

TEMPLATE 2 – GAP ANALYSIS - OVERVIEW

Case number: 2019CZ468290

Name Organisation under review: Masaryk University (MU) – Faculty of Informatics

Organisation's contact details: Faculty of Informatics, Botanicka 68a, 602 00 Brno, Czech Republic

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GAP ANALYSIS

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

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

Status: to what extent does this organisation meet the following principles?	Implementation: ++ = fully implemented +/- = almost but not fully implemented -/+ = partially implemented -- = insufficiently implemented	In case of --, -/+, or +/-, please indicate the actual "gap" between the principle and the current practice in your organisation. If relevant, list any national/regional legislation or organisational regulation currently impeding implementation	Initiatives undertaken and/or suggestions for improvement:
Ethical and Professional Aspects			
1. Research freedom		<p>Current state/regulatory framework: At the universities in the Czech Republic, research freedom is declared by legal regulation, Higher Education Act no. 111/1998 Coll., § 4 Academic freedom and academic law.</p> <p>The Masaryk University internal regulations are derived from the Act no. 111/1998 Coll. The Statute of Masaryk University has declared freedom of science, research and art. MU's Long-term strategy for the years 2016-2020 has been committed to strengthening capacity for research to support economic and social needs,</p>	<p>No gap detected – with regards to the current practice, legal framework, and outcomes of the 2020 Faculty research staff survey.</p> <p>Suggestion for improvement: The relevant documents will be translated/published in English.</p> <p>New employees will be also notified of the guidelines necessary for their work within the onboarding process.</p>

		<p>both on national and global level. Research freedom is also mentioned in the document Code of ethics no. 6/2015, Article no. 1, Academic Freedom.</p> <p>At the Faculty, the internal regulations are: Statute of the Faculty of Informatics MU.</p> <p>The 2020 Faculty research staff survey addressed questions about the Principle; the outcome of the survey showed, on average of completed surveys, that the researchers appreciated the level of the given research freedom at the Faculty.</p> <p>The strategies included: Declaration of research freedom within the legal framework, allocated budget and priorities focused on challenges both national and international regarding social and economic demands.</p>	
2. Ethical principles		<p>Current state/regulatory framework: Masaryk University pays attention to and assures that the research is</p>	<p>No gap detected – with regards to the current practice, legal framework and outcomes of the 2020 Faculty</p>

		<p>conducted in accordance with ethical principles. The full support on ethics in research is supplied by the Depts. of Research both at the Faculty and University levels.</p> <p>The most important statements on ethics are: MU Directive no. 5/2015 Research ethics: https://www.muni.cz/en/about-us/official-notice-board/mu-academic-and-professional-employee-code-of-ethics MU Directive no. 6/2013 Research data MU Directive no. 1/2018 Personal data protection: https://www.muni.cz/en/about-us/official-notice-board/personal-data-protection MU Measure no. 2/2017 Statute of the Research Ethical Committee.</p> <p>The documents included: Demands on research being provided in accordance with the ethical principles given by legal framework and ethical standards in research work in general, set the monitoring and</p>	<p>research staff survey.</p> <p>Suggestion for improvement:</p> <p>New employees will be also notified of the guidelines necessary for their work within the onboarding process.</p>	
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		<p>overseen process as well as duties and responsibility.</p> <p>New employees are notified of the guidelines necessary for their work and contacted automatically via the Information system at MU.</p>		
3. Professional responsibility		<p>Current state/regulatory framework: Higher Education Act No. 111/1998 Coll., sets a general framework on professional responsibility. The Government resolution no. 1005 from April, 2005, provided a platform for creating Codes of Ethics at university campuses. At Masaryk University the principle of professional responsibility, rejection of plagiarism, falsification and misuse of results are derived from the Act and are addressed more detailed in the Code of Ethics. The issue of handling and protection of intellectual property is currently addressed in MU Directive No. 10/2013 Intellectual Property at</p>	<p>No gap detected – with regards to the current practice, legal framework and outcomes of the 2020 Faculty research staff survey.</p> <p>Suggestion for improvement: New employees will be also notified of the guidelines necessary for their work within the onboarding process.</p>	

		<p>Masaryk University.</p> <p>Website: https://www.muni.cz/en/about-us/official-notice-board/internal-system-of-quality-assurance-and-evaluation</p> <p>New employees are notified of the guidelines necessary for their work and contacted automatically via the Information system at MU.</p>	
4. Professional attitude		<p>Current state/regulatory framework: At Masaryk University a guideline and training for grant calls are held as the standard for announced calls. In accordance with this directive, related documents with set conditions, principles, and responsibility for applicants are implemented. At the Faculty level, documents are fully implemented, or concluded in documents that address the Faculty's workplace. MU Measure No. 4/2020 Rada pro strategické výzkumné projekty</p>	<p>No gap detected – with regards to the current practice, legal framework and outcomes of the 2020 Faculty research staff survey.</p> <p>Suggestion for improvement: New employees will be also notified of the guidelines necessary for their work within the onboarding process.</p>

		<p>MU (ve znění účinném od 1. 4. 2020), Article 1 and 2.</p> <p>MU Measure No. 03/2019 Realizace projektů v rámci výzev ESF pro VŠ II a ERDF pro VS II (ve znění účinném od 10. 4. 2019) contains the processes used to efficiently connect the financial realization to the alignment of the rules of the grant supported by ESF a ERDF.</p> <p>Code of ethics No. 6/2015, Article No. 6. Planning of the project on education, research, and development.</p> <p>New employees are notified of the guidelines necessary for their work and contacted automatically via the Information system at MU.</p>	
5. Contractual and legal obligations		<p>Current state/regulatory framework:</p> <p>The management of intellectual property is dealt with the current MU Directive No. 10/2013 Intellectual property, and is also addressed in the document Rules of Procedure at MU, Article 3</p>	<p>No gap detected – with regards to the current practice, legal framework and outcomes of the 2020 Faculty research staff survey.</p> <p>Suggestion for improvement: The relevant documents will be translated/published in English.</p>

		<p>Obligations of employees and Article 4 Obligations of managers. There is a dedicated unit within MU, the CTT, who supports researchers on research work with impact to the business cooperation and data protection (https://www.ctt.muni.cz/en).</p> <p>At the Faculty level, documents are fully implemented, or indicated in documents that address the Faculty's workplace.</p> <p>New employees are notified of the guidelines necessary for their work and contacted automatically via the Information system at MU.</p>	<p>Suggestion for improvement: New employees will be also notified of the guidelines necessary for their work within the onboarding process.</p>
6. Accountability		<p>Current state/regulatory framework: At Masaryk University, the principle is implemented in the following documents that reflect all important aspects of research work. At the Faculty level, documents are fully</p>	<p>No gap detected – with regards to the current practice, legal framework and outcomes of the 2020 Faculty research staff survey.</p> <p>Suggestion for improvement: New employees will be also notified of the guidelines</p>

		<p>implemented, or indicated in documents that address the Faculty's workplace.</p> <p>MU Employment code</p> <p>MU Directive No. 6/2015 Code of Ethics</p> <p>MU Directive No. 10/2013 Intellectual property</p> <p>Emphasis on the efficient use of funds is set in the Code of Ethics.</p> <p>MU Directive No. 6/2016 Project management</p> <p>MU Directive No. 6/2013 Research data</p> <p>New employees are notified of the guidelines necessary for their work and contacted automatically via the Information system at MU.</p>	<p>necessary for their work within the onboarding process.</p>
7. Good practice in research		<p>Current state/regulatory framework:</p> <p>On Masaryk University grounds there are set rules of work safety in accordance with the law, and the employees are trained regularly.</p> <p>MU Directive No. 5/2015 Research ethics</p> <p>MU Directive No. 6/2013 Research data</p> <p>MU Directive No. 10/2017 IT rules</p>	<p>No gap detected – with regards to the current practice, legal framework and outcomes of the 2020 Faculty research staff survey.</p> <p>Suggestion for improvement: New employees will be also notified of the guidelines necessary for their work within the onboarding process.</p>

		<p>MU Directive No. 1/2018 Personal data protection</p> <p>MU Directive No. 4/2005 Fire protection rules of MU</p> <p>MU Directive No. 10/2009 Work safety rules of MU</p> <p>The personal data protection at MU is managed under GDPR ordinance: MU Directive No. 1/2018, No. 4/2018.</p> <p>New employees are notified of the guidelines necessary for their work and contacted automatically via the Information system at MU.</p>	
8. Dissemination, exploitation of results		<p>Current state/regulatory framework: Dissemination and utilization of results is implemented as much as legal framework allows. It represents one of the most important Faculty's activities wherever allowed by commercial or personal data protection or intellectual property rights.</p> <p>Researchers publish the research outcomes in both scientific journals and academic bulletins and are also</p>	<p>No gap detected – with regards to the current practice, legal framework and outcomes of the 2020 Faculty research staff survey.</p> <p>Suggestion for improvement: New employees will be also notified of the guidelines necessary for their work within the onboarding process.</p> <p>In connection with OpenScience@MU NI workshops and other activities will be held at the University level</p>

		<p>evaluated within the faculty evaluation system on the quality of results and publication activity. Researchers are encouraged to attend scientific conferences and symposiums as well as co-work with business companies not only in the Association of Industrial Partners FI MU.</p> <p>At Masaryk University, the main documents are: Open Access and repository MU – MU Directive No. 4/2013 which regulates the means of collection and archiving published employees works at MU. The works are published via Repository of Employees Works in the Information system of MU. Website: https://www.muni.cz/en/about-us/official-notice-board/plagiarism</p> <p>At Masaryk University the project “OpenScience@MUNI” was approved and accepted with the aim to spread awareness about open science among the</p>	<p>and will have support from HR for the Faculty staff to attend.</p>
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		<p>researchers and to support them in open access activities as well as training of administrative support staff. In connection with OpenScience@MU NI workshops and other activities will be held at the University level and will have support from HR for the Faculty staff to attend. https://openscience.muni.cz/</p> <p>MU Instruction no. 3/2018 Establishment and operation of MU spin-off which serves as both supporting knowledge transport and establishing spin-off companies through the practical use of property rights developed at MU, which also regulates the use of property rights even after origin of spin-off.</p> <p>To help and support researchers with the issues of technology and knowledge transfer, the CTT MU was established (https://www.ctt.muni.cz/en)</p> <p>At the Faculty, the Association of</p>	
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		<p>Industrial Partners FI MU (https://www.fi.muni.cz/for-partners/index.html), established in 2007 and with more than 13 years experience, has helped to develop and support the business cooperation in the following areas: theses in all stages of study, common projects, participation in teaching, competition for skillful students and Ph.D. sponsored positions.</p> <p>Also the research laboratories of the Faculty present their research/work at the seminars opened to both business partners coupled in the Association and others interested in the given topic.</p>	
9. Public engagement		<p>Current state/regulatory framework: Researchers of the Faculty are encouraged, and also evaluated by the faculty evaluation system, to participate in public talks and lectures which are given at high schools, University of the Third Age (U3V), which aims</p>	

		<p>to offer the set of lifelong learning programmes to people in post-productive age, (in Czech only: https://u3v.muni.cz/), as well as participate in invited talks at workshops of professional organizations, and public open-days on popularization of science etc.</p> <p>MU Directive no. 6/2015 Code of Ethics, Article 11 on public relations.</p> <p>New employees are notified of the guidelines necessary for their work and contacted automatically via the Information system at MU.</p>	
10. Non discrimination		<p>Current state/regulatory framework: Act No. 189/2009 Coll, Anti-Discrimination Act</p> <p>MU Recruitment regulation – the basic, non-discriminatory principles set for applicants.</p> <p>MU Working rules, Article No. 2, letter h) Addresses that the employer's duties require to hold equal treatment to all employees as regards their work</p>	<p>Proposals: At the university level – prepare and establish university-wide OTM-R policy and revision of MU Recruitment regulation in line with OTM-R.</p> <p>Prepare Gender Equality Policy at the Masaryk University level.</p> <p>To describe the Faculty complaints procedures formally and make it publicly available.</p>

		<p>conditions, remuneration for work, professional development, and further professional growth, as well as refrain from discrimination. Code of Ethics No. 6/2015, Article 16 Equal Opportunities Panel of MU oversees the supervision of implementation and compliance with the principles of non-discriminatory behaviour.</p> <p>An initiative to prepare and set into practice Gender Equality policy is in process at Masaryk University. A representative of the Faculty will join the Working Group to prepare the policy and disseminate the principles within the Faculty culture and working surroundings.</p> <p>Gaps: Outcomes of the focus groups as well as the online questionnaire showed several cases of discrimination, concretely in a group of PhD students (R1) and women (R2-R4), especially in connection with the faculty</p>	
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		evaluation/appraisal system.	
11. Evaluation/appraisal systems		<p>Current state/regulatory framework:</p> <p>The Faculty evaluation system was set and put in place in 2011 with the evaluation being held regularly. Researchers are evaluated in the following parts: research activity, education, and peer-review. The evaluation is conducted in the competence of the Heads of the department, overseen by the Vice-Dean for science and PhD studies (the individual responsible for the process and prepares the report for the Dean's board and the Academic Senate). The impact of the evaluation is primarily financial with a weak impact on further career growth due to no existing Career Code rules at the Faculty.</p> <p>https://is.muni.cz/do/fi/uredni_deska/predpisy/opatreni/103291057/Opatreni_dekana_5_2020_evaluace_priloha_1.pdf</p>	<p>Proposals:</p> <p>Revision of the evaluation criteria is needed.</p> <p>Preparation of the Faculty Career Code and to make it publicly available.</p> <p>To describe the Faculty complaints procedures formally and make it publicly available.</p> <p>The relevant documents will be translated/published in English.</p>

		<p>Gaps: The evaluation criteria does not equally cover all aspects of the job of the researcher; impact of the evaluation is mainly financial. The mentioned two cases of discrimination were only in connection with the evaluation system.</p>	
Recruitment and Selection			
12. Recruitment		<p>Current state/regulatory framework: MU Recruitment Regulation</p> <p>An OTM-R policy document is not in place at Masaryk University. The MU Recruitment regulation addresses the process of the selection procedure, but is not relevant to OTM-R policy.</p> <p>The rules of selection procedure set in MU Recruitment regulation are derived and held in selection processes at the Faculty.</p> <p>Since the OTM-R policy document is missing at MU, the Faculty encourages external candidates to apply by advertising jobs through external websites, such as</p>	<p>Proposals:</p> <p>At the university level – prepare and establish university-wide OTM-R policy and revision of MU Recruitment regulation in line with OTM-R.</p> <p>At the Faculty level – prepare the Faculty Career Code and make it publicly available.</p> <p>To inform the existing Faculty staff about the need for more detailed information regarding the position and its working duties.</p>

		<p>Euraxess, as well as specialized professional channels. The job positions are strictly demanded to be advertised in English at the external jobs websites at the Faculty, with the selection procedures for researcher positions being held in English as the first language.</p> <p>The current description of the job advertisements include information such as job title, job specification, type of job, length of contract, salary, possible benefits, offered support (help with visa, moving the family etc.), however information about further career growth is not included.</p> <p>Candidates apply for the position, published at https://www.muni.cz/en/about-us/careers/vacancies/fakulta-informatiky, via e-tool at the Inet website (Internal information system of MU) to minimize their administrative burden and hold the selection process clear and transparent. The above mentioned</p>	
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		<p>e-tool also serves the members of the committee to work with the candidate's data, both for internal and external communication, as well as to conclude the selection procedure.</p> <p>Gaps: An OTM-R policy document is not in place at Masaryk University.</p> <p>Since the Faculty Career Code is not established, it is not easy for the candidates to get information about further career development in advance, and with one click.</p> <p>Website: https://www.muni.cz/en/about-us/official-notice-board/rad-vyberoveho-rizeni-mu</p>	
13. Recruitment (Code)		<p>Current state/regulatory framework: MU Recruitment Regulation Masaryk University Directive No. 3/2018, Catalogue of posts</p> <p>Gaps: An OTM-R policy document is not implemented at Masaryk University.</p>	<p>Proposals: At the university level – prepare and establish university-wide OTM-R policy and revision of MU Recruitment regulation in line with OTM-R.</p> <p>To prepare the Faculty Career Code and make it publicly available.</p>

		<p>Since the Faculty Career Code is not in place, candidates do have clear information from the advertisement about the job's hierarchy and further career growth in context to the job position.</p>	
14. Selection (Code)		<p>Current state/regulatory framework: The rules of the selection procedure are set in MU Recruitment regulation and are derived and held in selection processes at the Faculty.</p> <p>The current practice is based on the MU Recruitment Regulation. Above mentioned Regulation includes mandatory appointment of a selection committee for academic positions. Every individual selection procedure is unique due to the various types of positions in the academic surroundings. Therefore, the value criteria are in line with the advertised job position, and are not gathered in any Order or Code.</p> <p>At the Faculty, the selection</p>	<p>Proposals: To inform candidates who were not selected about their major weaknesses and strengths in connection with the job application in a more detailed orientation.</p> <p>To describe the Faculty complaint system formally and make it publicly available.</p> <p>To prepare the Faculty Career Code career and make it publicly available.</p>

		<p>procedure is led by an experienced Head of the Committee, who keeps the given scheme of the selection procedure:</p> <p>evaluation of applicants forms and supported documents, interview with selected candidates (in person or via e-tool such as Skype, Zoom, Teams). If it is relevant for the job position (R2-R4), a public lecture and personal discussion with members of the Faculty come at the final stage of the selection process for shortlisted candidates.</p> <p>The members of the committee evaluate every candidate in various ways – typically research outcomes, teaching experiences, involvement in projects, supervision of students, and international experience. The evaluation criteria are set in the text of the job application and are followed by the committee.</p> <p>All candidates are informed about</p>	
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		<p>the results at the end of the selection procedure. The information about strengths and weaknesses are from time to time too wide and are not formulated to give concise information which could help a candidate in further selection procedures.</p> <p>Gaps: The complaint system is not formally described.</p>	
15. Transparency (Code)		<p>Current state/regulatory framework: MU Recruitment Regulation includes mandatory appointment of a selection committee for academic positions.</p> <p>The selection procedure is open and transparent as much as it can currently be. The job position is advertised in advance to sign up to the selection procedure, in Czech and English, at national and international job websites to get suitable candidates. The Head of the selection committee is listed</p>	<p>Proposals: The revision of MU Recruitment regulation to be in line with OTM-R.</p> <p>To provide more information about the evaluation key criteria in the text of advertisement in order to be consistent with the demands of the job position.</p> <p>To describe the Faculty complaints procedures formally and make it publicly available.</p>

		<p>in the advertisement as the main contact. Candidates apply for the position via a university e-tool to minimize their administrative burden and to hold the selection process clear and transparent.</p> <p>Gaps: Demands and expectations of job position and also evaluation criteria are often too wide specified. The complaints/appeals system is not specified. Candidates not selected for the position do not receive clear information regarding their weaknesses in comparison with the selected candidate.</p>	
16. Judging merit (Code)		<p>Current state/regulatory framework: At the Faculty, the selection procedure is led by an experienced Head of committee who adheres to the following given schema for the selection procedure: application forms and supported documents, interview with selected candidates (in person or via e-tool such as Skype,</p>	<p>Proposals: To set the OTM-R policy at the MU level.</p> <p>Revision of MU Recruitment Regulation to be in line with OTM-R policy has been discussed at Masaryk University level and will be prepared.</p> <p>To prepare the Faculty Career Code and publish it publicly.</p>

		<p>Zoom, Teams). If it is relevant to the job position, public lecture to the academic public is required in-person at the Faculty.</p> <p>The members of the committee evaluate every candidate in line with the requirements on the position – typically research outcomes, teaching experiences, involvement in projects and supervision of students/staff. The evaluation criteria are indicated in the text of the job application and are kept in mind during the committee discussions.</p> <p>Gaps: An OTM-R policy is not established in order to help apply the judging merit principle in a unified way. Once OTM-R policy is implemented, the MU Recruitment regulation will address, in accordance with the policy, this principle and the Faculty’s relevant documents will reflect said important points. The Career Code with given descriptions of work positions are missing. In fact,</p>	
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		<p>the Career Code together with the OTM-R policy document and MU Recruitment Regulation could help with important points (judging merit included) of the selection procedure.</p>	
<p>17. Variations in the chronological order of CVs (Code)</p>		<p>Current state/regulatory framework: In practice - informally adhered to, assessed during the selection procedure and depends on the decision of members of a selection committee. Every applicant is assessed complexly, with regards to obtained competences that are demonstrable, such as the number of projects which he/she led or was joined to; teamwork; team-leading; head of unit/laboratory/office, publication output; SW/HW development etc.</p> <p>Gaps: Missing the OTM-R policy document which would include recommendation on career breaks provided in the CV.</p>	<p>Proposal: To set OTM-R policy (with the responsible unit being Rectorat) from which the details will be derived into the Faculty Career Code.</p> <p>Once OTM-R policy and the revised MU Recruitment regulation will be implemented, the Faculty's relevant documents will be updated.</p>
<p>18. Recognition of mobility experience (Code)</p>		<p>Current state/regulatory framework:</p>	<p>Proposal: To set OTM-R policy (with the</p>

		<p>The principle is almost implemented. At the Faculty, the mobility experience is judged positively and marked in nearly all open job positions.</p> <p>Important documents: MU Statute MU Recruitment Regulation MU Directive No. 3/2018 Catalogue of posts</p> <p>Gaps: The OTM-R policy is not in place at Masaryk University. When the OTM-R policy is set, the principles will be committed in the Faculty Career Code and addressed in the recruitment process.</p>	<p>responsible unit being Rectorat) from which the details will be derived into the Faculty Career Code.</p>
19. Recognition of qualifications (Code)		<p>Current state/regulatory framework:</p> <p>Act No. 111/1998 Coll., Higher Education Act MU Recruitment policy Measure no. 7/2017 MU Directive No. 3/2018 Job Catalogue</p>	<p>No gap detected – with regards to the current practice, legal framework, and outcomes of the 2020 Faculty research staff survey.</p>
20. Seniority (Code)		<p>Current state/regulatory framework:</p>	<p>Proposals: To prepare the Faculty Career</p>

		<p>Partly solved in MU Recruitment regulation that demands an open selection procedure for the positions of professor, associate professor, lector I and II, and researcher.</p> <p>Gaps: The missing Faculty Career Code is limited in meaning of Seniority principle to which the current state can be abused to discriminate (in a positive as well as in a negative way).</p>	<p>Code and publish it.</p> <p>To describe the Faculty complaints system formally and make it publicly available.</p> <p>To use outcomes in the evaluation more strongly connected to career growth as well as career decline.</p> <p>To use the possibility of legal framework already in the conclusion of the work contract and tie together the work contract with the Career Code.</p>
21. Postdoctoral appointments (Code)		<p>Gaps: The clear description of the position is not stated in any Code. The position is used within the project needs typically without any context to other documents on career points.</p>	<p>Proposal:</p> <p>To describe the position more detailed and with synergies to the further career growth in the Faculty Career Code.</p> <p>In the responsibility of the Office for R @ S and Personnel Office, an initiative for dealing with the matter more systematically has started to be discussed.</p>
Working Conditions and Social Security			
22. Recognition of the profession		<p>Current state/regulatory framework:</p> <p>The principle is fulfilled at the Faculty. All professions are recognized in the</p>	

		<p>Faculty's hierarchy. Employees are led through the faculty structure in every stage of their careers.</p> <p>Important documents: MU Directive No. 3/2018 Job catalogue MU Directive No. 6/2015 Code of Ethics MU Employment code</p> <p>Recognition of education and academic degrees on MU website: https://www.muni.cz/en/admissions/recognition/general https://www.muni.cz/en/about-us/official-notice-board/recognition-of-academic-degrees</p> <p>In line with the Higher Education Act, Masaryk University is one of the institutions with the diploma recognition procedure, i.e. the recognition of a degree awarded abroad as equivalent to the Czech Republic's higher standards. The recognition of education is only an administration procedure.</p>	
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<p>23. Research environment</p>		<p>Current state/regulatory framework: The principle is fulfilled and acknowledged in the sense to maximize efforts and priorities in line with the faculty budget. The Faculty survey showed that the researchers' appreciation was of high value regarding the Faculty research environment. The research corresponds with practical use at the Faculty. The researchers have easy access to contact the industrial partners under the Association of Industrial Partners FI MU https://www.fi.muni.cz/for-partners/index.html.en. The Association has opened the way to the sharing of good practice, cooperation on projects, sponsoring of postgraduate students, as well as cooperation with the Faculty laboratories, including the providing of lectures/education . Next to the Faculty is located the CERIT Science Park campus (https://cerit.fi.muni.cz/sp.).</p>	
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24. Working conditions		<p>Current state/regulatory framework: Act No. 111/1998 Coll., Higher Education act MU Employment code MU Pracovní řád only CZ MU Directive No. 4/2017 Sabbatical leave MU Directive No. 9/2014 Studies of students with special needs Act No. 262/2006 Coll., Labour code</p> <p>Gaps: According to the outputs of the Faculty survey, revision of the evaluation criteria used at the Faculty evaluation is needed and with the aim to use the outcomes of the evaluation more directed at career</p>	<p>Proposals: To describe the onboarding process and set it in motion.</p> <p>To prepare the Faculty Career Code and make it publicly available.</p> <p>To use the Faculty evaluation system more connected as a motivational point mainly in career growth.</p> <p>To set the central project support office at the Faculty.</p> <p>To support and motivate the Faculty administrative staff in learning English.</p> <p>To translate and prepare all</p>

		<p>growth in line with the now missing Faculty Career Code.</p> <p>From the Faculty academic staff, there was mention of language barrier (in English) on the side of administrative staff.</p> <p>Since the Faculty central project support office does not exist, the potential to join or coordinate big international projects is limited although the research potential of the Faculty is vast.</p>	documents in English.
25. Stability and permanence of employment		<p>Current state/regulatory framework: The principle is fulfilled and acknowledged in the sense to maximize efforts and priorities in line with the faculty budget.</p> <p>In the job selection procedure, every suitable candidate (even internal) can apply for the position and be a part of the selection procedure.</p> <p>Important documents: MU Employment code MU Collective Labour agreement</p>	Proposal: To prepare the Faculty Career Code and make it publicly available.

		<p>Act No. 262/2006 Coll., Labour code</p> <p>Gaps: Certain feelings of lack of stability among researchers at their early stages of career with time-stipulated work contracts, especially funded under projects, are apparent.</p> <p>Act no. 262/2006 Coll., Labour Code defines the conditions of long-term and time-stipulated work contracts.</p>	
26. Funding and salaries		<p>Current state/regulatory framework: The principle is implemented to maximize efforts within the available faculty and projects budgets. The conditions of the wage policy is governed by Masaryk University remuneration department.</p> <p>All social security provisions are strictly given by the national regulatory framework and in a few points by the internal regulations such as extra pay from the University social fund.</p> <p>Important documents:</p>	<p>Proposal: To use the Faculty evaluation system more connected as a motivational point mainly in career growth.</p>

		<p>MU Internal wage regulation: https://www.muni.cz/en/about-us/official-notice-board/mu-internal-wage-regulations MU Directive 3/2018 – Catalogue of posts MU Employment code MU Directive 5/2017 Employee Assessment MU Collective Labour agreement MU Directive 7/2013 Insurance and pension savings support of MU employees Act No. 187/2006 Coll., Sickness insurance Act Act No. 589/1992 Coll., On Social Insurance premium Act No. 155/1995 Coll., Pension insurance</p> <p>Gaps: Missing description of wage conditions in MU Recruitment regulation. No complaint system described to appeal in connection with the evaluation system.</p>	
27. Gender balance		<p>Current state/regulatory framework: MU Directive No. 6/2015 Code of ethics MU Instruction No. 1/2016 Procedural rules of the Equal</p>	<p>Proposals: At Masaryk University, with the responsibility being the Personnel Office, a Gender Equality policy will be prepared, after</p>

		<p>Opportunity Panel_only CZ Specific MU body Equal Opportunity Panel</p> <p>The principle is in practice and acknowledged in the sense to maximize efforts with the respect to gender representation in the field of Informatics. Gender balance and a principle of equal opportunities are priority both at the Faculty and Masaryk University and are mandated by government as well as through internal regulations and initiatives.</p> <p>The Faculty of Informatics is a strongly masculine faculty (within R1-R4), same as for other Informatics institutions in the country. Although the Faculty undertakes a significant effort to increase the number of female study applicants, the number of women interested in studying Informatics is quite low. Women job seekers are supported with offers regarding part-time job positions, options to adapt working-hours, and home-</p>	<p>which the principles will be a part of all relevant documents at the Faculty and used in practise.</p> <p>To continue in sensitization actions to inform and communicate the success of women in the field of Informatics.</p>
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		<p>office. The next steps will be to take corresponding examples of good practice from the view of institutions and business companies that the Faculty is in partnership with, as well as conduct promotions and popularization actions on the public institutions' sphere. The Faculty supported Czechitas since its very beginning (https://www.czechitas.cz/en/), and still support in annual activities such as summer school which is held at the Faculty.</p> <p>Czechitas Thesis Award 2020 for the best girls' bachelor's thesis in IT was given to Marketa Nausova from the Faculty of Informatics. More published at the Faculty's public website (https://www.fi.muni.cz/about/awards/student-competitions.html)</p> <p>At the Faculty, the Girls Day with was organized: (report: https://www.muni.cz/pro-media/tiskove-zpravy/girls-day-na-muni-ukaze-ze-se-divky-nemusi-informatiky-bat;</p>	
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		<p>invitation: https://www.fi.muni.cz/app/news?feed_id=title&archive=1&id=1882).</p> <p>The Alumni gallery highlights successful women who graduated from the Faculty (https://www.fi.muni.cz/alumni/gallery/, https://www.fi.muni.cz/alumni/gallery/dita-prikrylova.html).</p> <p>Interviews with the successful women in Informatics from the Faculty of Informatics were published at https://www.em.muni.cz/udalosti/12014-delani-rozvrhu-je-veda-system-jako-na-muni-pouzivaji-po-celem-svete, https://www.em.muni.cz/udalosti/13060-spoluprace-s-firmami-musi-davat-smysl-zni-z-fakulty-informatiky.</p>	
28. Career development		<p>Current state/regulatory framework: At Masaryk University very general Career rules are set.</p> <p>MU Employment Code MU Directive No. 2/2010 The Career Center MU website</p>	<p>Proposals: To describe the onboarding process and set it in motion.</p> <p>To prepare the Faculty Career Code and make it publicly available.</p> <p>To use the Faculty's evaluation system</p>

		Gaps: Career Code is not established.	more connected as a motivational point both on financial and career growth.
29. Value of mobility		<p>Current state/regulatory framework: The principle is a part of a few internal regulations and from the high university level is encouraged. From the Faculty level there are limits connected with teaching duties, from time to time also with the availability in the budget.</p> <p>MU Directive No. 2/2010 Career rules MU Directive No. 4/2017 Sabbatical leave MU Directive No. 3/2018 Catalogue of posts</p> <p>Gaps: Mobility is supported, but limited by teaching duties and, except demands in habilitation and professorship processes (one of the conditions), is not highly regarded.</p>	<p>Proposals: To prepare the Faculty Career Code and make it publicly available.</p> <p>Mobility assessment will be examined for the linkage to the Career Code and evaluation criteria.</p>
30. Access to career advice		The principle is partially implemented. The Faculty Departments provide career and job advice informally within the scientific	Proposal: To prepare the Faculty Career Code including appointment and responsibilities of the advisors.

		<p>communities and networks. Masaryk University is dedicated to the Career Center unit (https://kariera.muni.cz/en/), the official recruitment consulting office connecting employers with students.</p>	
31. Intellectual Property Rights		<p>Current state/regulatory framework: The principle is implemented. The legal protection of the research results is regulated by the Act No. 121/2000 Coll., The Copyright Act, and the number of specific regulations gathered from EU legislation. The Technology Transfer Office at MU has been created, (https://www.ctt.muni.cz/en) which supports researchers to deal with issues and also offers various types of help regarding property rights.</p>	
32. Co-authorship		<p>Current state/regulatory framework: Protection of the research results is regulated by Act No. 121/2000 Coll., The Copyright Act, and other specific regulations and implementations in line with the</p>	<p>Proposals: To describe the Faculty complaint procedures formally and make it publicly available.</p>

		<p>European legal framework.</p> <p>Gaps: According to the outputs from the Faculty survey, one case of co-authorship pressure was mentioned.</p> <p>Missing a formal Faculty complaint system.</p>	
33. Teaching		<p>Gaps: The evaluation criteria does not equally cover all parts of the job of the researcher – a higher importance is given to the research activities. Mainly represented by the group of R2 researchers, there is a feeling that the teaching obligations are unevenly distributed, both between the departments and individuals. Requests on sharing teaching experiences within non-formal meetings such as at the Faculty are recently emerging from the Teaching Lab.</p>	<p>Proposals: Revision of the evaluation criteria is needed.</p> <p>To prepare the faculty Career Code and put it into practice.</p> <p>To inform the Faculty staff more specifically about the need of advertised job positions with respect to the teaching obligations required.</p> <p>To support activities leading to sharing teaching experiences.</p>
34. Complaints/ appeals		<p>Current state/regulatory framework: At the University, the complaint procedure, covering all complaints and appeals of any</p>	<p>Proposals: To describe the Faculty complaint procedures formally and make it publicly available.</p>

		<p>student and employee, is stated by the Directive No. 3/2008. At the Faculty the complaint system is not described and formally set.</p> <p>Gaps: Missing description of complaint system in a formal way (mainly, but not only, important for complaints on the evaluation assessment and selection procedure).</p>	
35. Participation in decision-making bodies		<p>Current state/regulatory framework: The principle is implemented. The staff have the right to participate in decision-making bodies both at the Faculty and University level. The Academic Senate has an essential influence on approval of the Faculty/University internal regulations and serves as a platform to express the opinions related to science, research and management. The management body of the Faculty is created through the decision of the Dean. The members of this said body encompass the</p>	

		<p>Vice-Deans, the Heads of the Departments, Heads of the Academic Senate and its Student Chamber as well as others to form the Dean's Board.</p> <p>Documents: Statute of MU Statute of the Faculty of Informatics</p>	
Training and Development			
36. Relation with supervisors		<p>The principle is implemented and functions in place. At the Faculty, every employee is a member of an explicitly stated unit as stated in the work contract. Every unit, Department, Lab has a Head to whom they are under responsibility and supervision. PhD students are led and responsible to their supervisor, who is often also a Head of a unit (Lab, Research Group typically).</p> <p>Documents: Statute of the Faculty of Informatics_only CZ Organizační řád FI_only CZ</p>	
37. Supervision and managerial duties		<p>Current state/regulatory framework: The principle is implemented.</p>	

		<p>Senior researchers assume the role of supervisor naturally and the principle is also carried out in a formal way.</p> <p>MU Employment Code MU Directive No. 6/2015 Code of ethics Statute of the Faculty of Informatics Organizační řád FI</p>	
38. Continuing Professional Development		<p>Current state/regulatory framework: The Faculty staff of all levels are encouraged and supported to attend relevant R&D conferences, seminars, workshops, both national and international, mainly as an active participant. The Faculty staff are informed via the Head/mentor about relevant offers on education and professional development activities which organize internal or external offices, according to the needs of the employees.</p> <p>The Faculty enable and support the institutional "sabbatical leave" to research staff as an important benefit to</p>	<p>Proposals: To prepare the Faculty Career Code and make it publicly available.</p> <p>To support the teaching of English both for researchers and administrative staff.</p>

		<p>professionals as well as the benefit to the Faculty's further development.</p> <p>At Masaryk University, CERPEK (https://cerpek.muni.cz/en) provides a wide range of activities relevant to research work which the Faculty staff are informed about as well as about the language courses offered by the MUNI Language Center (https://www.cjv.muni.cz/en).</p> <p>The Masaryk University Center for International Cooperation (https://czs.muni.cz/en/mu-staff) aims to offer support and help to academic staff with organization of stays abroad. At the Faculty level, the Office for International Cooperation, cooperated with the above mentioned MU Center, is in-house, set in the organizational structure, and plays an active role in cooperation to the academic staff, postgraduate students as well as administrative staff.</p> <p>Gaps:</p>	
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		<p>The Faculty Career Code containing the career development paths with demands is not established.</p> <p>Need for continuous support of teaching English for researchers (self-presentation, ability to lead the lessons in English, academic writing).</p> <p>Weak English skills of administrative staff.</p>	
39. Access to research training and continuous development		<p>The principle is implemented and linked to the individual needs in career development and budget availability.</p>	<p>Proposal:</p> <p>To prepare the Faculty Career Code with descriptions of the demands for every position.</p> <p>To improve the internal communication regarding the offers of training - which provided a lot of opportunities but were not made more aware.</p>
40. Supervision		<p>Current state/regulatory framework:</p> <p>The principle is implemented and governed by multiple internal rules:</p> <p>Faculty Organisation Rules MU Educational, Creative and Associated Activities Quality Assurance and Internal Evaluation System Guidelines</p>	<p>Proposals:</p> <p>To prepare the Faculty Career Code and make it publicly available.</p> <p>To describe and establish the onboarding process.</p>

		MU directive 6/2016 on Project management MU Study and exams regulations	
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