

Important message to institutions:**Onsite visits are resumed starting 1 September 2022**

The broad lifting of the COVID-19 related travel limitations, allow us to cautiously resume the onsite visits. All site visits scheduled to take place after 1 September, will be organized under the normal onsite configuration.

Please note that after 1 September the virtual formula for “remote” site visits, will not be in place anymore.

GAP Analysis (Charter and Code Checklist)

Case number: 2021RO698933

Name Organisation under review: Technical University of Civil Engineering of Bucharest

Organisation’s contact details: 124, Lacul Tei Boulevard, Bucharest

Date endorsement charter and code: 21/10/2021

GAP Analysis overview

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. In order to help the organisation’s recruitment strategy, a specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment.

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

- **Status** : to what extent does this organisation meet the following principles?
- **Implementation (++, +/- , -/+, --)** :
 - 🔵 ++ fully implemented

- ☑ +/- almost but not fully implemented
 - ☑ -/+ partially implemented
 - ☑ -- insufficiently implemented
- **GAP** : In case of --, -/+, or +/-, please **indicate the actual “gap”** between the principle and the current practice in your organisation.
 - **Implementation impediments** : If relevant, please list any national/regional legislation or organisational regulation currently impeding implementation.
 - **Initiatives undertaken/new proposals** : If relevant, please list any initiatives that have already been taken to improve the situation and/or new proposals that could remedy the current situation.

Status

Ethical and Professional Aspects

1. Research freedom

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	UTCB has internal regulation in consonance with the Charter and Code (including the research freedom, the ethical principles and non - discrimination, professional conduct), starting with the University Charter and the Code of Ethics and continuing with the Internal Code of Conduct and the labour contracts.	Create regulation on postdoctoral researcher positions. Update regulation on Ethical conduct in research particularly with clearer definitions of plagiarism and degree of similarity, proper citation practices. Create guidelines for good practice in research and post them on webpage (topics: research methodology, research ethics, academic writing, proposal preparation, research project management).

Status**2. Ethical principles**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	UTCB has an independent body, the Board of Ethics, which watches that the Code of Ethics is respected by all, regardless of position in the university.	Elaborate a coherent OTM-R document in English collecting the key recruitment policies and publish it online. Disseminate and implement the documents content. Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Create regulation on postdoctoral researcher positions Update regulation on Ethical conduct in research particularly with clearer definitions of plagiarism and degree of similarity, proper citation practices Create procedure for - the periodic reporting of the research activity, - the registry of research accomplishments, - the anti-plagiarism checks of graduation theses, - communication of research accomplishments to the wide public. Create guidelines for good practice in research and post them on webpage (topics: research methodology, research ethics, academic writing, proposal preparation, research project management).

3. Professional responsibility

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
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Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	UTCBA has internal regulation regarding professional responsibility and accountability as well as internal evaluation/appraisal systems.	Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Create regulation on postdoctoral researcher positions Update regulation on Ethical conduct in research particularly with clearer definitions of plagiarism and degree of similarity, proper citation practices Create instruments and mechanisms for a quality control system for the HR in research, including - a consultation structure for HRS4R and for collecting feedback on research policies - a data collection system for monitoring of recruitment (collect statistics on positions opened, no. of applicants, affiliation of applicants, selection panels membership) as well as of the degree of satisfaction of researchers (with work conditions, research environment, supervision, career and professional development etc.) measured by periodic online surveys - a periodic evaluation mechanism for periodic reporting and policy reviews. Create procedure for-the periodic reporting of the research activity, - the registry of research accomplishments, - the anti-plagiarism checks of graduation theses, - communication of research accomplishments to the wide public. Implement the researcher's platform (a web-based platform with personal research accomplishments to simplify the research activity reporting). Advertise research labs and research teams on ERRIS and other portals. Organize brokerage and networking events with industry and local authorities for more effective engagement Provide support to researchers in order to attend outreach events such as researchers' night, for media appearances, for research group web-page design

Status**4. Professional attitude**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>UTCBA has internal mechanisms to guarantee fair treatment of employees, in terms of both making them responsible for their acts (including research misconduct, plagiarism etc.) and rewarding them for excellent performance.</p>	<p>Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Create regulation on postdoctoral researcher positions. Update regulation on Ethical conduct in research particularly with clearer definitions of plagiarism and degree of similarity, proper citation practices. Create instruments and mechanisms for a quality control system for the HR in research, including - a consultation structure for HRS4R and for collecting feedback on research policies - a data collection system for monitoring of recruitment (collect statistics on positions opened, no. of applicants, affiliation of applicants, selection panels membership) as well as of the degree of satisfaction of researchers (with work conditions, research environment, supervision, career and professional development etc.) measured by periodic online surveys - a periodic evaluation mechanism for periodic reporting and policy reviews. Create procedure for - the periodic reporting of the research activity, - the registry of research accomplishments, - the anti-plagiarism checks of graduation theses, - communication of research accomplishments to the wide public. Create guidelines for good practice in research and post them on webpage (topics: research methodology, research ethics, academic writing, proposal preparation, research project management)</p>

Status**5. Contractual and legal obligations**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Job stability is high for the permanent employees and most labour contracts are for permanent positions.	Elaborate a coherent OTM-R document in English collecting the key recruitment policies and publish it online. Disseminate and implement the documents content. Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Create regulation on postdoctoral researcher positions Update regulation on Ethical conduct in research particularly with clearer definitions of plagiarism and degree of similarity, proper citation practices. Create procedure for - the periodic reporting of the research activity, - the registry of research accomplishments, - the anti-plagiarism checks of graduation theses, - communication of research accomplishments to the wide public. Implement the research grant platform (a web-based platform for the integrated management and monitoring of research projects) Create guidelines for good practice in research and post them on webpage (topics: research methodology, research ethics, academic writing, proposal preparation, research project management)

6. Accountability

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
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Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	UTCB has a triple mission, public engagement being the third pillar, after education and research.	Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Create regulation on postdoctoral researcher positions Update regulation on Ethical conduct in research particularly with clearer definitions of plagiarism and degree of similarity, proper citation practices Create instruments and mechanisms for a quality control system for the HR in research, including - a consultation structure for HRS4R and for collecting feedback on research policies - a data collection system for monitoring of recruitment (collect statistics on positions opened, no. of applicants, affiliation of applicants, selection panels membership) as well as of the degree of satisfaction of researchers (with work conditions, research environment, supervision, career and professional development etc.) measured by periodic online surveys - a periodic evaluation mechanism for periodic reporting and policy reviews Create procedure for - the periodic reporting of the research activity, - the registry of research accomplishments, - the anti-plagiarism checks of graduation theses, - communication of research accomplishments to the wide public Implement the researcher's platform (a web-based platform with personal research accomplishments to simplify the research activity reporting) Implement the research grant platform (a web-based platform for the integrated management and monitoring of research projects) Create guidelines for good practice in research and post them on webpage (topics: research methodology, research ethics, academic writing, proposal preparation, research project management)

Status**7. Good practice in research**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	Although, generally the ethical principles are known and accepted, the practical implementation is not always simple. There are still some clarifications needed regarding plagiarism and misconduct both for academics and students.	Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Create regulation on postdoctoral researcher positions Elaborate regulation on - intellectual property rights (with clearer rules on research logs and right of priority), exploitation of research results, - recognition of research failure and risk management. Update regulation on Ethical conduct in research particularly with clearer definitions of plagiarism and degree of similarity, proper citation practices Create procedure for - the periodic reporting of the research activity, - the registry of research accomplishments, - the anti-plagiarism checks of graduation theses, - communication of research accomplishments to the wide public. Implement the researcher's platform (a web-based platform with personal research accomplishments to simplify the research activity reporting). Implement the research grant platform (a web-based platform for the integrated management and monitoring of research projects). Create guidelines for good practice in research and post them on webpage (topics: research methodology, research ethics, academic writing, proposal preparation, research project management).

Status**8. Dissemination, exploitation of results**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	The new trends in science, particularly in data sharing, open data, open science etc. are not sufficiently understood.	<p>Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Update or elaborate internal regulation on -annual research awards and other incentives, - applying national legislation on tax incentives for researchers - a register for appeals or complaints - providing adequate feedback to candidates Elaborate regulation on - intellectual property rights (with clearer rules on research logs and right of priority), exploitation of research results, - recognition of research failure and risk management Update regulation on Ethical conduct in research particularly with clearer definitions of plagiarism and degree of similarity, proper citation practices Create procedure for - the periodic reporting of the research activity, - the registry of research accomplishments, - the anti-plagiarism checks of graduation theses, - communication of research accomplishments to the wide public Implement the researcher's platform (a web-based platform with personal research accomplishments to simplify the research activity reporting) Implement the research grant platform (a web-based platform for the integrated management and monitoring of research projects) Organize brokerage and networking events with industry and local authorities for more effective engagement Provide support to researchers in order to attend outreach events such as researchers' night, for media appearances, for research group webpage design Create guidelines for good practice in research and post them on webpage (topics: research methodology, research ethics, academic writing, proposal preparation, research project management) Improve the UTCB web page dedicated to research</p>

Status**9. Public engagement**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	An institutional registry of research achievements is needed. The UTCB contribution to the local community is still insufficiently adapted to the social needs.	Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Update or elaborate internal regulation on - annual research awards and other incentives, - applying national legislation on tax incentives for researchers - a register for appeals or complaints - providing adequate feedback to candidates Advertise research labs and research teams on ERRIS and other portals Organize brokerage and networking events with industry and local authorities for more effective engagement Provide support to researchers in order to attend outreach events such as researchers' night, for media appearances, for research group webpage design Improve the UTCB web page dedicated to research

10. Non discrimination

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	The regulation is only partially translated into English.	Elaborate a coherent OTM-R document in English collecting the key recruitment policies and publish it online. Disseminate and implement the documents content. Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment)

Status**11. Evaluation/ appraisal systems**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	The evaluation /appraisal procedures need to become less bureaucratic and time consuming, more transparent and fair.	Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Update or elaborate internal regulation on - annual research awards and other incentives, - applying national legislation on tax incentives for researchers - a register for appeals or complaints - providing adequate feedback to candidates Create instruments and mechanisms for a quality control system for the HR in research, including - a consultation structure for HRS4R and for collecting feedback on research policies - a data collection system for monitoring of recruitment (collect statistics on positions opened, no. of applicants, affiliation of applicants, selection panels membership) as well as of the degree of satisfaction of researchers (with work conditions, research environment, supervision, career and professional development etc.) measured by periodic online surveys - a periodic evaluation mechanism for periodic reporting and policy reviews Implement the research grant platform (a web-based platform for the integrated management and monitoring of research projects).

Recruitment and Selection - please be aware that the items listed here correspond with the Charter and Code. In addition, your organisation also needs to complete the checklist on Open, Transparent and Merit-based Recruitment included in a separate section, which focuses on the operationalization of these principles.

Status**12. Recruitment**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	UTCB has internal regulation in general agreement with the Charter and Code (including recruitment, selection, judgement of merit, recognition of qualifications and mobility, seniority).	Elaborate a coherent OTM-R document in English collecting the key recruitment policies and publish it online. Disseminate and implement the documents content. Elaborate a coherent OTM-R document in English collecting the key recruitment policies and publish it online. Disseminate and implement the documents content. Create regulation on postdoctoral researcher positions Create internal guidelines for good practice of recruiters Train recruiters (department chairs, principal investigators and administrative staff) on - OTM-R good practice - the use of e-recruitment tools.

13. Recruitment (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
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Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	UTCB has internal structures with clear responsibilities in administrating human resources and in assisting researchers.	Elaborate a coherent OTM-R document in English collecting the key recruitment policies and publish it online. Disseminate and implement the documents content. Create regulation on postdoctoral researcher positions Create instruments and mechanisms for a quality control system for the HR in research, including - a consultation structure for HRS4R and for collecting feedback on research policies - a data collection system for monitoring of recruitment (collect statistics on positions opened, no. of applicants, affiliation of applicants, selection panels membership) as well as of the degree of satisfaction of researchers (with work conditions, research environment, supervision, career and professional development etc.) measured by periodic online surveys - a periodic evaluation mechanism for periodic reporting and policy reviews Create internal guidelines for good practice of recruiters Train recruiters (department chairs, principal investigators and administrative staff) on - OTM-R good practice - the use of e-recruitment tools.

14. Selection (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
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Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	<p>Recruitment pool for researchers is not wide enough, being too focused to within the institution and the immediate geographic area. The publication of job offers in public data bases has started only recently and only few staff members are familiar with Euraxess requirements and practices.</p>	<p>Elaborate a coherent OTM-R document in English collecting the key recruitment policies and publish it online. Disseminate and implement the documents content. Elaborate a coherent OTM-R document in English collecting the key recruitment policies and publish it online. Disseminate and implement the documents content. Create regulation on postdoctoral researcher positions Create instruments and mechanisms for a quality control system for the HR in research, including - a consultation structure for HRS4R and for collecting feedback on research policies - a data collection system for monitoring of recruitment (collect statistics on positions opened, no. of applicants, affiliation of applicants, selection panels membership) as well as of the degree of satisfaction of researchers (with work conditions, research environment, supervision, career and professional development etc.) measured by periodic online surveys - a periodic evaluation mechanism for periodic reporting and policy reviews Create internal guidelines for good practice of recruiters Train recruiters (department chairs, principal investigators and administrative staff) on - OTM-R good practice - the use of e-recruitment tools.</p>

Status**15. Transparency (Code)**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	The entire selection process is well documented and includes criteria that cover a wide range of competencies (according to existing procedures).	Elaborate a coherent OTM-R document in English collecting the key recruitment policies and publish it online. Disseminate and implement the documents content. Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Update or elaborate internal regulation on - annual research awards and other incentives, - applying national legislation on tax incentives for researchers - a register for appeals or complaints - providing adequate feedback to candidates Create regulation on postdoctoral researcher positions Create instruments and mechanisms for a quality control system for the HR in research, including - a consultation structure for HRS4R and for collecting feedback on research policies - a data collection system for monitoring of recruitment (collect statistics on positions opened, no. of applicants, affiliation of applicants, selection panels membership) as well as of the degree of satisfaction of researchers (with work conditions, research environment, supervision, career and professional development etc.) measured by periodic online surveys - a periodic evaluation mechanism for periodic reporting and policy reviews Create internal guidelines for good practice of recruiters Train recruiters (department chairs, principal investigators and administrative staff) on - OTM-R good practice - the use of e-recruitment tools.

Status**16. Judging merit (Code)**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	The candidates that are not selected do not receive sufficient feedback in order to better understand their weak points.	Elaborate a coherent OTM-R document in English collecting the key recruitment policies and publish it online. Disseminate and implement the documents content. Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Update or elaborate internal regulation on - annual research awards and other incentives, - applying national legislation on tax incentives for researchers - a register for appeals or complaints - providing adequate feedback to candidates Create regulation on postdoctoral researcher positions Elaborate regulation on - intellectual property rights (with clearer rules on research logs and right of priority), exploitation of research results, - recognition of research failure and risk management Create instruments and mechanisms for a quality control system for the HR in research, including - a consultation structure for HRS4R and for collecting feedback on research policies - a data collection system for monitoring of recruitment (collect statistics on positions opened, no. of applicants, affiliation of applicants, selection panels membership) as well as of the degree of satisfaction of researchers (with work conditions, research environment, supervision, career and professional development etc.) measured by periodic online surveys - a periodic evaluation mechanism for periodic reporting and policy reviews Create internal guidelines for good practice of recruiters Train recruiters (department chairs, principal investigators and administrative staff) on - OTM-R good practice - the use of e-recruitment tools.

Status**17. Variations in the chronological order of CVs (Code)**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Researchers who take a leave of absence for various reasons upon return are not penalized by the evaluation or promotion criteria.	Elaborate a coherent OTM-R document in English collecting the key recruitment policies and publish it online. Disseminate and implement the documents content. Create internal guidelines for good practice of recruiters Train recruiters (department chairs, principal investigators and administrative staff) on - OTM-R good practice - the use of e-recruitment tools

18. Recognition of mobility experience (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Any mobility experience is considered as a valuable contribution to the professional development of a researcher.	Elaborate a coherent OTM-R document in English collecting the key recruitment policies and publish it online. Disseminate and implement the documents content. Create regulation on postdoctoral researcher positions Create internal guidelines for good practice of recruiters Train recruiters (department chairs, principal investigators and administrative staff) on - OTM-R good practice - the use of e-recruitment tools

Status**19. Recognition of qualifications (Code)**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Recruitment procedures request original or certified documents and transcripts of all qualifications from applicants at the offer stage, being effective in preventing fraud.	Elaborate a coherent OTM-R document in English collecting the key recruitment policies and publish it online. Disseminate and implement the documents content. Create regulation on postdoctoral researcher positions Create internal guidelines for good practice of recruiters Train recruiters (department chairs, principal investigators and administrative staff) on - OTM-R good practice - the use of e-recruitment tools

20. Seniority (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	The internal regulation related to human resource procedures is scattered over various documents allowing for some incoherencies to occur in HR policies. Some criteria underlying the awarding of merit-based salary increases are not sufficiently well described, particularly at central level.	Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Create regulation on postdoctoral researcher positions

Status**21. Postdoctoral appointments (Code)**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	UTCB is drafting a Regulation for Post Doc programs. Romanian law is quite scarce on valid and clear conditions concerning postdoctoral appointments.	Elaborate a coherent OTM-R document in English collecting the key recruitment policies and publish it online. Disseminate and implement the documents content. There are no post-doctoral appointments at the moment and the corresponding national policies (hence internal ones) need to be drafted to regulate the topic. Create regulation on postdoctoral researcher positions

Working Conditions and Social Security**22. Recognition of the profession**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	The research environment needs to be improved with up to date research equipment.	Elaborate a coherent OTM-R document in English collecting the key recruitment policies and publish it online. Disseminate and implement the documents content. The social inclusion of people with disabilities requires major improvements. Create regulation on postdoctoral researcher positions Create internal guidelines for good practice of recruiters Train recruiters (department chairs, principal investigators and administrative staff) on - OTM-R good practice - the use of e-recruitment tools

23. Research environment

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	Policies to stimulate financially the recruitment and retention of researchers need to be implemented, to compensate for national rigid legislation.	Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Update or elaborate internal regulation on - annual research awards and other incentives, - applying national legislation on tax incentives for researchers - a register for appeals or complaints - providing adequate feedback to candidates Create regulation on postdoctoral researcher positions Elaborate regulation on - intellectual property rights (with clearer rules on research logs and right of priority), exploitation of research results, - recognition of research failure and risk management Update regulation on Ethical conduct in research particularly with clearer definitions of plagiarism and degree of similarity, proper citation practices Create instruments and mechanisms for a quality control system for the HR in research, including - a consultation structure for HRS4R and for collecting feedback on research policies - a data collection system for monitoring of recruitment (collect statistics on positions opened, no. of applicants, affiliation of applicants, selection panels membership) as well as of the degree of satisfaction of researchers (with work conditions, research environment, supervision, career and professional development etc.) measured by periodic online surveys - a periodic evaluation mechanism for periodic reporting and policy reviews Implement the researcher's platform (a web-based platform with personal research accomplishments to simplify the research activity reporting) Implement the research grant platform (a web-based platform for the integrated management and monitoring of research projects) Prepare proposal for a common research infrastructure on Integrative Healthcare Prepare proposal for the Innovation Hub, a center for innovation and technology transfer Improve access to research information data-bases (search engines and full text providers) through Anelis+ Create guidelines for good practice in research and post them on webpage (topics: research methodology, research ethics, academic writing, proposal preparation, research project management) Train researchers on - research methodology, - research ethics, - academic writing, - research proposal preparation, mobility or training proposal preparation, - research project management, - science communication etc. - career development and career changes Create internal guidelines for good practice of recruiters

Status**24. Working conditions**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	UTCBA has internal structures with clear responsibilities in determining compensation as well as in protecting health and hygiene, safety and security, and overall welfare at work.	Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Create regulation on postdoctoral researcher positions Elaborate regulation on - intellectual property rights (with clearer rules on research logs and right of priority), exploitation of research results, - recognition of research failure and risk management Create instruments and mechanisms for a quality control system for the HR in research, including - a consultation structure for HRS4R and for collecting feedback on research policies - a data collection system for monitoring of recruitment (collect statistics on positions opened, no. of applicants, affiliation of applicants, selection panels membership) as well as of the degree of satisfaction of researchers (with work conditions, research environment, supervision, career and professional development etc.) measured by periodic online surveys - a periodic evaluation mechanism for periodic reporting and policy reviews Implement the research grant platform (a web-based platform for the integrated management and monitoring of research projects) Prepare proposal for a common research infrastructure on Integrative Healthcare Prepare proposal for the Innovation Hub, a center for innovation and technology transfer Improve access to research information data-bases (search engines and full text providers) through Anelis+ Train researchers on - research methodology, - research ethics, - academic writing, - research proposal preparation, mobility or training proposal preparation, - research project management, - science communication etc. - career development and career changes

Status**25. Stability and permanence of employment**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	Job stability is high for the permanent employees and most labor contracts are for permanent positions.	Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Create regulation on postdoctoral researcher positions Create instruments and mechanisms for a quality control system for the HR in research, including - a consultation structure for HRS4R and for collecting feedback on research policies - a data collection system for monitoring of recruitment (collect statistics on positions opened, no. of applicants, affiliation of applicants, selection panels membership) as well as of the degree of satisfaction of researchers (with work conditions, research environment, supervision, career and professional development etc.) measured by periodic online surveys - a periodic evaluation mechanism for periodic reporting and policy reviews Create internal guidelines for good practice of recruiters

26. Funding and salaries

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
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Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	New internal regulation to clarify the tax incentive implementation is necessary.	Elaborate a coherent OTM-R document in English collecting the key recruitment policies and publish it online. Disseminate and implement the documents content. Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Update or elaborate internal regulation on - annual research awards and other incentives, - applying national legislation on tax incentives for researchers - a register for appeals or complaints - providing adequate feedback to candidates Create regulation on postdoctoral researcher positions Create instruments and mechanisms for a quality control system for the HR in research, including - a consultation structure for HRS4R and for collecting feedback on research policies - a data collection system for monitoring of recruitment (collect statistics on positions opened, no. of applicants, affiliation of applicants, selection panels membership) as well as of the degree of satisfaction of researchers (with work conditions, research environment, supervision, career and professional development etc.) measured by periodic online surveys - a periodic evaluation mechanism for periodic reporting and policy reviews Implement the research grant platform (a web-based platform for the integrated management and monitoring of research projects) Create internal guidelines for good practice of recruiters

Status**27. Gender balance**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Gender balance is a reality deep rooted in the UTCB institutional culture.	Elaborate a coherent OTM-R document in English collecting the key recruitment policies and publish it online. Disseminate and implement the documents content. Create regulation on postdoctoral researcher positions Create instruments and mechanisms for a quality control system for the HR in research, including - a consultation structure for HRS4R and for collecting feedback on research policies - a data collection system for monitoring of recruitment (collect statistics on positions opened, no. of applicants, affiliation of applicants, selection panels membership) as well as of the degree of satisfaction of researchers (with work conditions, research environment, supervision, career and professional development etc.) measured by periodic online surveys - a periodic evaluation mechanism for periodic reporting and policy reviews

28. Career development

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
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Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	Researchers need more support to administer their grants in terms of human resource, procurement and financial management.	Elaborate a coherent OTM-R document in English collecting the key recruitment policies and publish it online. Disseminate and implement the documents content. Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Create regulation on postdoctoral researcher positions Create instruments and mechanisms for a quality control system for the HR in research, including - a consultation structure for HRS4R and for collecting feedback on research policies - a data collection system for monitoring of recruitment (collect statistics on positions opened, no. of applicants, affiliation of applicants, selection panels membership) as well as of the degree of satisfaction of researchers (with work conditions, research environment, supervision, career and professional development etc.) measured by periodic online surveys - a periodic evaluation mechanism for periodic reporting and policy reviews Create guidelines for good practice in research and post them on webpage (topics: research methodology, research ethics, academic writing, proposal preparation, research project management) Train researchers on - research methodology, - research ethics, - academic writing, - research proposal preparation, mobility or training proposal preparation, - research project management, - science communication etc. - career development and career changes

29. Value of mobility

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	Personal and career development need to be addressed more effectively.	Create regulation on postdoctoral researcher positions

Status**30. Access to career advice**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	Career guidance and job searching assistance, particularly for young researchers and PhD graduates, is not always effective.	Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Create regulation on postdoctoral researcher positions Train researchers on - research methodology, - research ethics, - academic writing, - research proposal preparation, mobility or training proposal preparation, - research project management, - science communication etc. - career development and career changes

31. Intellectual Property Rights

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	Clearer policies regarding Intellectual property rights are essential to more explicitly specify what rights belong to researchers and/or, where applicable, to the university or other parties. Also, support for exploitation should be more clearly stated.	Elaborate regulation on - intellectual property rights (with clearer rules on research logs and right of priority), exploitation of research results, - recognition of research failure and risk management

Status**32. Co-authorship**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	UTCB is opened to collaboration and has numerous partnerships and collaboration at regional and national level with others universities in both education and research.	Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Create regulation on postdoctoral researcher positions Elaborate regulation on - intellectual property rights (with clearer rules on research logs and right of priority), exploitation of research results, - recognition of research failure and risk management Create guidelines for good practice in research and post them on webpage (topics: research methodology, research ethics, academic writing, proposal preparation, research project management)

33. Teaching

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	UTCB is opened to collaboration and has numerous partnerships and collaboration at regional and national level with others universities in both education and research.	Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Create regulation on postdoctoral researcher positions

Status**34. Complains/ appeals**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	The right to complain and appeal is regulated and respected.	Elaborate a coherent OTM-R document in English collecting the key recruitment policies and publish it online. Disseminate and implement the documents content. Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Update or elaborate internal regulation on - annual research awards and other incentives, - applying national legislation on tax incentives for researchers - a register for appeals or complaints - providing adequate feedback to candidates Create regulation on postdoctoral researcher positions Create instruments and mechanisms for a quality control system for the HR in research, including - a consultation structure for HRS4R and for collecting feedback on research policies - a data collection system for monitoring of recruitment (collect statistics on positions opened, no. of applicants, affiliation of applicants, selection panels membership) as well as of the degree of satisfaction of researchers (with work conditions, research environment, supervision, career and professional development etc.) measured by periodic online surveys - a periodic evaluation mechanism for periodic reporting and policy reviews Create guidelines for good practice in research and post them on webpage (topics: research methodology, research ethics, academic writing, proposal preparation, research project management)

Status**35. Participation in decision-making bodies**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Governance is collegial at UTCB at department, faculty and university level. Academic and research staff as well as students are represented in these decision-making bodies.	Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Create instruments and mechanisms for a quality control system for the HR in research, including - a consultation structure for HRS4R and for collecting feedback on research policies - a data collection system for monitoring of recruitment (collect statistics on positions opened, no. of applicants, affiliation of applicants, selection panels membership) as well as of the degree of satisfaction of researchers (with work conditions, research environment, supervision, career and professional development etc.) measured by periodic online surveys - a periodic evaluation mechanism for periodic reporting and policy reviews

Training and Development**36. Relation with supervisors**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	UTCB has clear requirements and regulation regarding work relations, managerial responsibilities etc. Regulations on researchers' evaluation encourage and reward training and continuing professional development.	Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Create regulation on postdoctoral researcher positions Update regulation on Ethical conduct in research particularly with clearer definitions of plagiarism and degree of similarity, proper citation practices

Status**37. Supervision and managerial duties**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Reaching the target groups with advertising of training offers is difficult.	Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Update regulation on Ethical conduct in research particularly with clearer definitions of plagiarism and degree of similarity, proper citation practices Implement the research grant platform (a web-based platform for the integrated management and monitoring of research projects)

38. Continuing Professional Development

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
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Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	Diversity of the training courses offered is limited, due to funding constrains.	Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Update or elaborate internal regulation on - annual research awards and other incentives, - applying national legislation on tax incentives for researchers - a register for appeals or complaints - providing adequate feedback to candidates Create regulation on postdoctoral researcher positions Create instruments and mechanisms for a quality control system for the HR in research, including - a consultation structure for HRS4R and for collecting feedback on research policies - a data collection system for monitoring of recruitment (collect statistics on positions opened, no. of applicants, affiliation of applicants, selection panels membership) as well as of the degree of satisfaction of researchers (with work conditions, research environment, supervision, career and professional development etc.) measured by periodic online surveys - a periodic evaluation mechanism for periodic reporting and policy reviews Implement the researcher's platform (a web-based platform with personal research accomplishments to simplify the research activity reporting) Create guidelines for good practice in research and post them on webpage (topics: research methodology, research ethics, academic writing, proposal preparation, research project management) Train researchers on - research methodology, - research ethics, - academic writing, - research proposal preparation, mobility or training proposal preparation, - research project management, - science communication etc. - career development and career changes

Status**39. Access to research training and continuous development**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	Participation in professional trainings abroad is hindered by financial limits.	Elaborate a coherent document in English collecting the key human resource policies (on all other topics than recruitment) Update or elaborate internal regulation on - annual research awards and other incentives, - applying national legislation on tax incentives for researchers - a register for appeals or complaints - providing adequate feedback to candidates Create regulation on postdoctoral researcher positions Create instruments and mechanisms for a quality control system for the HR in research, including - a consultation structure for HRS4R and for collecting feedback on research policies - a data collection system for monitoring of recruitment (collect statistics on positions opened, no. of applicants, affiliation of applicants, selection panels membership) as well as of the degree of satisfaction of researchers (with work conditions, research environment, supervision, career and professional development etc.) measured by periodic online surveys - a periodic evaluation mechanism for periodic reporting and policy reviews Create guidelines for good practice in research and post them on webpage (topics: research methodology, research ethics, academic writing, proposal preparation, research project management) Train researchers on - research methodology, - research ethics, - academic writing, - research proposal preparation, mobility or training proposal preparation, - research project management, - science communication etc. - career development and career changes.

Status**40. Supervision**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	Regulation of the supervising activity does not include more detailed information regarding setting of deadlines and milestones, deliverables. Supervision policies need to be reviewed and improved, with more feedback mechanisms and instruments to assess effectiveness.	Creating conditions to facilitate employees' access to programs or activities for professional training, specialization and learning throughout their research career. Create regulation on postdoctoral researcher positions Update regulation on Ethical conduct in research particularly with clearer definitions of plagiarism and degree of similarity, proper citation practices. Implement the research grant platform (a web-based platform for the integrated management and monitoring of research projects)