a>  In the future, it is planned to monitor the results and successes of the project in this way, and to promote them in the form of articles/interviews, as was the case during the project itself.
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Aim: Create an advisory body (Council for Commercialization), composed of experts from practice.

Related principle	Activity	KPI	EVALUATION	COMMENTS
Supervision  Supervision and managerial duties  Professional responsibility  Good practice in research	Establishment of an advisory body for knowledge and technology transfer	Advisory body, its activities, responsibilities, competencies	<input checked="" type="checkbox"/> COMPLETED In 2020, the so-called Commercialization Council was established at the UO. It is an advisory board of the Rector in the field of commercialization and application of knowledge and technologies implemented at the University of Ostrava. In accordance with the set objectives of the UO Development Strategy, the Council assists in: Evaluation and recommendations for projects and activities in the field of knowledge and technology transfer and plans related to drawing resources (internal and external) on proof-of-concept, preseed activities and the establishment of spin-off companies at the UO, formulating recommendations for notifications industrial property. Discussing the strategy and proposals for the further direction of the UO in the field of knowledge and technology transfer. Discussion of proposals for updating internal regulations in the field of knowledge and technology transfer, and their commercialization.  <a href="https://www.osu.cz/rada-pro-komercializaci/">https://www.osu.cz/rada-pro-komercializaci/</a>	

Aim: Include training of UO staff in the field of technology transfer in a comprehensive education system.

Related principle	Activity	KPI	EVALUATION	COMMENTS
Access to research training and continuous development	Implementation of training on intellectual property	Training schedule	<input checked="" type="checkbox"/> COMPLETED Through the MOODLE platform, employees are trained in the following areas:	

Continuing professional development	protection and applied research	Implementation of training - number of training sessions, number of participants	<p>Introduction to the transfer of technologies and knowledge, Utility model of the Czech Republic, Internal regulations in the field of Intellectual Property protection and commercialization of R&amp;D, Industrial model of the Czech Republic, EU, WO; Industrial legal information; Patent CR, EU, WO; Trademark CR, EU, WO; Copyright protection.</p> <p>Number trained - so far 58 unique people have been trained.</p> <p>We continue our educational activities.</p>
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## 5. Creation of a new system for the Recruitment Process

Aim: On the basis of the revision of the existing rules of tenders, prepare new rules of tenders with regard to the OTM-R criteria, including:

- structure, competence, and activity of RP commissions, course of preparation, course of own procedure, and its termination;
- uniform forms for RPs, including forms for the appointment of commission members;
- rules for communication with candidates, including the provision of relevant feedback to unsuccessful candidates;
- publication of free R&D positions on EURAXESS, or use of other potential information channels.

Related principle	Activity	KPI	EVALUATION	COMMENTS
Recruitment Recruitment (Code) Selection Transparency Judging merit Recognition of mobility experience Value of mobility	Revision of the Rules of Tenders (i.e. OTM-R policy)	Rector's measure "Rules of Tenders" - internal regulation of the UO	<input checked="" type="checkbox"/> COMPLETED In February 2021, new Regulations on Recruitment Procedures were registered at the Ministry of Education, Youth and Sports of the Czech Republic, which, among other things, reflects the OTM-R conditions.  Link for the Czech version: <a href="https://dokumenty.osu.cz/osu/rad-vr-25022021.pdf">https://dokumenty.osu.cz/osu/rad-vr-25022021.pdf</a>  English version: <a href="https://dokumenty.osu.cz/osu/rad-vr-25022021-en.pdf">https://dokumenty.osu.cz/osu/rad-vr-25022021-en.pdf</a>	

Aim: Create bilingual information materials for job seekers (see "Setting supportive conditions for foreign workers." Creating a bilingual environment at the university, for all new employees - starting and getting acquainted with the processes of the university.

Related principle	Activity	KPI	EVALUATION	COMMENTS
Recruitment	Preparation of job offers at OU bilingual (Czech, English)	Bilingual job offers for R&D	<input checked="" type="checkbox"/> COMPLETED We publish job opportunities for R&D workers on the EURAXESS website, on ResearchGate, on the UO website, or on Researchjobs.	
Recruitment	Translation of internal regulations (English)	Bilingual internal standards	<input checked="" type="checkbox"/> COMPLETED The internal regulations of the university are continuously translated into English. For example: Statute of UO, Regulations on the Career System, Organizational Regulations, Internal wage regulation, Code of Ethics for students and employees of UO, etc.  Furthermore, selected internal regulations are translated - the Rector's Orders, for example, for the	

			<p>provision of a meal allowance, employment of foreigners, records of hours worked, etc.</p> <p>Link to the English version of the documents:  <a href="https://www.osu.eu/documents-and-downloads/">https://www.osu.eu/documents-and-downloads/</a> </p>
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## 6. Development of popularization activities in the field of R&D

Related principle	Activity	KPI	EVALUATION	COMMENTS
Public engagement	Preparation of IS and database of popularisers of research & development across the UO	Database of popularizing academic staff	<input checked="" type="checkbox"/> COMPLETED	A database of popularizing academic staff has been created, and is, and will be, supplemented by other experts.
Public engagement	Training on new forms of R&D popularization	Number of implemented training sessions/courses, number trained	<input checked="" type="checkbox"/> COMPLETED	<p>All planned training sessions/courses were implemented.</p> <p>A total of 40 employees were trained - 10 non-academics and 30 academics.</p> <p>Each trained employee completed 3 training blocks:</p> <ol style="list-style-type: none"> <li>1. Why, how, and to whom to present science? How to tell a science story, and how to get it into the media?</li> <li>2. Popularization of science and social networks.</li> <li>3. Individual media training.</li> </ol>
Public engagement  Dissemination and exploitation of results	Introduction of new forms of popularization of R&D for the public	Creation of popularisational educational programmes (Coffee with...., Lectures, seminars, etc.)	<input checked="" type="checkbox"/> COMPLETED	<p>All of the planned lectures were realized. Due to the pandemic, part of the lectures were realized in the form of online streams.</p> <p>Examples of "Coffee with....":</p> <p>Coffee with Jan Hradecký, Global climate change and landscape protection through the eyes of a geocologist  <a href="https://www.youtube.com/watch?v=IWWB_kTiDHE&amp;ab_channel=Ostravsk%C3%A1univerzita">https://www.youtube.com/watch?v=IWWB_kTiDHE&amp;ab_channel=Ostravsk%C3%A1univerzita</a></p> <p>Coffee with Steriani Elavsky, Moving towards greater mental well-being and healthy aging:  <a href="https://www.youtube.com/watch?v=mfVjE1Jylcl&amp;ab_channel=Ostravsk%C3%A1univerzita">https://www.youtube.com/watch?v=mfVjE1Jylcl&amp;ab_channel=Ostravsk%C3%A1univerzita</a></p> <p>Coffee with Jan Keller, Revolution 4.0 as a promise or a threat?:  <a href="https://www.youtube.com/watch?v=3oTmyKyGx34&amp;ab_channel=Ostravsk%C3%A1univerzita">https://www.youtube.com/watch?v=3oTmyKyGx34&amp;ab_channel=Ostravsk%C3%A1univerzita</a></p> <p>Coffee with Karel Hlaváček, The Robot as a metaphor: what does Čapek warn against?:  <a href="https://www.youtube.com/watch?v=Zi3WHKy75-Q&amp;ab_channel=Ostravsk%C3%A1univerzita">https://www.youtube.com/watch?v=Zi3WHKy75-Q&amp;ab_channel=Ostravsk%C3%A1univerzita</a></p> <p>FACTUM UO, or how the University of Ostrava fights against misinformation with its own online programme:            There is a large amount of information, opinions, and attitudes in the media, in which it can be difficult to find your way. That is why the University of Ostrava came up with its own original online programme, FactumUO, moderated by the Rector of the</p>

			<p>University, Jan Lata. Together, witnesses and experts from practice discuss topics that resonate in society.</p> <p>FACTUM UO programmes:</p> <ol style="list-style-type: none"> <li>1. Vaccination against Covid-19   Ask the experts in FactumUO's live discussion: <a href="https://www.youtube.com/watch?v=nW6TB73f_g&amp;t=21s&amp;ab_channel=Ostravsk%C3%A1univerzita">https://www.youtube.com/watch?v=nW6TB73f_g&amp;t=21s&amp;ab_channel=Ostravsk%C3%A1univerzita</a></li> <li>2. Regular movement against Covid-19 and other diseases Ask the experts in a lively FactumUO discussion: <a href="https://www.youtube.com/watch?v=vxNLyeOJqrQ&amp;ab_channel=Ostravsk%C3%A1univerzita">https://www.youtube.com/watch?v=vxNLyeOJqrQ&amp;ab_channel=Ostravsk%C3%A1univerzita</a></li> <li>3. Jan Hůla   From atom to civilization   Brain week: <a href="https://www.youtube.com/watch?v=H2l6-cm9wGo&amp;ab_channel=Ostravsk%C3%A1univerzita">https://www.youtube.com/watch?v=H2l6-cm9wGo&amp;ab_channel=Ostravsk%C3%A1univerzita</a></li> </ol> <p>The magazine UNIVERSITAS also mentions the FactumUO programme: <a href="https://www.universitas.cz/aktuality/6910-ostravska-univerzita-bojuje-proti-dezinformacim-vlastnim-online-poradem">https://www.universitas.cz/aktuality/6910-ostravska-univerzita-bojuje-proti-dezinformacim-vlastnim-online-poradem</a></p> <p>Researchers from the Faculty of Social Studies at the University of Ostrava investigated how the situation of socially disadvantaged families and the elderly will change if they provide them with digital technologies for everyday use, which are a common standard for others. <a href="https://www.universitas.cz/aktuality/6864-vedkyne-z-ostravske-univerzity-v-dobe-pandemie-poskytly-rodinam-tablety-experiment-pomohl-ohrozenym-detem-a-osobam-vyssiho-veku">https://www.universitas.cz/aktuality/6864-vedkyne-z-ostravske-univerzity-v-dobe-pandemie-poskytly-rodinam-tablety-experiment-pomohl-ohrozenym-detem-a-osobam-vyssiho-veku</a></p> <p>In April, we organized an international online webinar on ecofeminism and environmental racism, entitled "Studying the Environment in/and the Humanities: US in the Spotlight" as part of the "Climate Walk" project. <a href="https://www.osu.cz/climate-walk/program/">https://www.osu.cz/climate-walk/program/</a> <a href="https://www.climatewalk.eu/event/webinar-studying-the-environment-in-and-the-humanities-us-in-the-spotlight/">https://www.climatewalk.eu/event/webinar-studying-the-environment-in-and-the-humanities-us-in-the-spotlight/</a></p> <p>Meltingpot - originally the UO participated in a discussion platform within the Colours of Ostrava music festival. Due to the pandemic situation, debates, expert forums, and discussions moved to the online environment. The UO held debates on the subjects: Melting glaciers are a time bomb; Why not eat humans and bats; How to survive and not be eaten in a tropical forest; Nature disappearing before our eyes.</p>
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			<p>The UO regularly participates in the “Night of Scientists”. The Night of Scientists is a traditional pan-European event, during which the workplaces of various scientific institutions, laboratories, and universities are opened to the public on the fourth Friday in September. Students and scientists introduce science to visitors in a popular way, allowing them to discuss, and participate in lectures and interesting experiments. While in 2019 and earlier participation was in person, in 2020 and 2021 online.</p> <p>Part of the popularization is the project: “The university student at the exam”. This is a multi-year project of the Faculty of Science of the University of Ostrava, regularly supported by the Ministry of Education, Youth and Sports.</p> <p>In 2019, part of this project in the field of biology was, for example, the opportunity to try out the impure field part of the research, or to get acquainted with the basic methods of laboratory work with DNA. All of this was under the guidance of biology students from the Student Organization of Scientific Activities (SOVA), who accompanied talented high school students through the daily work of scientists - biologists.</p> <p>The educational module of informatics was offered by the Department of Informatics and Computers, Faculty of Science, University of Ostrava, in the courses “Intelligent Systems”, “Modern Programming”, and “English for ICT”. Part of the whole course was also an excursion of selected students to CERN.</p> <p>The individual components of the UO have prepared, and are preparing, a presentation from the point of view of students and academic staff for those interested in studying, and generally for the lay and professional public.</p>
Public engagement	Popularization of science through printed or electronic tools	Electronic and printed forms of popular science periodical (quarterly)	<p><input checked="" type="checkbox"/> COMPLETED</p> <p>All 13 planned editions of scientific bulletins were published and distributed.</p> <p>Regular newsletters, with a focus on science, and not just any kind. We presented all of the main scientific directions of the University of Ostrava, which gradually shed light on the individual parts of research &amp; development that our faculties and institutes are dedicated to. Employees, students, and any visitor to the UO website can learn about the 13 main directions of research in which the UO’s research teams are achieving significant successes.</p> <p>The bulletins were published both electronically and in printed form.</p> <p>One of the goals of the UO strategy for 2021-2025 is to continue to popularize science.</p>



			Link to newsletters: <a href="https://www.osu.eu/bulletin-about-major-research-initiatives/">https://www.osu.eu/bulletin-about-major-research-initiatives/</a>
Public engagement	Popular educational videos for those interested in research & development	Preparation and publication of popular educational videos in various language versions	<input checked="" type="checkbox"/> IN PROGRESS Planned popularization videos have been shot and are being published on an ongoing basis. English video versions are currently being processed.

## How have you prepared for the internal review?

We prepared for the ongoing evaluation, both within the steering committee, and in individual working groups. The working groups commented on the strengths and weaknesses of the UO, monitoring the implementation of the Action Plan. The groups co-operated with the steering committee on the overall evaluation of the implementation.

The revised Action Plan is based on a mapping of the fulfilment of the original Action Plan, which also reflects some of the objectives of the new Strategic Plan of the UO, as well as ongoing or planned projects.

Co-operation with other institutions that have received or continue to strive to obtain awards continued in the period under review. The mutual sharing of good practice and knowledge took place during personal meetings of representatives of institutions, during individual consultations. The topic of gender equality has recently been widely discussed across the institutions that have won the HR Award. At the same time, we used the offer of EURAXESS training sessions and workshops on the topic of implementing the Action Plan and its evaluation.

## How have you involved the research community, your main stakeholders, in the implementation?

The working groups that participated in the implementation of the Action Plan met in accordance with the plan, or as needed. Newly, students of doctoral study programmes and, with regard to the fulfilment of goals, also IT experts, joined the working groups. The members of the working groups were staff/students across the university. We thereby fulfilled the internal goal of involving all levels of research and interested groups of individual parts of the UO. In the meantime, the working groups have grown by another 8 members, half of whom are R&D workers. We also involved the scientific community through a survey distributed to all university staff, in which we asked about changes in working conditions at the university in the last two years, since receiving the HR Award.

## Do you have an implementation committee and/or steering group regularly overseeing progress?

Yes. It is a steering committee, which consists of the university management, the guarantor and the investigator of the project, along with the head of the personnel department. The implementation of the Action Plan is also overseen by the project manager and his team. The implementation of the Action Plan is regularly discussed at meetings of the Rector's Board and at the Academic Senate of the UO.

Furthermore, individual thematic working groups have been set up to address the various parts of the Action Plan, and represent various stakeholders: students, scientists, and researchers at the beginning of their careers, experienced experts, specialists in knowledge transfer, popularization, employment of foreigners, legal and personnel services. All parts of the university were represented in the working groups.

## Is there any alignment of organisational policies with the HRS4R? For example, is the HRS4R recognized in the organisation's research strategy, overarching HR policy?

Yes, winning the HR Award and the related improvement in human resources have been an integral part of the UO's previous and currently adopted strategic plan.

In general, we can summarize that in the new strategic plan, we aim to support the motivational environment for employees, and improve the quality of care for them. One of these goals is to support tools for conflict mediation, prevention, and elimination of inappropriate behaviour among employees, such as the establishment of an employee ombudsman, the introduction of regular inquiries/questionnaires on discrimination, gender, academic integrity, methodological rules for dispute resolution and encountering inappropriate behaviour by other employees or managers.

## How has your organisation ensured that the proposed actions would be also implemented?

The basic tool for ensuring the implementation of the planned steps was, and is, their incorporation into the previous and new strategic plan of the university. This is a document that must be respected across the university, is approved by the Academic Senate of the university and its Board of Trustees, and a report on its ongoing implementation is submitted every year at these two forums. Another tool to ensure the implementation of the planned steps was, and is, to ensure their financing from the funds of the European Union operational programmes, which have strict rules for controlling the fulfilment of the planned activities. Last but not least, responsibility is determined at the level of Vice-Rectors for the fulfilment of individual steps, including the time schedule.

## How are you monitoring progress (timeline)?

See the answer to the question "How does your organization ensure that planned action steps are implemented?".

## How will you measure progress (indicators) in view of the next assessment?

The same as in the previous period. Each objective of the new Action Plan has, among other things, a key indicator or indicators, responsible persons, and a deadline for fulfilment. Most of the objectives are of a long-term nature, some exceed a period of 3 years, with regard to the connection with the Strategic Plan of the UO for the years 2021–2025.

## How do you expect to prepare for the external review?

The University of Ostrava has undergone two thorough external (international) evaluations in the last two years. One focused on internationalization, the other on research & development. In view of this experience, we think that we are well prepared for any further external evaluation. We managed the external evaluation even under the complicated conditions of a pandemic situation, with limited travel possibilities. We are able to organize meetings on online platforms, and provide all related services.